



# St Mary's CE High School

*'Aspire - Challenge - Succeed'*

## **Careers Education Information Advice and Guidance & Work Related Learning Policy**

*Policy agreed: Summer 2018  
Date of Next Review: Summer 2023*

## **St Mary's CE High School Careers Education Information Advice and Guidance & Work Related Learning Policy**

St Mary's is an 11-19 co-educational comprehensive school with Academy Status. In line with the Christian ethos of the School and our inclusion agenda, we are committed to providing an outstanding Careers, Education, Information, Advice and Guidance (CEIAG) programme for all students and will be guided by best practice frameworks for careers provision namely the Career Development Institute (CDI) Framework for Careers, Employability and Enterprise Education and the Gatsby Benchmarks identified in the 'Good Careers Guidance' report 2014.

**The Governors of St Mary's have made safeguarding a fundamental priority and are committed to ensuring that safeguarding of children and young people remains at the core of their work. For this reason, the principles of excellent safeguarding practice are integral to the culture of St Mary's and every aspect of the school and trading company's work. This policy supports this commitment to safeguarding and should be read in conjunction with other school and trading company policies as appropriate.**

**It is every person's responsibility to safeguard and promote the welfare of children and it remains a paramount concern of all who work in and who are part of the St Mary's community.**

### **Rationale**

Careers and Work Related Education and Guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned progressive programme of activities guides the choosing of 14-19 progression pathways that suit their interests and abilities and supports students to follow a career path and sustain employability throughout their working lives. The school works hard to ensure that students are provided with impartial and unbiased CEIAG that promotes consideration of a broad range of progression pathways and career/work opportunities.

### **Commitment**

The Governing Body and staff are committed to:

- Appointment of a Careers Leader to be the School expert
- the provision of resources, information and advice to enable all students in Years 7 to 13\* to understand and develop their knowledge of progression pathways and understanding of career choices
- all staff being involved in the delivery of high quality CEIAG
- encouraging students to achieve to the best of their ability and to be ambitious
- involving students, parents/carers and business/industry leaders in the further development of careers work
- recognising our statutory duties to secure independent, impartial face to face careers guidance for students in years 7 to 13 that includes information on the full range of education and training options, including apprenticeships and vocational pathways
- working with YC Herts and other external agencies, including local and national business and industry, so that no student is disadvantaged in gaining access to education, training or work

- providing additional support/intervention to ensure equality of opportunity for disadvantaged, vulnerable or students deemed 'at risk'

The governors of St Mary's CE High School are committed to providing the required support and resources to allow the School to meet the National Quality in Careers Standard as described in the Investors in Careers Award.

## Aims

The staff of St Mary's aim to raise aspirations, challenge stereotypes and encourage students to consider a wide range of progression pathways and careers. Through a high quality provision of careers education and guidance, students will be encouraged to make the most of their skills, ability, talents and interests to progress into courses, training programmes and employment that support their needs, aspirations and intellectual abilities.

In particular we intend our students to:

- develop a broad understanding of the world of work and an ability to respond to changing opportunities
- develop independent research skills so that they can make good use of information and guidance
- develop and become self reflective when thinking about and making choices about their progression pathways and careers options
- develop the personal skills they need to review achievements, plan future actions, make decisions, present themselves well and cope with change and transition.
- be inspired and aspirational to build strong connections with employers, trainers and business people as a result of their CEIAG programme in school

## Objectives

- to provide all students from Year 7 to Year 13\*, access to independent CEIAG and to be aware of how to use resources available to them, including online tools, to support progression pathways.
- to provide all students during their time at SMHS with at least seven opportunities for high quality interactions with an employer.
- to provide all students from Years 7 to 13\* with at least one interaction with an employer each year, some of which will be employers involved in STEM business/industry.
- to ensure that girls and boys are encouraged to consider STEM subjects and careers.
- to ensure that disadvantaged (PPG) students or those considered to be vulnerable are well supported to have equality of opportunity when accessing CEIAG and work related learning.
- to ensure every young person is presented with the complete range of options at post 16: including an academic route, traditionally via A Levels and University or a technical route for those seeking to gain the technical knowledge and skills required for entering skilled employment.

- to ensure technical education, higher education and apprenticeship providers are given the opportunity to talk to all students.
- to have access to YC Herts for the provision of Work Experience and independent careers guidance.
- to continually review our CEIAG programme to maintain relevance in line with the CDI Framework for Careers, employability and enterprise education and the Gatsby Benchmarks identified in the 'Good Careers Guidance' report and any other national careers related strategies or guidelines.

The eight Gatsby Benchmarks are:

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. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

## Curriculum Provision

Careers and work related learning activities and opportunities within and outside of school will be delivered through high quality, planned and ongoing CEIAG provision. This CEIAG provision will include:

- experience of work, including work experience
- all subjects taught as part of the curriculum in each year group from Year 7 to Year 13\*
- additional accreditations eg., DofE, EPQH, Public Speaking, Coaching Awards
- PSHE and Citizenship programmes
- Healthy Minds programme
- extra-curricular and enrichment activities eg., drop/themed activity days
- vocational activities eg., Young Enterprise
- community, charity and voluntary activities
- leadership opportunities such as CSLA Sports Leaders Awards
- professional learning placements (PLP) for Post 16 only

A summary of how curriculum provision that specifically supports CEIAG is provided in the table in Appendix 1. Please note, that provision will be adjusted to meet needs and as additional resources become available or are developed.

## Management

A CEIAG link Governor is in place and they take a strategic interest in careers education and guidance and encourage employer engagement.

A CEIAG Lead is employed by the governors of St Mary's to demonstrate the commitment to the appropriate resourcing of CEIAG provision for our students.

The CEIAG Lead is line managed by a member of senior management. The Lead provides information and regular updates about provision and national developments in CEIAG to senior leaders. They also will report on CEIAG participation rates and impact of provision on learners.

The CEIAG Lead is responsible for coordinating all aspects of CEIAG provision across the school. This will include liaison with stakeholders and external agencies who contribute to CEIAG provision such as:

- Parents/carers
- Higher Education providers
- FE Colleges
- Training Providers
- Apprenticeship Providers and Promoters
- Employers
- external IAG Providers
- other local agencies

The CEIAG Lead will also liaise with subject and Year Leaders to ensure activities can be arranged to support the role of CEIAG within subject teachings and understand the opportunities opened up by the subject.

## Monitoring

Monitoring of CEIAG provision is achieved in the following ways:

- Observations of tutorial sessions, PSHCE lessons and other formal teaching activities
- Learning walks
- Student evaluation and feedback after CEIAG events
- Focus groups after CEIAG events
- Feedback from employers participating in CEIAG events
- Evaluation of work experience placements by students and employers
- Careers and Enterprise Company Compass Tool to evaluate the school's CEIAG and work related learning provision against best practice

Parents/carers are entitled:

- To have access to information on curriculum pathways and subject course options when their child is aged 13 (Year 9) and 16 (Year 11) and during Post 16 education. At St Mary's this is achieved using a range of strategies including parents/carer evenings, documents about progression pathways and courses available at each stage. This information is also published on the website
- To have information about work experience and the opportunity to discuss work experience issues
- To arrange Work Shadowing Days for their child. At St Mary's these take place in Year 8
- To discuss career pathways with staff and other appropriate advisors/specialists used by the school eg., YC Herts

St Mary's commissions the specialist CEIAG services of YC Herts to provide access to relevant and impartial CEIAG and to provide independent careers advice for all students.

## Careers Interviews

Careers interviews are conducted by YC Herts Personal Advisors and information from these is kept confidential (except where safeguarding is involved). All Year 11 students are guaranteed an interview. Vulnerable students are prioritised for intensive and additional support. After this, student interviews are allocated on a needs basis, either through direct referral from a member of staff e.g. from a tutor or from a need assessed during a lesson where careers were the focus. Students are free to request an interview at any time and an appointment will be allocated as soon as possible. YC Herts also hold 'drop in' sessions at break and lunch times on the days they are in school.

## Resources to Support CEIAG

The School has access to a range of resources that support high quality CEIAG. These include:

- Careers information and resources located in the Learning Resource Centre (LRC). The LRC is open from 8.00am until 5.00pm and can be used by to all students at break, lunchtime and after school. Post 16 students can use the LRC during non-contact time
- Dedicated 'YC Herts' room in St Mary's CE High School
- Subscription to the Chamber of Commerce – St Mary's is a Young Chamber school
- SACU Student Program (on line)
- Work Ready Employability website – funded by Broxbourne Borough Council
- Designated officer from University of Hertfordshire Outreach Programme linked to St Mary's
- Designated officer from ASK Amazing Apprenticeship Regional Programme linked to St Mary's
- A wide range of local businesses and employers work as partners of St Mary's CE High School (see Appendix 3)
- Careers Enterprise Company (CEC). The Marriott Hotel (Hanbury Manor) is a link business partner for St Mary's CE High School
- National Apprenticeship Service (the CEIAG Lead is an Apprenticeship champion. This entitles St Mary's to access free resources)
- St Mary's has been nominated to be a hub school as part of a pilot programme to promote CEIAG provision in Hertfordshire (tbc).

Please note that this Policy should be read in conjunction with:

- The NCW Guide: Careers Ed in Schools
- St Mary's CE High School Curriculum Policy  
Good Careers Guidance Report 2014
- Framework for Careers, Employability and Enterprise Education (CDI)
- Quality in Careers Standard website ([www.qualityincareers.org.uk](http://www.qualityincareers.org.uk))
- RBS Career Kickstart website ([www.careerkickstart.rbs.com](http://www.careerkickstart.rbs.com))

## **APPENDIX 1**

### Summary of CEIAG Curricular provision

| <b>Key Stage/<br/>Year Group</b> | <b>Provision Provided</b>  |
|----------------------------------|--|
| KS3                              | <p>CEIAG is embedded within each year group tutorial programme enrichment activities and PSHE schemes of work. Ongoing work, reviewing and setting targets lead into Progress Review activities, other parent/carer consultations events and reports which are held throughout the year</p> <p>As part of the University of Hertfordshire's Beacon Programme – all key stage 3 year groups will experience off timetable workshops including subjects such as “Why go to University?” and “Introduction to Higher Education”</p>   |
| Year 7                           | <p>Year 7 are involved in ‘Rocket to the Future’ events focusing on developing their aspirations and broadening the awareness of progression pathways and career opportunities. This is delivered by YC Herts during day(s) when the timetable is suspended</p>  |
| Year 8                           | <p>Year 8 take part in a Work Shadowing day in the summer term. For those unable to find placements, students experience a variety of career based activities including multiple interactions with various employers, supported by the governors and other employers who work in partnership with the School</p>   |
| Year 9                           | <p>Year 9 have a Careers Carousel in the autumn term. Students have the opportunity to research and find out about local businesses and opportunities available to them in a range of employment sectors</p> <p>Year 9 are introduced to the Spotlight on Apprenticeship, Careers &amp; University (SACU) programme to look at a broad range of careers and the education and training routes that are available to support their aspirations, skills and interests. This programme continues to raise student awareness of different employment sectors in the world of work</p> <p>An Options Evening aids students in the selection of GCSE options at key stage 4</p> <p>Individual interviews to review career and progression plans for students with EHCPs ahead of options/transition events</p> <p>School organised visit to to HRC/local colleges for targeted students interested in Level 2 vocational provision</p> |

|                                  |   |
|----------------------------------|---|
| KS4                              | CEIAG is delivered through each year group tutorial programme and enrichment activities such as drop days   |
| Year 10                          | Year 10 take part in a WEX Ability day, which prepares students for Work Experience. This includes the completion of CV's/application forms and a 'mock' interview<br>Work Experience takes place for one week in February  |
| <b>Key Stage/<br/>Year Group</b> | <b>Provision Provided</b>   |
| Year 11                          | Year 11 experience an 'Aim Higher' day, covering activities such as exam stress, team building, apprenticeships and writing a CV<br>A Post 16 evening aids students in the selection of appropriate courses for Year 12/13<br>All Year 11 students are offered an Independent Confidential Careers interview with YC Herts with drop in sessions for all students<br>School organised visit to to HRC/local colleges for targeted students interested in Level 2 and Level 3 vocational provision |
| KS5                              | Post 16 students CEIAG is embedded within their tutorial programme and enrichment activities. Students have the opportunity for a personal careers interview. All students are supported with advice about their progression pathways and there is an extensive programme in place to assist with UCAS applications and applications for apprenticeships and work   |
| Year 12                          | Year 12 experience Mock Interviews in the Summer Term from a variety of employers organised through the local Chamber of Commerce along with personal branding and CV building sessions from YC Herts<br>A range of leaders/advocates from different business/industry/training sectors are invited in to meet and speak to students (small groups/year group) about employment/training opportunities and access routes  |
| Year 13                          | A range of leaders/advocates from different business/industry/training sectors are invited in to meet and speak to students (small groups/year group) about employment/training opportunities and access routes   |



## **APPENDIX 2**

### **St Mary's CE High School**

#### **ACCESS POLICY**

##### **Introduction**

This policy statement sets out the School's arrangements for managing the access of providers to the School for the purpose of giving them information about the provider's education or training offer. This complies with the School's legal obligations under Section 42B of the Education Act 1997.

##### **Student Entitlement**

All students in Years 8-13 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities as part of a careers programme which provides information on the full range of education and training options available at each transition point
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events
- To understand how to make applications for a full range of academic and technical courses

##### **Management of provider access requests**

###### Procedure

A provider wishing to request access should contact:

Mrs Claire Scarisbrick, CEIAG Lead on 01992 629124, email [admin@st-maryshigh.herts.sch.uk](mailto:admin@st-maryshigh.herts.sch.uk),  
(marked for the attention of the CEIAG Lead)

###### Opportunities for access

A number of events, integrated into the School careers programme will offer providers an opportunity to come into school to speak to students and/or their parents/carers.  
(see Appendix 1)

##### **Premises and facilities**

The School will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The School will also make available appropriate equipment to support provider presentations. This will be discussed and agreed in advance of the visit with the CEIAG Lead. Appropriate resources will also be made available to students, should this be necessary.

Providers are welcome to leave a copy of their prospectus or other relevant documents/materials, marked for the attention of the CEIAG Lead.

### **APPENDIX 3**

List of business partners working with St Mary's CE High School:

- Marriott Hotels Group - Hanbury Manor, Cheshunt and Waltham Cross
- Broxbourne Foodbank
- De Vere Hotels
- Warburtons
- Sky
- Mercedes
- Volunteer Centre Broxbourne
- Holy Trinity CE Primary School
- Broxbourne West Children's Centre Group

### **APPENDIX 4**

#### **Glossary of Terms**

CEIAG (Careers Education, Information, Advice & Guidance)

CDI (Career Development Institute)

YC Herts (Youth Connexions Careers Service)

STEM (Science, Technology, Engineering & Mathematics)

PSHCE (Personal, Social, Health & Citizenship Education)

WEX (Work Experience)

IAG (Information, Advice & Guidance)

CEC (Careers Enterprise Company)

SACU (Spotlight on Apprenticeships, Careers & University)

LEP (Local Enterprise Partnership)

NCW (National Careers Week) documents and website ([www.nationalcareersweek.com](http://www.nationalcareersweek.com))