



# **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", Provider Access Legislation, January 2023, Schools Coronavirus (Covid 19) Operational Guidance, May 2021, Careers Guidance and access for education and training providers, October 2018, the DfE Careers Guidance and Inspiration for young people in schools, January 2018, the DfE non-statutory advice for governing bodies, school leaders and school staff, December 2017.

**Date reviewed:** March 2023

**Status:** Statutory

**Responsibility:** The School's Senior Management Team (SMT) 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.

### **Contents:**

1. Introduction
2. Aims
3. CEIAG provision
4. Work experience
5. Management
6. Monitoring & Evaluation
7. Provider access

### **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. 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 and 45A of the Education Act 1997.

### **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 transition from 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, CEG 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 (GB) they are fulfilling:

- prepare students for the transition to life beyond secondary school (higher education and the world of work). (GB 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; (GB 1, 3, 4)
- securing independent and impartial careers advice and guidance; (GB 8)
- ensuring all pupils have access to CEIAG through the school curriculum and through the pastoral system; (GB 1, 2, 4)
- offering CEIAG which focuses on pupils' individual needs and empowering them to plan and manage their own future; (GB 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; (GB 1, 2, 3, 5, 6, 7)
- actively promoting equality and challenging gender stereotypes; (GB 1, 2, 3)
- initiating and sustaining partnerships with local employers, alumni, parents and other education and training providers. (GB 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 T-Levels and Higher Technical Qualifications. STRS endeavours to ensure that all students are aware of all routes to higher skills 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 in National Apprenticeship Week and National Careers Week, in addition to providers attending careers events at school.

### **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:

#### Key Stage 3

- All pupils in Year 7, 8 and 9 have regular Look@myjob assemblies. During these assemblies, employers are invited to present to our pupils about their job and industry culminating in a Q and A session.
- Year 7 have 3 hours a year of 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 6 hours a year of timetabled Careers lessons, taught through PSHE. Topics covered include, an introduction to Careers Education and Guidance, an introduction to job families, patterns of work and the future of work, personal skill evaluation, employability skills, an introduction to enterprise and entrepreneurs.
- Year 9 pupils have 8 hours of timetabled lessons a year 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.
- 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.

#### 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 8 hours of timetabled lessons a year 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 technical education qualifications and apprenticeships, practical work-based employment information, personal planning and profiling, preparation for work experience in Year 10, interview skill workshops.
- Year 11 pupils have 5 hours of timetabled lessons a year and Enrichment days. Topics include CV writing, interview technique, options available Post 16 including information on technical education qualifications and apprenticeships, employability skills, personal career/job/vocational research, destinations, national and local labour market trends, as well as individual careers interviews and guidance
- 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.
- There is an established work experience programme in Year 10 alongside mock interviews in Year 11 to prepare students for the future.
- Year 10 pupils also attend the National Skills Show.

#### Key Stage 5

- Sixth Form pupils receive 10 hours of taught Careers lessons per year 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 technical education qualifications and apprenticeships, CV and job application preparation, interviewing skills and techniques plus mock interview scenarios and practice, alternatives to university including Higher and Degree Apprenticeships including information on technical education, preparation for Year 12 work experience, preparation for UCAS – presentations on application process, specific courses, application for Oxbridge, how to successfully conduct university research and personal statement preparation, Individual CEG interviews for all students
- In addition to the Enrichment programme, our pupils have access to HE Open Days, visits to a National Skills Fayre, Apprentice Fayre, business and industry-linked events plus the School's own Careers and HE Fayre and Alumni day.
- Based on the input from the Enrichment programme, Year 12 students are encouraged to investigate their options, make key visits to CEG related venues, attend Open Days and prepare thoroughly for their Post 18 options and applications. They are also tasked with arranging a work experience placement.
- 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 CEG support for students, provision and guidance for all non-university/HE students. i.e. access to Higher/Degree Apprenticeships, CV writing and interview workshops, Student finance, Living independently advice.

## Extra-curricular

The Careers Education and Guidance programme throughout the School is enhanced by an intensive programme of extra-curricular activities and events. 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. The Learning Resource Centre also boasts a sizeable Careers library of books on specific industries and also about how to research and make applications for university, how to prepare for job interviews and how to answer admission test questions. The Learning Resource Centre is available to all students before school, at break time, at lunch and after school.

## 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 Fayre, 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 work place; an experience that cannot be replicated in school.
- All members of Year 10 complete a week of work experience in May through a programme in School facilitated by an external provider.
- In the Sixth Form students in Year 12 also complete work experience alongside additional work experience opportunities. This is encouraged through 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 ever expanding links with small and large business and employers, and is able to assist pupils in finding placements.
- Parents are informed and communicated with throughout the process and a work experience agreement and work experience information form are completed.
- 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.
- The Head of Careers checks that the placements meet with the school requirements. All placements are covered by the employer's insurance and places are risk assessed.
- The Head of Careers also keeps a record of those pupils in part-time work.

## 5. Management

CEIAG is led by the Head of Careers and a nominated member of SMT (Head of Upper School) 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 SMT, 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.

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 SEN D, pupils identified as Gifted and Talented is also monitored and evaluated during the school year by the relevant lead teacher.

The full governing body receives 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 hear a range of local providers 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](mailto:jam@strs.org.uk)). The Head of Careers will help to determine the suitability and appropriateness of a provider request. Each individual request will be considered carefully often after consultation with the school's Senior Management Team. Access will be given for providers to attend during school assemblies, timetabled Careers lessons, and Careers events that STRS arrange. The School will provide an appropriate venue depending on need. All rooms can have computers, projectors and screens provided. The Careers Leader 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	Look@myjob assemblies (GB 1, 2, 6) Careers lessons (GB 1, 2, 3)	Look@myjob assemblies (GB 1, 2, 6)	Look@myjob assemblies (GB 1, 2, 6)
Year 8	Look@myjob assemblies (GB 1, 2, 6)	Look@myjob assemblies (GB 1, 2, 6) Careers & HE Fayre (GB 1, 2, 5, 7)	Look@myjob assemblies (GB 1, 2, 6) Careers lessons (GB 1, 2, 3) Trip to a national careers event (GB 1, 2, 3, 4, 5)
Year 9	Look@myjob assemblies (GB 1, 2, 6) Financial Management day (GB 1, 3, 4, 5) Careers lessons (GB 1, 2, 3)	Look@myjob assemblies (GB 1, 2, 6) Careers & HE Fayre (GB 1, 2, 5, 7) Young Entrepreneur Competition (GB 1, 3, 4, 5) Careers lessons (GB 1, 2, 3)	Look@myjob assemblies (GB 1, 2, 6) Employability skills workshop (GB 1, 3, 4, 5) Careers lessons (GB 1, 2, 3)
Year 10	Lunchtime presentations (GB 1, 2, 5, 7) Careers lessons (GB 1, 2, 3) Trip to national careers event (GB 1, 2, 3, 4, 5)	Careers & HE Fayre (GB 1, 2, 5, 7) Lunchtime presentations (GB 1, 2, 5, 7) Work Experience Preparation (GB 1, 3) Careers lessons (GB 1, 2, 3)	Interview skills workshop (GB 1, 3, 4, 5) Careers lessons (GB 1, 2, 3)
Year 11	Mock interviews (GB 1, 3, 5, 8) Lunchtime presentations (GB 1, 2, 5, 7) Careers lessons (GB 1, 2, 3) One-to-one guidance interviews (GB 8)	Careers & HE Fayre (GB 1, 2, 5, 7) Lunchtime presentations (GB 1, 2, 5, 7) Careers lessons (GB 1, 2, 3) One-to-one guidance interviews (GB 8)	

Year 12	<p>Enrichment sessions – either whole year group or Careers lessons (GB 1, 2, 3)</p> <p>Lunchtime presentations (GB 1, 2, 5, 7)</p>	<p>Careers &amp; HE Fayre (GB 1, 2, 5, 7)</p> <p>Mock interviews (GB 1, 3, 5, 8)</p> <p>Enrichment sessions – either whole year group or Careers lessons (GB 1, 2, 3)</p> <p>Lunchtime presentations (GB 1, 2, 5, 7)</p> <p>One-to-one guidance interviews (GB 8)</p>	<p>Enrichment sessions – either whole year group or Careers lessons (GB 1, 2, 3)</p> <p>Work Experience Preparation (GB 1, 3)</p> <p>One-to-one guidance interviews (GB 8)</p>
Year 13	<p>Enrichment sessions – either whole year group or Careers lessons (GB 1, 2, 3)</p> <p>UCAS preparation (GB 1, 3, 7)</p> <p>Lunchtime presentations (GB 1, 2, 5, 7)</p> <p>One-to-one guidance interviews (GB 8)</p>	<p>Enrichment sessions – either whole year group or Careers lessons (GB 1, 2, 3)</p> <p>Lunchtime presentations (GB 1, 2, 5, 7)</p> <p>Careers &amp; HE Fayre (GB 1, 2, 5, 7)</p>	