

## Careers Education, Information, Advice and Guidance (CEIAG) Policy

### Philosophy

To ensure that every student is prepared for life in modern Britain, each student is helped to develop an increasing understanding of the world of work, and knowledge of Higher Education (HE) paths, apprenticeships and careers likely to suit their individual talents and skills. Through a careers education programme designed to meet the Gatsby Benchmarks and that conforms to statutory requirements, students from Year 5 upwards develop high aspirations and consider a broad and ambitious range of careers.

### Aims

The School works on initiatives to raise aspirations and achievement, and to implement progression plans for university, apprenticeship and/or career choice(s). The School provides access to a range of activities including employer talks, careers fairs, motivational speakers, university visits and an alumnae mentoring programme.

Students are encouraged to make subject choices in line with their personal strengths and enthusiasms while ensuring specific requirements are met for more prescriptive career paths.

### Objectives

To ensure that students:

- develop the skills and attitudes necessary for success in adult and working life
- are equipped with the necessary decision-making skills to manage options at I/GCSE, A-level and post-18 education
- develop an awareness of the wide variety of education, training and careers opportunities both locally and nationally
- effectively use the paper-based, digital and staff resources available so that they can make informed and appropriate choices throughout their school journey
- benefit from links fostered between the school, local businesses and the alumnae community
- experience the world of work and develop transferable skills
- experience a culture of high aspirations and equality of opportunity, in which diversity is celebrated and stereotypes are challenged
- receive extra assistance and guidance to reach their potential, where this is necessary.

### Curriculum Provision

Our careers provision is mapped against the Gatsby benchmarks and Framework for Careers, Employability and Enterprise Education (2018) developed by the Career Development Institute. The current careers programme is delivered through a combination of methods, including careers lessons provided within the Personal Development (PD)/General Studies programme from Years 5 through to Sixth Form.

Careers information is available both in the dedicated careers library and in digital format via a number of platforms that provide access to information on apprenticeships, universities, gap years, the labour market, career pathways and UCAS applications.

In Junior School the students gain an introduction to careers; understanding what a career is and why it is important. All Year 6 students participate in a Young Entrepreneur project.

In Lower School, the curriculum includes: strengthening the knowledge gained in Junior School and investigating at a deeper level the concepts of work, business types and labour market information (LMI); students also research the history of the workplace and are introduced to employment law relating to young people.

In Middle School, the curriculum includes: careers research with an aim to raise student aspirations, exploring stereotypes in the workplace and developing personal, social and employability skills. In Year 9, assemblies and a printed guide to choosing I/GCSE options are provided; all students are also given the opportunity to experience a workplace during "Take Your Daughter to Work Day." Year 10 students continue to assess their interests, their strengths and their weaknesses by sitting the Morrisby Psychometric test. Each student then has a follow up group interview to understand the results in greater detail and the opportunity to research their option choices for A-level, the different pathways into higher education and any requirements for entering a variety of professions. They develop skills in CV, letter writing, application forms and interviews. Every student in Year 11 is encouraged to take part in at least one week's work experience at a self-arranged placement. Talks on A-level options and an A-level options evening is held every year for parents and students. Individual interviews are held in Year 11 with a member of the Senior Leadership Team (SLT) and the careers team follow up by providing further advice and guidance.

In Sixth Form, students are encouraged to get involved in voluntary community and charity work, as well as gaining further work experience. A series of careers talks are delivered in General Studies around taking a gap year, apprenticeships and how to research Higher Education options. A Higher Education evening is held every year for parents and students in Lower Sixth and an annual event is also organised whereby a range of external speakers from visiting universities discuss topics such as Applying to Oxbridge or Getting into Medicine/Veterinary Medicine. Alumnae come into school every year to discuss their university, apprenticeship and gap year experiences. Individual careers interviews with Lower Sixth are undertaken by the careers team and a large proportion of form time is devoted to the topic of UCAS applications and interview skills.

Several special events are held, for example the annual careers convention, a joint event with two local schools involving apprenticeship and careers representatives, to which Year 10 through to Year 13 students and parents are invited.

## **Management**

The Headmistress and governors have overall responsibility for Careers Education, Information, Advice and Guidance (CEIAG) and the HE programme.

All members of the department work in consultation with tutors and the relevant Heads of Section.

### **Careers team**

- Heather Doherty: Leadership, Head of Sixth Form and Higher Education and overall strategic lead for careers
- Emily Trump: Head of Careers and Professional Guidance
- Joanne Bailey: Careers and Work Experience Assistant

## **Resources**

- A large, purpose-built, careers library is housed within the school library and is easily accessible to students and staff. Materials are audited annually and replaced where necessary.
- Careers software including Higher Ideas, Morrisby and Unifrog and other useful careers links are easily accessible. These links are referred to in careers lessons and used by our Head of Careers when advising students.
- The budget for careers is negotiated annually in line with the department's development plan for the forthcoming year, the need to update materials as well as reviewing the spending of the previous year.

## **Entitlement**

Please see Appendix A: Careers Entitlement, outlining student and parent entitlement.

## **Partnerships**

The careers programme is greatly enhanced through links with local and national employers and organisations, which help to ensure that students' learning is current and relevant. The careers department is always aiming to expand and improve links with local and national employers and other local groups. This involvement enhances the provision of the work experience placements, curriculum projects linked to particular subjects, careers talks, the annual careers convention, workplace visits and Upper Sixth practice interviews. In addition, the School works closely with universities and other schools in the Oxfordshire area.

Parents/guardians/carers are vital to students understanding of career choices and the decision they make. Up-to-date information on choices at I/GCSE, A-level and 18+ is provided and parents' information sessions are arranged. Students are also encouraged to make appointments to talk to tutors, Head of Section or the Head of Careers and Professional Guidance to discuss individual concerns.

The development of greater contact and support from parents and our St Helen's alumnae community is actively encouraged. A mentoring scheme (The Kate Scheme) links Upper Sixth students to Old Girls from potentially relevant careers.

## **Monitoring, Reviewing and Evaluation**

Built into the careers programme are opportunities for students to self-evaluate and reflect on their learning at key points, such as following work experience.

Activities that form the careers programme are evaluated and information is used to inform planning for the next year. Feedback is gained from a mixture of evaluation forms, focus groups in form time and Upper Sixth leaver exit questionnaires. The work experience placements, Careers Convention and HE events are also reviewed and evaluated on an annual basis. Evaluation focuses on how effective the event/activity has been in helping students to learn the intended learning outcomes. Form tutors, students and, where relevant, employers are consulted. Leavers' destination information is also analysed.

We share our successes and look for practical ways of improving our programme. We use the evaluation findings as well as any new Government initiative to feed into a detailed development plan. The member of SLT and Head of Careers work together and report termly to the Headmistress and governors. The Headmistress also regularly meets with the SLT member to keep up to date throughout the year.

## **Governor scrutiny of implementation**

This takes place through Governor visits to departments and lessons, attendance at school events, Governor Committee and involvement in the annual policy review.

Policy last reviewed

Next review due

Person responsible for review

Audience

Trinity 2020

Trinity 2021

Head of Sixth Form

Staff/parents

## Appendix A: Careers Entitlement

Students attending the School are in their careers programme entitled to:

- Receive a comprehensive and stable careers programme from Year 5 that continues until they leave school
- Receive relevant careers guidance and have access to independent careers information and guidance, including labour market data where relevant.
- Receive personal advice that helps students to achieve their individual careers goal – whether this is Higher Education, an apprenticeship or employment.
- Be equipped with the necessary skills to prosper in HE and employment.
- Have the relevant knowledge to make realistic, achievable but also aspirational goals based on their own interests and skills, whilst taking into account job market information and relevant entry requirements.
- Receive up-to-date information about careers and skill-development opportunities.
- Understand how different subjects help keep different options open.
- Have access to additional help, whether this need is generated from a change of decision, personal circumstances or additional needs.
- Have meaningful and helpful encounters with employers and other education providers.
- Have a minimum of one week's work experience in Year 11, with the opportunity for a second.

Students are expected to:

- Fully engage with careers lessons and activities.
- Utilise the available careers resources, including the on-line platforms.
- Record careers-related skills, participation and research, reflect upon what has been learnt.
- Identify and set goals for the future.
- Actively participate in workshops, presentations and visits from external employers or providers.
- Attend informative events such as A-level options evening and the annual careers convention.
- Use study and research spaces such as the careers library appropriately and with respect for other users.
- Take advantage of opportunities offered outside school, such as school trips and projects.

Parents are entitled to have:

- The opportunity to contact the members of the careers team.
- Access to information and guidance at relevant times in their daughter's lives e.g. securing work experience, A level options evening, UCAS applications during HE evening.