

King Charles I School

Careers Education, Advice and Guidance Policy

Version Control

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Version	Date	Details
1.0	June 2018	General updates to reflect the government's new careers strategy and the provision in each year group

Introduction

The careers education and guidance programme makes a major contribution in preparing young people for opportunities, responsibilities and experience of life. It helps young people make decisions and manage transitions as learners and workers. It is vital that all 11-19 year olds who attend King Charles I School have the knowledge and skills they need in order to make informed, aspirational choices and achieve economic wellbeing in later life.

Student Entitlement

The Education Act 2011 placed schools under a duty to secure access to independent and impartial careers guidance for their students in years 9-11. This policy is written to reflect the revised Statutory Guidance for Careers Guidance (DfE, March 2015), which states that schools have a statutory duty to secure independent and impartial careers guidance for students in Years 8-13. Careers guidance that must be presented in an impartial manner and promote the best interests of the students to whom it is given.

King Charles I School is committed to providing a planned programme of careers education, information and guidance for all students in Years 7 to 13 to enable all students to make informed choices about their futures.

Aims

The aims for students of the Careers Education Programme at King Charles I School will be to:

- help students develop an understanding of themselves and others as individuals including their own and other's strengths and limitations, abilities and potential, personal qualities, needs, attitudes and values.
- enable students to develop a knowledge and understanding of education, training and employment through investigating opportunities available to them at a local, national and international level.
- support students in developing and implementing action plans to enable them to take ownership of their own future at and beyond Key Stage 4.
- provide opportunities to develop enterprise and employment skills.
- promote equality of opportunity, challenge stereotyping and support inclusion.

Outcomes

The outcomes for students of the Careers Education Programme at King Charles I School will be to:

- understand how their own skills and qualities can be adapted in relation to education, training and work.
- gain sufficient (substantial knowledge) of available career pathways using a number of different resources including ICT software.
- gain an understanding of all opportunities available to them – post 16, both in education and the world of work.
- understand the importance of employability skills and be given the opportunity to develop those skills through workshops and enterprise activities.
- feel positive about the transition from pre to post 16
- have access to current information about labour market trends, occupations and lifestyles.
- take part in a one-week work experience and mock interviews where their skills and qualities can be put into practice.
- follow a process of action planning and target setting and attend one or more careers/pathways interview.
- attend assemblies/organised days/visitor sessions/careers events on education, careers and training.

Gatsby Benchmarks

The government's Careers Strategy sets out that all schools and academies should use the eight Gatsby Benchmarks to develop and improve their careers provision, meeting them all by the end of 2020. As a school we are committed to ensure that the careers education, advice and guidance that we provide is in line with the Gatsby Benchmarks. In order to measure and assess our progress against the benchmarks we use the Compass Toolkit, an online tool provided by the Careers & Enterprise Company. This is completed on a termly basis.

Provision

Set out below is the current, planned CEIAG provision for all students. This will be adapted and added to as needs or opportunities arise.

Year 7

- All Year 7 students take part in an enterprise experience day that introduces them to employability skills, attend assemblies and talks delivered by a range of representatives from the world of work and universities, attend a careers fayre all of which is followed up by review and discussion time in tutor groups including STEM focused activities.
- Small group workshops and sessions are delivered to targeted groups.

Year 8

- A PSHCE unit on employment and careers explores types of work and careers in more detail, focusing on stereotypes in the workplace as students think about their intended options.
- As part of the Year 8 Options process, students are able to receive individual guidance from their Form Tutors and Subject Teachers as well as the school's independent careers advisor at the Year 8 Options Evening. They attend assemblies informing them of the range of options available.
- All Year 8 students take part in an enterprise day that develops their employability skills, attend assemblies and talks delivered by a range of representatives from the world of work and universities, attend a careers fayre all of which is followed up by review and discussion time in tutor groups.
- Small group workshops and sessions are delivered to targeted groups including STEM focused activities.

Year 9

- A PSHCE unit on Careers develops students' group-work and management skills, as well as financial awareness.
- All Year 9 students take part in an enterprise day that develops their employability skills, attend assemblies and talks delivered by a range of representatives from the world of work and universities, attend a careers event all of which is followed up by review and discussion time in tutor groups.
- Small group workshops, business visits and sessions are delivered to targeted groups including STEM focused activities.

Year 10

- A PSHCE unit on the world of work covers CV writing, skills in the workplace and Health and safety in the workplace (related to work experience).
- All Year 10 students take part in a week's work experience in Summer term. Preparatory and follow-up work is completed in tutor groups.
- All Year 10 students take part in a world of work day designed to inform students of the sectors, professions and pathways into those careers; they attend careers events, assemblies and talks from our range of business links, universities and other post 16 education providers to ensure that students understand the range of options and pathways available to them.
- All students receive a one to one interview with the school's independent careers advisor where they explore their options and begin to put together an action plan to support their plans for the future.
- Small group workshops, business visits and sessions are delivered to targeted groups including STEM focused activities and university visits for the high attaining students.

Year 11

- Drop down days and tutor programmes on careers covers CV writing, the etiquette of interviews (related to mock interviews) and aspirations.
- All Year 11 students take part in a mock interview with a local employer, they learn how to sell themselves and how to produce a competitive CV.

- Students receive a one to one interview with the school's independent careers advisor where they explore their options and amend their action plan where appropriate to support their plans for the future. Some students also receive help and support in putting together their application.
- Students attend careers events, assemblies and talks from our range of business links universities and other post 16 education providers to ensure that they understand the range of options and pathways available to them.

Years 12 & 13

- All students continue to have access to an individual consultation with the school's independent careers advisor.
- All Year 13 students participate in mock interviews with staff and outside experts such as Barclays Skills receiving one to one feedback on interview performance and are provided with detailed support as to how to produce a high quality personal statement.
- The high attaining students are involved in masterclasses and summer schools at local and national level, including visits to Oxford, Cambridge and Russell group universities as part of the Russell Group Programme. They are given help in preparing for the pre-application tests such as the Clinical Aptitude test for medicine.
- All students have training and support in the use of Unifrog which helps them find the best universities and apprenticeships matched to their own skills, preferences and aptitude. It is the only careers guidance tool that maintains a comprehensive set of every university course and every apprenticeship vacancy in the UK.
- All Year 12 students take part in a week's work experience in the summer term. Preparatory and follow-up work is completed in tutor groups.

On-going general guidance

- The Careers Library is based in the sixth form study area and contains a wide range of up-to-date and recommended CEIAG texts, including the HEAPS guide to universities and the Apprenticeships Guide. The library also has a wide range of guides to individual careers, categorised by type, and current prospectuses from most UK universities.
- Students are given access to a range of online sources during tutor and PSHE time.
- The school has an independent adviser who sees students in school each week by appointment as well during lunch time and after school drop in sessions.
- The school has close business links who volunteer their time to deliver workshops.
- Each department works closely with students to advice and guide them on specific career pathways and progression routes relating to their subject area. Each department are also involved in the options process in Year 8.