

Careers Education, Information, Advice and Guidance (CEIAG) at Saint Pius X Catholic High School

Rationale

Careers education and guidance programmes play a major part in helping students at Saint Pius X to choose pathways that suit their abilities, interests, and individual needs. A robust careers programme helps avoid disengagement, puts school learning into a wider and more relevant context, and helps raise aspirations.

The programme helps our students to plan and manage their careers effectively, ensuring progression which is ambitious and aspirational. It promotes equality of opportunity, celebrates diversity and challenges stereotypes. The policy is designed to meet the Gatsby benchmarks and conforms to statutory requirements.

Context

The statutory guidance released in January 2018 placed schools under a duty to ensure that all registered pupils in Years 8-13 have access to independent, accurate and impartial information advice and guidance. The guidance refers to legislation as set out in Sections 42A, 42B and 45A of the Education Act 1997 and section 72 of the Education and Skills Act 2008.

Commitment

Saint Pius X is committed to providing all students in Years 8-11 with a programme of careers activities and supporting activity. The programme has been developed in line with the eight Gatsby benchmarks for ensuring best practice and to meet the statutory requirements.

The Gatsby Benchmarks

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of work places
7. Encounters with further and higher education
8. Personal guidance

To ensure Saint Pius X is delivering the best possible careers guidance we are currently working towards a 'Careers Quality Award' with Prospects, which, once obtained, will be valid for three years.

The current careers programme is delivered through a combination of methods, including PHSC in Years 7, 8 and 9, form tutor time across all year groups and through assemblies, presentations, employer visits, work experience and 1:1 sessions. Additionally, special events are held across the year such as a post-16 afternoon, mock interviews, work experience matching services and STEM

activities. The school also works in partnership with Careersinc to ensure careers advice is impartial and independent.

This document will enable students to relate their school experience and factors such as punctuality and subject learning, to the world of work, as well as helping them identify any gaps they have against an employability skill set. It will also support CV writing and interview preparation.

Aims

To help students develop the skills and confidence to make realistic and informed decisions about their futures and to manage the transitions from one stage of their education, training and work to the next.

Objectives

To ensure that students develop the skills and attitudes necessary for success in adult and working life by

- making students aware of the range of opportunities which are realistically available to them in continued education and training at 14+, 16+ and 18+;
- equipping students with the necessary decision-making skills to manage those same transitions;
- developing in students an awareness of the wide variety of education, training and careers opportunities both locally and nationally.
- encouraging students to make good use of the paper-based, virtual and staff resources available to them, in order that they can make informed and appropriate choices throughout their school journey;
- fostering links between the school, local businesses and further/higher education establishments;
- enabling students to experience the world of work and develop transferable skills;
- ensuring that wherever possible, all young people leave the school to enter employment, further education or training;
- maintaining a culture of high aspirations;
- promoting equality of opportunity, celebrate diversity, challenge stereotypes and ensure all students who require any extra assistance and guidance to reach their potential, receive it.

Learning Outcomes

Students should be able to:

- Assess their achievements, qualities and skills;
- Present this information as appropriate;
- Use this information for personal development;
- Set career and learning targets;
- Recognise and deal accordingly with influences on their attitudes, values and behaviour in relation to work;
- Recognise the value and impact their activities at school can have on their future.

Implementation

The school guarantees impartial and independent advice via:

- Access for all students and staff to appropriate sources of guidance;
- Promoting the National Careers Service Website and Helpline;
- Promotion of independent websites relevant to all career needs;
- Access to a wide variety of external speakers offering independent sources of information including local and national employers, representatives from professional bodies and organisations representatives of higher education establishments and former students, who are a valuable resource.

Information and Resources

Careers information and resources are located in the careers library, which contains up-to-date, impartial information presented in a variety of media. It is reviewed and renewed on a regular basis by the careers lead in school. College and University prospectuses are current, and visual displays on the noticeboards are kept current. The careers library can be accessed by students before school, during break and lunch times and after school.

Monitoring, Review and Evaluation

A report will be published on an annual basis, including an account of activities, a review of progress and provision. This policy will be reviewed annually as part of the whole-school self-assessment process and will be reviewed by the governors when any additions or amendments are made. Parents are welcome to give feedback on any aspect of the CEIAG programme to the careers lead in school.

Student voice activities will be conducted with students from various year groups at least once a year.

Recording, assessment and reporting students' progress will be monitored via their employability profile and will include items such as feedback from their Y10 Mock Interview and work experience.

A report on the careers programme is presented to the governors annually.

Entitlement

Every student at Saint Pius X is entitled to a thorough, personalised and aspirational programme of careers events throughout their time at school. They are given support to follow whichever route they choose at the end of KS4. Every student is made aware of the school's careers student entitlement via assemblies.

Parents are welcome to speak to their child's form tutor, student support manager, SENCO or the careers lead if they have any questions or concerns about their child in careers events. They are entitled to have access to information about the options processes – provided via letter, on the school website and at information evenings.

Each KS4 student will have at least one individual careers interview with an independent, Level 6 qualified careers adviser by the end of KS4. This advice is provided through a service level agreement with Careersinc.

Careers and SEN provision.

Every student with SEN follows the same programme of careers as their peers, with adaptation and support from the SEN team where appropriate; it is primarily focused on individual choice and personal aspirations.

Students with SEN have an interview with the careers adviser in Year 9 before the options process to enable early identification of any needs, as well as to recognise the careers aspirations of young people with additional needs. If an issue should arise at a later date, as soon as it is recognised the SENCO and pastoral support team can request further interviews with the careers adviser. Students can also self-refer and form tutors are also able to raise concerns. If a student has an additional need that current provisions cannot fully address, advice will be sought from the National Careers Service, for guidance on providing the best support.

The SENCO meets with parents/carers to discuss option suitability where a student's need is likely to have an impact on their choices during the option process. The SENCO supports the development of work experience placements, ensuring that providers are aware of individual needs, highlighting any considerations that need to be made and promoting a positive experience.

Partnerships

The CEIAG programme is greatly enhanced through links with partners who help ensure that students' learning is up to date and relevant. We strive constantly to expand and improve links with employers and other local groups such as MEARS and Business Education Together. This involvement includes the provision of work experience placements, careers talks, workplace visits and mock interviews.

Saint PiusX is also working in partnership with the Higher Education and Progression Partnership for South Yorkshire (HeppSY) part of the National Collaboration Outreach Programme (NCOP) to provide additional support for students. A delivery plan is in place and available on the school website.

Links are also maintained with the local FE College together with various training providers supporting apprenticeships for those pupils considering that route as an alternative to further or higher education. In addition, we have forged links with a number of universities including Oxford and Cambridge, University of Sheffield, University of Manchester and Hallam University.

Parental involvement is encouraged at all stages. We recognise that parents/carers remain the biggest influence on a young person's career choices and as such we offer parents help and guidance at critical stages in the students' time with us; for example, in Y9 with KS4 options decisions, Y10 with work experience placements and year 11 with 16+ choices. Parents also have the opportunity to speak to the careers adviser by phone, by appointment or at Y9, Y10 and Y11 parental consultation evenings.

Links with the local authority

The school has also maintained links with the Local Authority, Rotherham Metropolitan Borough Council, to access careers and enterprise provision and will work with them including sharing information to support provision.

All changes to the careers policy are approved by the school governing body with the governor responsible for careers and they are regularly informed about the progress of the careers programme via visits to the school and reports/presentations delivered by the careers lead in school.

Work Experience

The objective of work experience in Y10 is to provide students with an opportunity to experience the world of work first-hand, and to develop their employability skills. Where possible, students should seek a placement in an environment which is linked to a career which they are considering for their own future. During the two week placement, students will develop their communication skills, learn

about the expectations of a workplace and possibly develop some skills which are specific to their placement role. All students will be offered the opportunity to undertake a two week placement in the summer term of Year 10.

The students are assisted by the work experience coordinator and BE Together. Each year, the programme is launched at an assembly for students held in the autumn term.

Prior to the placement, students will participate in several preparation activities including creating a CV, letter writing and a mock interview with an external business partner. A work experience briefing will be held for all students in Year 10 prior to their placements to ensure that they understand how to approach their placement, and the procedures to follow if there are any problems. Necessary and relevant health and safety information will also be covered. Each student will be visited or telephoned during their placement by a member of staff.

Safeguarding

To ensure that students are safe during work experience placements, our partner BE Together will check that the organisation offering the placement holds valid 'Employers' Liability Insurance' (ELI) for the time of the placement. Any placement which does not hold ELI and which has not been Health and Safety checked for the period of the placement will not be approved.

Staff Links

All staff have a duty to play their part in students' progress through the careers curriculum, for example:

- Subject teachers linking their curriculum subject to careers and ensuring students realise what skills their subject is promoting, as well as the opportunities a qualification in a subject can provide;
- A teacher delivering careers education via PSHCE;
- Coordinating or enabling work experience;
- Providing a reference for someone's job application;
- Monitoring progress and conducting one to one interviews to ensure students are on track and assisting them with post-16, apprenticeships or employment;
- Senior leaders ensuring a whole-school focus on careers education and supporting CEIAG development;
- Coordinating CPD to ensure all relevant staff are trained appropriately with regards to careers.

Staff training opportunities are provided for attending further training courses and these are monitored and reviewed. The external, independent adviser who visits school weekly is level 6 qualified and her service level agreement dictates that his training is kept up to date.