SIR THOMAS RICH'S
Careers Education, Information, Advice and Guidance and Work Related Learning Policy

This policy was drawn up in accordance with the DfE statutory guidance: The Department of Education, July 2021: "Baker Clause", Skills and Post-16 Education Act 2022 including Provider Access Legislation 2023, and the Careers Guidance and access for education and training providers, June 2026.

Date reviewed: June 2026

Status: Statutory

Responsibility: The School's Senior Leadership Team (SLT) draws up and implements the Careers Advice and Guidance (CEIAG) and Work Related Learning policy. It is the responsibility of the nominated lead governor in conjunction with the nominated school lead for CEIAG to review the policy and monitor its implementation and execution. This policy will be reviewed annually

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1. Introduction

- The School has a duty to provide a range of work-related opportunities, including independent and impartial careers guidance, which will inform, inspire and motivate our pupils, preparing them for work and helping them to understand where different education and training choices could take them in the future. The School recognises that effective CEIAG can contribute to informed choices about learning and employment and raise attainment and engagement. The focus of our support to provide access to aimed at destinations associated with a selective and highly academic school whilst fully meeting the 8 requirements of the GATSBY benchmarks: Good Career Guidance | Education | Gatsby. The policy also sets out the School's arrangements for managing the access of providers to pupils 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 42A, 42B, 45 and 45A of the Education Act 1997
    - Section 72 of the Education and Skills Act 2008
    - Schedule 4 (15) of the School Information (England) Regulations 2008

2. Aims

The Careers Programme is designed to support, enhance and supplement the students' academic studies. It helps to prepare students for life after school, preparing them thoroughly for the transitions ahead including university, to the world of work or Higher Education. It is about ensuring that the students develop into well rounded individuals, who not only have a sound academic background, but feel totally confident to take the next steps.

Careers education and guidance at Sir Thomas Rich's helps students to fulfil their aspirations and dreams. The vast majority of students successfully apply for courses at the top ranking universities in the UK. Other

students successfully enrol on Higher and Degree Apprenticeship schemes with many top local business organisations in a variety of industries. Ultimately, CEIAG helps to provide our students with a firm foundation upon which they can make positive and informed decisions in relation to a wide array of opportunities that they may wish to pursue in the future.

The School aims to meet pupils' individual needs to prepare them for the next stage of education, training or employment through a clear framework based on GATSBY benchmarks linked to the best possible outcomes on leaving school. Our main aims are listed below in conjunction with the Gatsby Benchmark (BM) they are fulfilling:

- prepare students for the transition to life beyond secondary school (university, higher education and the world of work); (BM 1, 2, 3, 4, 6, 7, 8)
- raising engagement and attainment through a learning environment which allows and encourages pupils to tackle real life challenges, manage risk, develop decision making, team building and problem-solving skills; (BM 1, 3, 4)
- providing independent and impartial careers advice and guidance; (BM 8)
- ensuring all pupils have access to CEIAG through the school curriculum and through the pastoral system; (BM 1, 2, 4)
- offering CEIAG which focuses on pupils' individual needs and empowering them to plan and manage their own future; (BM 3)
- extending the provision of CEIAG beyond the school curriculum and making pupils aware of out of school activities which could help them with their career aspirations; (BM 1, 2, 3, 5, 6, 7)
- actively promoting equality and challenging gender stereotypes; (BM 1, 2, 3)
- initiating and sustaining partnerships with local employers, alumni, parents and other education and training providers. (BM 1, 2, 3, 5, 6, 7)

As the number of apprenticeships rises every year, it becomes increasingly important that all young people have a full understanding of all the options available to them post-16 and post-18 including wider technical education options such as V Levels, T Levels and Higher Technical Qualifications. STRS endeavours to ensure that all students are aware of all routes to higher education and are able to access information on technical options and apprenticeships (The Department of Education, July 2021: "Baker Clause": supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023). The school will comply with the new legal requirement to put on at least six encounters with providers of approved technical education qualifications or apprenticeships. This will be done in assemblies at appropriate times of the year, in addition to providers attending careers events at school. In addition, the school maintains a commitment to working towards Modern Work Experience as per the 2026 updated guidance.

3. CEIAG Provision

In order to provide effective, independent and impartial CEIAG within the curriculum and beyond it, the School will offer a wide range of opportunities. This will normally include:

<u>Key Stage 3</u>

- All pupils in Year 7-11 have access to Guess My Job tutor time sessions. During these sessions, employers present to our pupils about their job and industry encouraging students to guess their occupation.
- Year 7 have timetabled Careers lessons, taught through PSHE. Topics covered include, an introduction to Careers Education and Guidance, employability skills, goal setting for career development and self-reflection.
- Year 8 have timetabled Careers lessons, taught through PSHE. Topics covered include, an introduction to Careers Education and Guidance, patterns of work and the future of work, managing pressure and

seeking support, personal skill evaluation, employability skills, an introduction to enterprise and entrepreneurs.

- Year 9 pupils have timetabled lessons and Enrichment days. Topics covered include creating a stereotyping, enterprise, employability skills, Year 9 options, understanding the workplace, patterns and trends in the workplace and individual job profiling. Enrichment days cover finance education and entrepreneurial skills in Year 9. Other competitions are also offered in Year 9 supporting employability skill development such as FameLab.
- Based on the various sources of information and guidance that the students receive, students regularly undertake research, and implement their personal careers plans, with the aim of fulfilling their future aspirations and targets, GCSE and Year 9 options, working patterns and working environments, and an introduction to personal finance awareness.
- Pupils in Years 7, 8 and 9 are assessed through discussion and reflection on their progress in their Careers education, logging their activities on Unifrog and formative assessments to understand areas of misconceptions.
- KS3 students also are exposed to National Careers Week and National Apprenticeship week as well as Year 9 pupils also attend the Careers and HE Fair

Key Stage 4

- Our Year 10 and 11 Careers lessons focus is to develop the key principles established at KS3, with specific focus on preparation for the world of work. We also aim to prepare students for their Post 16 options and destinations, whilst considering current labour market information.
- Year 10 pupils have timetabled lessons and Enrichment days. Topics include critiquing job seeking advice, money management in the workplace and within the home, employment legislation, options available post-16 and post-18 including higher technical qualifications and apprenticeships, practical work-based employment information, personal planning and profiling, preparation for work experience in Year 10 and interview skill workshops. Further opportunities are made available to students to understand their skill profile before interviews and work experience occur.
- Year 10 are also tasked with arranging a work experience placement and logging it onto Unifrog.
- Year 11 pupils have timetabled lessons and Enrichment days. Topics include CV writing, interview technique, options available Post 16 including information on higher technical qualifications and apprenticeships, employability skills, personal branding, personal career/job/vocational research, destinations, national and local labour market trends, as well as individual careers interviews and guidance. Year 11 also have the opportunity to develop interview techniques during mock interview practice
- Pupils in Years 10 and 11 are required to create a personalised career plan which is then discussed further in one-to-one careers interviews,
- KS4 students also are exposed to National Careers Week and National Apprenticeship week as well as Year 10 and 11 pupils also attend the STRS Careers and HE Fair.

Key Stage 5

- Sixth Form pupils receive taught Careers lessons plus additional time for presentations from external parties and for set organised workshops.
- Year 12 pupils have an Enrichment programme that covers the following key areas: employability skills, post 18 options including information on higher technical qualifications and apprenticeships, CV and job application preparation, interviewing skills and techniques plus access to mock interview scenarios and practice, alternatives to university including Higher and Degree Apprenticeships, preparation for work experience andUCAS. A programme of support for UCAS is delivered by tutors and the Head of Higher Education supporting standard applications, early entry courses, Oxbridge and overseas applications.
- Pupils in Years 12 are required to create a personalised career plan which is then discussed further in one-to-one careers interviews.

- In addition to the Enrichment programme, our pupils have access to HE Open Days, visits to business and industry-linked events plus the School's own Careers and HE Fair and Alumni day.
- Based on the input from the Enrichment programme, Year 12 students are encouraged to investigate their options using Unifrog, make key visits to potential destinations, attend Open Days and prepare thoroughly for their Post 18 options and applications. They are also tasked with arranging a work experience placement and logging it onto Unifrog.
- In Year 13, Careers support focuses on the Post-18 options and pathways that our students wish to pursue. The key areas it covers are: Continued support for UCAS application of all students, Oxbridge mock interview preparation, Early entry support for students interested in Medicine, Dentistry and Veterinary Sciences, University talks and presentations, plus faculty and subject specific talks, continued specific individual CEIAG support for students, provision and guidance for all students including access to Higher/Degree Apprenticeships, CV writing and interview workshops, student finance, living independently advice.
- KS5 students also are exposed to National Careers Week and National Apprenticeship week.

Personal Development

The Careers Education and Guidance programme throughout the School is enhanced by an extensive programme of extracurricular activities and events The individual organisers encourage students to think about employability skill development in all the activities that occur throughout school. Students are encouraged to complete the Tommy's Award which supports further personal skill development through the School's learning values: self-discipline, thinking skills, resilience, behaviours for learning and core knowledge and understanding.

Students are given opportunities to develop their leadership skills through a variety of platforms including Tutor Form representatives, School Council, the Female Lead Society, Sports Captains, Music leadership roles, House Captains and the establish School Leadership programme in KS5.

Super-curricular opportunities to develop knowledge and understanding beyond the Careers curriculum are available as the department hosts various key speakers, presentations and topic-specific workshops to help the students prepare thoroughly for the world of work and life after school. Digital resources are accessible through Unifrog including access to MOOCs and online courses to develop further knowledge in areas of interest.

Employer engagement

Currently the Careers department works with a variety of local employers, who vary in size and industry, to offer students an opportunity to engage with employees and employers. Their involvement includes the following activities: speaking in assemblies, interviewing individual students to provide interview practice, assisting with enterprise events, providing mentoring or coaching for individual students, attending the annual Careers Fair, delivering or providing assistance with workshops on industry specific topics such as Law or Financial Management, delivering or providing assistance with workshops on interpersonal skills and offering work experience placements.

Further information regarding our CEIAG Provision can be found on the School website.

4. Work experience provision

- The aim of work experience is to provide an opportunity for all pupils to learn in the workplace; an experience that cannot be replicated in school.
- All members of Year 10 and 12 complete a week of work experience which is logged on Unifrog. This is introduced and monitored through tutor time, assemblies, notices, and one-to-one careers interviews. A record of all work experience is kept by the Head of Careers. On completing work experience pupils are required to review their experience.
- All students are encouraged to arrange their own work experience. The Head of Careers assists with finding work experience opportunities for students in need of this. The school has an extensive network of small and large business and employers, and is able to assist pupils in finding placements if this is required.
- Parents are informed and communicated with regularly and are actively encouraged to support their child in the process. .
- The overall organisation of work experience is undertaken by the Head of Careers, who is supported by the Head of Year 10 and the Head of Year 12 along with Careers administration support.
- The Head of Careers checks that the placements meet with the school requirements and that all placements are covered by the employer's insurance and places are risk assessed.

5. Management

CEIAG is led by the Head of Careers and a nominated member of SLT (Personal Development) who are responsible for:

- the strategic leadership and operational management of CEIAG;
- activities relating to CEIAG in each Key Stage;
- the monitoring and evaluation of CEIAG.

A CEIAG action plan is produced each year and incorporated into the School Improvement Plan, where appropriate.

6. Monitoring and Evaluation

The SLT, alongside a link governor, oversee the provision of CEIAG in the School.

A variety of methods are used to monitor and evaluate its effectiveness, including:

- destination measures data provided by the DfE;
- the School's pupil destinations data;
- formal and informal feedback from pupils, parents and staff.
- quality assurance of individual advice and guidance

The impact of CEIAG on the attainment and aspirations of different groups of pupils, e.g. pupils in receipt of the Pupil Premium, pupils with SEND, EAL pupils, Young Careers and Looked after Children (LAC) are also monitored and evaluated during the School year by the relevant lead teacher.

Trustees receive an annual audit of CEIAG, including any key initiatives. The audit is based on the framework offered by the National Foundation for Education Research as well as the standards provided by the GATSBY Benchmarks.

7. Provider Access Statement

This statement sets out the school's arrangements for managing the access of Providers to students at the school for the purposes 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.

Our students are entitled in Year 7 to 13:

- To find out about technical education qualifications and apprenticeship opportunities, as part of a Careers programme which provides information on the full range of education and training options available at each transition stage.
- To access a range of local providers to learn about the opportunities they offer, including technical education and apprenticeships
- To understand how to make applications for the full range of academic and technical courses.

A provider wishing to request access should contact directly our Head of Careers (Mrs Manning, jam@strs.org.uk). The Head of Careers will help to determine the suitability and appropriateness of a provider request based on decisions about timing, impact of the encounter and impact on the school day. Each individual request will be considered carefully, often after consultation with the school's Senior Leadership Team. Access will be given for providers to attend during school assemblies, timetabled Careers lessons, and Careers event that STRS arrange. The School will provide an appropriate venue depending on need and all rooms can have computers, projectors and screens provided. The Careers Lead will work with the provider to ensure the facilities are appropriate to the audience. We will also consider live online encounters with providers on request. Parental involvement is encouraged, and parents may be invited to attend the events to meet the providers.

Year group	Autumn term	Spring term	Summer term
Year 7	Guessmyjob Tutor Sessions Careers lessons Personal skill development trip Residential trip Unifrog introduction session	Guessmyjob Tutor Sessions NAW and NCW tutor sessions	Guessmyjob Tutor Sessions PAL Assembly
Year 8	Guessmyjob Tutor Sessions	Guessmyjob Tutor Sessions NAW and NCW tutor sessions	Guessmyjob Tutor Sessions Careers lessons PAL Assembly Residential trip
Year 9	Guessmyjob Tutor Sessions (BM 1, 2, 6) Financial Management workshop Careers lessons	Guessmyjob Tutor Sessions Careers & HE Fair Careers lessons NAW and NCW tutor sessions	Guessmyjob Tutor Sessions Careers Day: Enterprise and Employability Skills Careers lessons PAL Assembly

Year 10	Guessmyjob Tutor Sessions Careers lessons Work experience launch	Careers & HE Fair Guessmyjob Tutor Sessions Work Experience Preparation Careers lessons NAW and NCW tutor sessions	Interview skills workshop Careers lessons Guessmyjob Tutor Sessions 2 x PAL Assemblies
Year 11	Mock interviews Careers lessons One-to-one guidance interviews	Careers & HE Fair Careers lessons One-to-one guidance interviews NAW and NCW tutor sessions	[redacted]
Year 12	Alumni Look@myjob Sessions Enrichment sessions – either whole year group, tutor time or Careers lessons Work experience launch Unifrog introduction session	Alumni Look@myjob Sessions Careers & HE Fair Optional Job Seeker Mock Interviews Enrichment sessions – either whole year group, tutor time or Careers lessons NAW and NCW tutor sessions One-to-one guidance interviews (BM 8)	Alumni Look@myjob Sessions Enrichment sessions – either whole year group, tutor time or Careers lessons Work Experience Preparation One-to-one guidance interviews
Year 13	Alumni Look@myjob Sessions UCAS application preparation	Alumni Look@myjob Sessions	[redacted]

	Apprenticeship application preparation Enrichment sessions – either whole year group or tutor time One-to-one guidance interviews Alumni Day	Enrichment sessions – either whole year group or tutor time NAW and NCW tutor sessions Careers & HE Fair	[redacted]