

# CAREERS EDUCATION INFORMATION ADVICE & GUIDANCE POLICY



## This Policy is informed by the following documents:

- DFE 'Careers guidance and access for education and training providers: Statutory guidance for governing bodies, school leaders and school staff,' January 2018.
- CDI & The Careers & Enterprise Company
- The Gatsby Benchmarking Toolkit: Practical signposting tools for the Enterprise Adviser Network
- Framework for careers, employability and enterprise education 7-19 (CDI Framework 2015)
- Good careers guidance (Gatsby, 2014)
- Section 29 Education Act 2011: Revised Guidance March 2013

## Intent

All young people need a planned programme of activities to support them through choices that are made during school and throughout their transition into adult life. The school values careers as a contribution towards the 2011 Education Act which places a duty on schools to give students in Years 8 to 13 access to careers education, information and guidance at key transition points.

It is our intention that every student will have access to the right information needed, to facilitate them in making informed choices about their future. Whether a student wants to enter the world of work at the earliest point, or become a leading academic in the most competitive field, they should hold the information which will allow them to make ambitious, considered, and educated choices.

Given the recent social mobility trends in Heanor and the surrounding areas, our key vision is to encourage students to consider options further afield; to compete on a national and international level. An increased focus on universities, particularly those from the Russell Group has supported our vision for an aspirant culture. In addition, our developed links with key players within industry has helped shift the mind-set from entry level employment towards higher level apprenticeships and sponsored degrees.

Heanor Gate Science College is committed to following best practice and seeks to provide excellent careers education and guidance which is age appropriate and includes a wide variety of activities embedded within the curriculum and delivered in collaboration with employers and partners. This follows the recommendations within the **new government careers strategy and its adoption of the Gatsby Career Benchmarks as follows:**

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

Our CEIAG programme of activities is also mapped against the D2N2 employability framework which states that "employability needs to be part of a coherent career development and work related programme in schools, delivered in partnership with education, employers, and careers professionals" more information can be found at [http://www.d2n2lep.org/write/Documents/D2N2\\_Employability\\_Framework\\_Booklet\\_A5.pdf](http://www.d2n2lep.org/write/Documents/D2N2_Employability_Framework_Booklet_A5.pdf)

Heanor Gate Science College is committed to providing:

- Clear impartial advice and information on all of the options available to them at key moments of change within their education (Yr 9, Yr 11 and Yr 13) so that students can make informed decisions. For those with learning difficulties and/or disabilities, this advice includes information on the full range of specialist provision that is available. We work closely with local authorities who have an important role to play in the provision of SEN support and EHCPs.
- Support and guidance to help make choices and devise a career plan for the future with regular personal support and information on how well they are doing. Students with 5 or more alerts on the Fisher Family Trust (FFT) are identified by our careers lead and they are seen by a member of the Heanor Multi Agency Team. Those at risk of not entering into employment, education or training are seen by our careers counsellor.
- A programme of careers education helping them to develop skills and knowledge to make choices for the transition to work and learning.

### **Implementation**

Careers, information and guidance is the responsibility of all stakeholders in the school. Senior leaders, teachers and support staff should be able to signpost students' towards the best advice and guidance. The careers team itself is made up of the Senior Vice Principal (Behaviour, attitudes and personal development), a nominated link governor for careers, the Careers Lead (L6 qualified advisor) and the whole school 'Preparation for Life Coordinator'

All students in Y7-13 have access to 'Unifrog'; a virtual CIAG platform which advises students on all possible careers and their pre-requisite pathways. The platform is highly regarded by the CEC, DANCOP and other key stakeholders.

All students in Y9 have a pathways interview with a member of SLT about their career aspirations, possible future employment options and are advised on what subject choices will support them, alongside what future decisions might need to be explored.

All students in Y11 receive a Post 16 pathways interview with a member of SLT to discuss their career aspirations and how their Post 16 choices can support them.

All students in Y9, Y10, Y11, Y12 and Y13 have access to an impartial CIAG interview, if they wish to take up the offer, with a personalised action plan drawn up. This 1:1 interview with a careers counsellor ensures students are equipped with a good understanding of the world of work, an opportunity to develop their career management skills and the confidence and curiosity to explore future jobs.

The HGSC Careers Programme overview (APPENDIX A) includes the variety of CEIAG our students are exposed to throughout their time at HGSC. The delivery of PSHCE taught sessions provides an excellent opportunity to include a broad range of topics which reflect the Gatsby and D2N2 frameworks ensuring our students gain careers and employability knowledge and skills for life. The three main aims of the national framework: self-development, career exploration and career management are included in our career programme.

Work has now commenced on making improvements to ensure careers and employability cross-curricular focus at KS3 – contextualising learning of curriculum subjects by showing clear links to skills used in work.

Having first-hand experience of the world of work is invaluable in preparing our students to make positive progressions. In addition to work experience placements in year 12 we work collaboratively with our partners and alumni to provide all students a minimum of one opportunity/year to work with employers and employees to improve their knowledge, raise their aspirations and expand their professional network.

APPENDIX A

**HGSC Careers Programme overview**

Year	Activity	Partner Engagement	Gatsby benchmark
7	Careers Education	PSHCE Lessons / tutor time	1 & 2
8	Careers Education	PSHCE Lessons/ tutor time	1 & 2
9	Step into the NHS Competition	PSHCE Lessons / tutor time	4
	IRail Competition	Learn by Design	
	Careers Education	PSHCE Lessons / tutor time	1 & 2
10	Immersion Day – including Careers Fair, CV writing workshop, Mock interviews with employers, IRail ‘Big Bang’ STEM activities and employer presentations	Learn by Design/ I Rail Team MOD – Army Careers & Royal Navy Careers Bowmer & Kirkland, Derbyshire Fire & Rescue, Boots, NHS, Futures Housing Group, Derby College, Derby University, UTC, Derby Apprenticeship Hub, East Midlands Chamber, Training Providers including Babington Business, EMA, Juniper Training	1,2,5 & 7
	Careers Education	PSHCE Lessons / tutor time	1 & 2
11	Futures Forward Programme	Derbyshire Education Business Partnership	2 + 5
	Immersion Day – including Careers Fair, CV writing workshop, Mock interviews with employers, IRail ‘Big Bang’ STEM activities and employer presentations	Learn by Design/ I Rail Team MOD – Army Careers & Royal Navy Careers Bowmer & Kirkland, Derbyshire Fire & Rescue, Boots, NHS, Futures Housing Group, Derby College, Derby University, UTC, Derby Apprenticeship Hub, East Midlands Chamber, Training Providers including Babington Business, EMA, Juniper Training	1,2, 5 & 7
	Sixth Form Information Evening	Careers Lead providing CEIAG to students & Parents	2
12	Assembly to launch Work Experience	Sixth Form Lead & Work Experience Co-ordinator	6
	Work Experience Placement	Various employers	6
13	UCAS HE Careers Fair	Birmingham University	7
	CV writing workshop	Rolls Royce	
	University personal statement writing workshop		
	Employer presentations		