



St Mary's CE High School

We believe everyone is equal: everyone deserves the best

Careers Education Information Advice and Guidance & Work Related Learning Policy

*Policy agreed: Autumn 2023
Date of Next Review: Autumn 2025*

"Our vision, as a school with a Christian ethos, is founded on The Parable of the Sower, where

Through God's love, we are the rich soil where seeds flourish and roots grow,
based on the Parable of the Sower, Mark 4: 3-9

*This underpins our motto, **We believe everyone is equal, everyone deserves the best,** and is key to what we do. We believe that we are all equal, irrespective of our background and beliefs. We provide a safe, nurturing environment in which we can all flourish. We have the very highest aspirations for our students, their families, our local community, and ourselves, and want nothing but the best. We challenge students by having a rich and exciting curriculum provision and by making learning practical, engaging and enjoyable. We enable students to succeed by providing the best possible personalised support."*

Nicholas Simms – Head Teacher

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.

SAFEGUARDING STATEMENT

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's work. This policy supports this commitment to safeguarding and should be read in conjunction with other school 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 **Services for Young People** 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

Our Careers Education and Guidance policy has the following objectives in line with the eight Gatsby Benchmarks for Careers Excellence when delivering the careers programme in school:

- **To plan and provide a stable careers programme for our learners**
- **To expose students to relevant careers and labour market information (LMI)**
- **To address the needs of all students**
- **To link curriculum learning to careers**
- **To provide opportunities for students to encounter employers and employees**
- **To support students to obtain work experience placements in Year 10 and 12**
- **To provide opportunities for students to encounter further and higher education**
- **To provide personal guidance to students on careers education**
- **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.

To be removed

- to provide all students from Year 7 to Year 13, access to independent and impartial 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 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 **Services for Young People** for the provision of Work Experience.

Curriculum Provision

CEIAG at St Mary's aims to provide students with the skills, knowledge and understanding to support the 6 core aims of the CDI's framework. These six skills are the learning areas that our careers programme and interventions focus on for life long career development:

- **Grow throughout life; grow throughout life by learning and reflecting on yourself, your background, and your strengths.**
- **Explore possibilities; explore the full range of possibilities open to you and learn about recruitment processes and the culture of different work places.**
- **Manage careers; manage your career actively, make the most of opportunities and learn from setbacks.**
- **Create opportunities; create opportunities by being proactive and building positive relationships with others.**
- **Balance life and work; balance your life as a worker and/or entrepreneur with your wellbeing, other interests and your involvement with your family and community.**
- **See the big picture; see the big picture by paying attention to how the economy, politics and society connect with your own life and career.**

Student Entitlement Statements

Year 7:

- We focus on helping students identify that making good career choices means finding a job that combines their strengths, interests, preferences and personality traits
- Students are introduced to Unifrog and the resources available to them. They are informed about how to use them and where to find advice and guidance from the Careers Adviser
- Students are introduced to Labour Market Information and how important this is when planning a career
- Students have the opportunity to take part in a workshop to engage with employers to learn about the world of work
- During Careers Week speakers are invited to talk about a range of careers and employability skills
- Students have optional access to one-one impartial careers advice

Year 8:

- Students focus on their interests, skills and aspirations as they explore the decisions they need to take to help support their chosen career path
- Students learn about Labour Market Information to show them the importance of LMI when planning a career
- Students have access to their own Unifrog account to carry out careers research
- Students have the opportunity to attend the Careers Carousel to engage with employers to learn about the world of work
- During Careers Week speakers are invited to talk about a range of careers and employability skills
- Students have the opportunity to take part in an enterprise workshop to engage with employers to learn about the world of work
- Students have the opportunity to find out about technical education qualifications and apprenticeship opportunities from a local provider
- Students have optional access to one-one impartial careers advice

Year 9:

- Students receive 2 options preparation PSHCE lessons
- Students define their personal goals and identify resources to help them research their preferences
- Students are supported to think about GCSE options in terms of career pathways
- Options Evening. At the annual Year 9 options evening parents and students can receive further guidance on their choices and the process involved. At this time, we issue all students with their Options Selection List
- Students learn about Labour Market Information to show them the importance of LMI when planning a career
- Students have access to their own Unifrog account to carry out careers research

- Students are given a dedicated time slot to attend the Careers Carousel to engage with employers to learn about the world of work as well as Further Education providers to discuss potential educational choices.
- Students have the opportunity to take part in a Young Enterprise workshop to engage with employers to learn about the world of work
- Students have the opportunity for additional accreditations e.g., DofE, Public Speaking, Coaching Awards
- Students have the opportunity to find out about technical education qualifications and apprenticeship opportunities from a local provider
- Students have optional access to one-one impartial careers advice

Key Stage 3: By the end of this key stage, all students will have:

- A better understanding of themselves and their abilities, interests, potential and development needs.
- Accessed Unifrog for research to help them make choices about post 14 courses and learning programmes.
- Received opportunities for impartial advice and guidance relating to their post 14 choices and beyond.
- Heard from a range of local providers about the opportunities they offer, including technical education and apprenticeships

Year 10:

- PSHCE Careers lessons help students explore the many different career opportunities open to them and identify careers suited to an individual based on their interests helping to prepare them for their future pathway
- As part of their preparation for work experience students learn about and write a CV, the interview process, Health and Safety at work as well as employment rights for young people.
- Students undertake a weeks work experience to explore the world of work and engage with employers
- Students have access to their own Unifrog account to carry out careers research
- Students are given a dedicated time slot to attend the Careers Carousel to engage with employers to learn about the world of work as well as Further Education providers to discuss potential educational choices.
- Students have the opportunity to find out about technical education qualifications and apprenticeship opportunities from a local provider
- Students start to have one-to-one careers information, advice and guidance meetings with a qualified careers adviser

Year 11:

- Students are allocated a time for a careers meeting with a careers advisor to help understand different career pathways and entry requirements and encouraged to make

contingency plans should results be better/worse than expected and set personal targets for development.

- Students learn about employability skills and transferable skills through PSHCE lessons and are encouraged to think about the kind of behaviour potential employers look for.
- Students take part in a Futures Day helping them to understand the post 16 options available to them, as part of this day students will get to interact with a FE and a HE provider
- Students who have applied to St Mary's Sixth Form will have a Futures Meeting with senior members of staff to discuss their post 16 plans
- Students are given a dedicated time slot to attend the Careers Carousel to engage with employers to learn about the world of work as well as Further Education providers to discuss potential educational choices.
- Students have access to their own Unifrog account to carry out careers research
- Students have the opportunity to find out about technical education qualifications and apprenticeship opportunities from a local provider
- Students are encouraged to attend careers talks, fairs, college open days

Key Stage 4: By the end of this key stage, all students will have:

- Enhanced their self-knowledge career management and other employability skills
- Understand the importance of Health and Safety at work regulations
- Gained direct experience of work during one week's work experience
- Gained access to impartial careers guidance to help make decisions about their future choices
- Chosen and applied for their post 16 choice and allowed for alternative options.
- Heard from a range of local providers about the opportunities they offer, including technical education and apprenticeships

Year 12

- PSHCE Sixth Form lessons to help students consider how their interests and skills can link to careers
- Students are encouraged to attend university open days and careers talks
- Next Steps week gives students the opportunity to attend various university talks ranging from student finance, personal statement writing and degree apprenticeships as well as subject taster lectures.
- Students are encouraged to use Unifrog to carry out careers, university and apprenticeship research.
- Students take part in a weeks work experience
- Students have the opportunity to attend the Careers Carousel to engage with employers to learn about the world of work
- Students start to have one-to-one careers information, advice and guidance meetings with a qualified careers adviser

- Students have the opportunity to find out about technical education qualifications and apprenticeship opportunities from a local provider.
- Students are given specific help with preparing UCAS applications

Year 13

- Students have the opportunity to attend the Careers Carousel to engage with employers to learn about the world of work
- Students take part in a mock interview linked, where possible, to an employer in the field with which they would like to pursue a career.
- Students are encouraged to attend university open days and careers talks
- Students are allocated a time for a careers meeting with a careers advisor to help understand different career pathways and entry requirements and encouraged to make contingency plans should results be better/worse than expected and set personal targets for development.
- Students have access to their own Unifrog account to carry out careers, university and apprenticeship research
- Students have the opportunity to find out about technical education qualifications and apprenticeship opportunities from a local provider
- Students are given specific help with preparing UCAS and apprenticeship applications

Key Stage 5: By the end of this stage all students will have:

- Received appropriate advice and guidance on all of their post 18 options available
- Researched, evaluated and obtained guidance and applied for appropriate opportunities with consideration for a contingency plan
- Heard from a range of local providers about the opportunities they offer, including technical education and apprenticeships
- Developed their employability skills and career portfolio

Parent Entitlement

We recognise the important role that parents have in their child's career development

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/carers evenings, documents about progression pathways, courses available at each stage and the fortnightly careers bulletin. This information is also published on the website
- To have information about work experience and the opportunity to discuss work experience issues
- To discuss career pathways with staff and other appropriate careers advisers

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 & Evaluation

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

Careers Information, Advice, and Guidance Meetings

Careers meetings are conducted **by a level 6 qualified careers adviser** and information from these is kept confidential (except where safeguarding is involved). All Year 11 students are guaranteed a meeting **and all Year 13 students will be offered one**. 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.

Resources to Support CEIAG

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

- **Unifrog – a complete careers platform**
- **The Hertfordshire Opportunity Portal**
- Subscription to the Chamber of Commerce – St Mary's is a Young Chamber school
- 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
- Careers Enterprise Company (CEC). **EM Tuition** is a link business partner for St Mary's CE High School
- St Mary's is part of the Broxbourne Careers Hub to promote CEIAG provision in Hertfordshire

Training and Development

The School's CPD budget allows for the Careers Leader to attend training annually. The Careers Leader is responsible for feeding back any developmental information to the line manager and also for liaising with The Careers and Enterprise Company when other members of staff require training in an aspect of Careers Guidance.

All staff are expected to contribute to the career learning and development of students in their different roles. To meet the training needs that arise from this, new staff will attend a CEIAG session as part of their new staff induction programme.

Partnerships

External Partnerships

St Mary's works closely with the Careers and Enterprise Company and our Enterprise Advisor from EM Tuition. In partnership with local colleges and universities we arrange for students to attend subject specific events and taster sessions. We aim to be fully compliant with the Provider Access Legislation. It sets out the school's arrangements for managing the access of providers to students at 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. Details about how external education and apprenticeship providers can access the school and talk to the students about further and technical education can be found in our policy statement below (appendix 1).

Internal Partnerships

It is ensured that parents are made fully aware of all Careers Guidance initiatives through the Careers Bulletin, the school website and correspondence home. Parents are encouraged to help students in Year 10 to find private work experience placements. Parents/Carers are invited to

assist at career events throughout the school year. Governors/Parents/Carers and local employers assist annually at our annual mock interview event.

The SENCO department also works in partnership with the careers department, and students with specific needs are given a careers interview in Year 9 as well as Year 11. When arranging work experience for students the school will work closely with the employer to determine any additional support that will be needed during the work placement.

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

- St Mary's CE High School Curriculum Policy
- **St Mary's CE High School Work Experience Policy**
- **St Mary's CE High School Work Experience Safeguarding Policy**
- **St Mary's CE High School Provider Access Policy**
- Good Careers Guidance Report 2014
- Framework for Careers, Employability and Enterprise Education (CDI)

Approval and review

Approved: pending, by Governors at Curriculum and Standards Committee

Next review: September 2025

Signed:

Chair of Governors

Head teacher

Appendix 1

St Mary's CE High School: Provider 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 to 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 the full range of academic and technical courses.

For students of compulsory school age these encounters are mandatory and there will be a minimum of **two encounters for students during the 'first key phase' (year 8 to 9) and two encounters for students during the 'second key phase' (year 10 to 11)**. For students in the **'third key phase' (year 12 to 13)**, particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for students to attend.

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and students from the provider)
- answer questions from students.

Meaningful provider encounters

One encounter is defined as one meeting/session between students and one provider. We are committed to providing meaningful encounters to all students using the [Making it meaningful checklist](#).

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our students.

Previous providers

In previous terms/years we have invited the following providers from the local area to speak to our students:

- Marriott Hotels Group - Hanbury Manor, Cheshunt and Waltham Cross
- Warburtons
- Mercedes

Destinations of our students

Last year our year 11 students moved to range of providers in the local area after school:

- CK Plumbing, Nazeing
- Capel Manor College
- Elstree Screen Arts Academy
- HRC

Management of provider access requests

Procedure

A provider wishing to request access should contact Kerry Gaulton, Careers Lead and Careers Adviser on 01992 629124, email admin@st-maryshigh.herts.sch.uk (marked for the attention of the Careers Lead)

Opportunities for access

The school offers the six provider encounters required by law (marked in bold text) and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to students or their parents or carers. Please speak to our Careers Leader to identify the most suitable opportunity for you

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 AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our students.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.

Complaints: Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

Approval and Review

Approved: 6th March 2023, by Governors at Curriculum and Standards Committee
Next Review: March 2024

Signed:

Chair of Governors

Headteacher