



Careers Education, Information, Advice & Guidance (CEIAG) Policy

**(including statement on
arrangements for provider access)**

Last Review: Spring Term 2019
Next Review: Spring Term 2021

Overall Aims

The aim of the Careers & Employability Programme at St Peter's Catholic School is to provide students with the information they require to enable them to make an informed decision about their future learning and/or career.

A programme of activities will help them make choices that are right for them and will help them to manage their future careers. The programme will encourage the students to use self-assessment to understand the opportunities available to them and how to make the most of themselves. They will develop and use the skills they need to review their achievements, plan their future actions, make decisions, present themselves well and cope with change and transition.

All students will be encouraged to make good use of the information and impartial guidance available in the school. They will learn about the changing nature of work, career choices and other relevant information which will affect their decisions. All students will have an opportunity to participate in Work-Related Learning (WRL) experiences.

This policy should be read in conjunction with our Aims & Mission Statement Policy, Equality Policy, Health & Safety Policy, and Gifted & Talented and SEN policies.

Commitment

Governors and staff are committed to providing a planned programme of Careers and Employability activities for all students in the school, working in partnership with our wider school community and extensive number of local business contacts. The programme will promote equality of opportunity and no student will be disadvantaged in gaining access to education, training or work.

When students leave St Peter's they will have received the appropriate and relevant information to enable them to progress to an opportunity in further or higher education, training or employment, wherever possible.

St Peter's has held the Quality in Careers Standard for the past nine years and we are currently working towards re-accreditation. This award is a kite mark for quality in careers work and links with the Gatsby Benchmarks and the national requirements for careers education, information, advice and guidance.

Provision

Management

The Deputy Headteacher line-manages the Careers Education and Guidance programme at St Peter's School. The Careers & Employability Working Group comprising the Deputy Headteacher, Heads of Year 7, 8, 9, 10 and 11, Post-16 IAG Lead, Head of Citizenship, Inclusion Manager and Careers Lead oversee programme delivery and liaise with programme contributors. The Careers Lead manages the development of Careers & Employability provision at St. Peter's, advises senior managers and governors, facilitates the contribution of colleagues and partners, develops the careers programme, organises resources and secures high standards of careers teaching, learning and guidance.

Resources

Students have access to a wide range of resources. A dedicated Careers Information area in the Learning Resources Centre provides a comprehensive and up-to-date selection of books, posters, magazines, college and university prospectuses, and is open to all students at all times. Students have access to a number of online careers resources via the school's Sharepoint, in the Careers area.

Support is available for students with learning difficulties and/or disabilities. Additional information sources include participation in events and activities both in school and outside, working with our wider school community, including parents, governors, past students, staff and local businesses/organisations. The Careers Lead informs staff about useful teaching resources.

Guidance

All guidance aims to be impartial, confidential, responsive to students' needs and based on the principle of equality.

The Careers Lead is a member of the Career Development Institute and, separately, a qualified guidance practitioner (on the professional register and with a Level 6 qualification) delivers careers guidance to students.

All staff contribute to the Careers & Employability programme through their roles as tutors, subject teachers and support staff. Staff respond to any careers-related queries that they may receive from students and know how to obtain more specialist advice when it is required.

Training

The Careers Lead attends conferences, seminars and exhibitions throughout the year and provides staff INSET as required. Staff training needs are identified and training is offered to relevant staff as opportunities arise. Members of the Careers & Employability Working Group attend conferences, careers fairs, seminars on a regular basis, to ensure their continuing professional development. Heads of Year and Tutors also receive training.

Monitoring, review & evaluation

Careers & Employability programme activities are monitored, evaluated (with active involvement of students) and reviewed. Feedback is welcomed from all members of the school community who help with our programme and from businesses and organisations we work with. This provides the basis for the programme's development plan. The service offered by our external careers guidance provider is reviewed regularly.

Key Stage 3, 4 and 5

Student Entitlement Statements

(How St Peter's will help me to make an informed decision about my future options and prepare me for the world of work)

In Year 7, by...

- ✓ finding out about the careers resources available to me
- ✓ matching the careers I am interested in with my own strength areas
- ✓ meeting business people at lunchtime careers drop-in sessions
- ✓ asking Mrs Calvert if I need guidance with my career ideas

In Year 8, by...

- ✓ learning about the different routes I can take when I leave school
- ✓ finding out about when I will need to make decisions about my future options
- ✓ understanding the importance of developing my employability skills
- ✓ using the careers resources in more detail to explore career areas and subjects I may be interested in
- ✓ learning about my strengths
- ✓ meeting business people at lunchtime careers drop-in sessions
- ✓ matching my interest areas to suitable careers
- ✓ meeting business people in lesson time
- ✓ asking Mrs Calvert if I need guidance with my career ideas

In Year 9, by...

- ✓ ensuring that the GCSE option subjects I choose will keep my options open later on when I leave school and choose a career route
- ✓ attending special assemblies and parents meetings to help me to choose the option subjects I will do best at
- ✓ having the opportunity to attend a careers fair to chat to business people, colleges and universities about the options available to me in the future
- ✓ using the Year 9 Options Booklet to find out what type of careers relate to the subjects I am interested to study
- ✓ using the careers resources to continue to explore career areas and subjects I may be interested in
- ✓ finding out which GCSEs I need to study for different careers
- ✓ re-visiting where my strengths are
- ✓ asking Mrs Calvert if I need guidance in choosing my GCSE option subjects

In Year 10, by...

- ✓ visiting local businesses in Guildford and the local area to explore how a business is run, the working environment, employment opportunities and to learn about the local labour market.
- ✓ developing my entrepreneurial skills by participating in a business game, setting up my own company
- ✓ exploring a number of different professions by speaking to local business people
- ✓ exploring a number of different routes (university, apprenticeships, college, Oxbridge, and less familiar routes like art, performing arts and music).
- ✓ chatting to past St Peter's students to find out what routes they took and learn from their experiences
- ✓ finding out about STEM careers I may not know about yet
- ✓ developing my personal skills in physical team-building activities
- ✓ learning about my personal finance – what I need to know now, about student finance, and what I will need to know when I go out to work
- ✓ learning about where to find job opportunities
- ✓ sampling A level subjects to help me to make my choices for the forthcoming year
- ✓ meeting business people in lesson time
- ✓ asking Mrs Calvert if I need guidance with my career ideas or future possible routes

In Year 11, by...

- ✓ producing a Curriculum Vitae to use when I am applying for jobs and courses
- ✓ learning about good interview technique and appropriate preparation with my tutor
- ✓ experiencing what it's like to have an interview, having a practice interview with external business people
- ✓ talking to Mrs Thompson about higher education including university and A level choices
- ✓ talking to Mrs Thompson about alternative routes for the future, including apprenticeships, school leaver programmes, college courses and other routes

- ✓ asking Mrs Calvert if I need guidance with my future options to help me to make an informed choice about my future

In the Sixth Form, by...

- ✓ attending a Careers and Employment Day to find out about the world of work
- ✓ working closely with my tutor to help me to make an informed choice for my 'next step'
- ✓ attending an HE (higher education) convention to speak to university representatives first-hand and find out about the courses they can offer me
- ✓ understanding how to make a university application on the UCAS website in Futures Week
- ✓ developing my personal statement
- ✓ providing practice interviews to help to prepare me for my actual interviews
- ✓ finding out about alternative routes to university and how to apply to these using Unifrog
- ✓ recognising how to make a good application
- ✓ understanding student finance
- ✓ hearing about the labour market – trends and jobs for the future
- ✓ having a week's work experience
- ✓ using the careers resources available to help me with my choices
- ✓ meeting business people in lesson time
- ✓ asking Mrs Calvert if I need guidance with my career ideas

ADDENDUM:

St Peter's Catholic School, Guildford:

Provider Access Policy (part of Careers & Employability Policy)

Introduction

This policy statement 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 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 the full range of academic and technical courses.

Management of provider access requests

Procedure: A provider wishing to request access should contact: *Sarah Calvert, Careers Lead*, telephone: *01483 534654*; email: *scalvert@st-peters.surrey.sch.uk*

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 pupils and/or their parents/carers:

	Autumn Term	Spring Term	Summer Term
Year 7	Careers Presentations by guest speakers held over lunch for all students Opportunities for assembly and tutor group careers sessions	Careers Presentations by guest speakers held over lunch for all students Opportunities for assembly and tutor group careers sessions	
Year 8	Careers Presentations by guest speakers held over lunch for all students Opportunities for assembly and tutor group careers sessions	Citizenship lessons on Careers – all routes discussed and explored Opportunities for assembly and tutor group careers sessions	Parents informed of external offers *

	Parents informed of external offers *	Parents informed of external offers *	
Year 9	Careers Presentations by guest speakers held over lunch for all students Surrey Careers Fair to find out about all routes and opportunities Parents informed of external offers *	Careers Presentations by guest speakers held over lunch for all students Parents informed of external offers *	Parents informed of external offers *
Year 10	Careers Presentations by guest speakers held over lunch for all students Parents informed of external offers *	Careers Presentations by guest speakers held over lunch for all students Parents informed of external offers *	Careers Week – working with over 100 employers, organisations and past students. Future Options Day – opportunities for colleges and training providers to chat with students Visit to local college Parents informed of external offers *
Year 11	Careers Presentations by guest speakers held over lunch for all students Parents informed of external offers *	Mock Interviews – opportunity to discuss routes as part of this process Parents informed of external offers *	Parents informed of external offers *
Year 12	Feature Lectures on Professions & Career Routes Parents informed of external offers *	HE Fair and sessions on Future Options Parents informed of external offers *	Careers & Employability Day as part of Futures Week – workshops on routes Parents informed of external offers *
Year 13	Workshops – HE and higher apprenticeship applications Parents informed of external offers *	Apprenticeship Workshop to explain process Parents informed of external offers *	Parents informed of external offers *

* these include events at other colleges/training providers like the University of Law, Woking College, Surrey University widening participation activities, Farnborough College, RGS, St Catherine's, Tormead, Royal Surrey Hospital, UCA.

Please speak to our Careers Lead to identify the most suitable opportunity for you.

Premises and facilities

If the education/training provider is coming into school, we will work with them to find a suitable room (hall, classroom or private meeting room) for the session, 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 Lead and provider.

Providers are welcome to leave a copies of their prospectus or other relevant course literature to be included in the Careers Information available to students in the LRC at all times, which is managed by the Careers Lead.