



# **Careers Policy**

## **Careers Education Information, Advice and Guidance**

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## Introduction

Careers education, information, advice, and guidance (CEIAG) is an essential part of the support we offer to students at Stowmarket High School. The provision of a well-structured and progressive Careers, Enterprise and Employability curriculum makes a major contribution in preparing young people for the opportunities, responsibilities, and experiences of life, in order to help them make successful transitions as learners and workers. As options for young people become more varied and complex, it is vital that we support them to develop the knowledge and skills they need to make informed choices for their future.

A planned and progressive programme of activities supports them in choosing 14-19 pathways that suits their interests and abilities to help them follow a career path and sustain employability throughout their working life. Students are all able to achieve but can only fulfil their potential if they understand themselves, their skills and how to develop them as well as the possibilities available to them in the future.

All CEIAG is unbiased and impartial.

This policy sets out how career activities, under the umbrella of the Careers Programme, are delivered at school and explains what stakeholders can expect from the careers programme.

## Our Aims and Objectives

Stowmarket High Schools Careers programme aims to:

- All students will have the skills, confidence, and inspiration to make the most of their life choices and follow the career path that best allows them to shine brightly beyond this school

Stowmarket High Schools Careers programme objectives:

- Develop their understanding of themselves in relation to future learning and employment opportunities
- Facilitating meaningful encounters with employers for all students
- Supporting positive transitions post-16
- Learn, experience, and understand the ever-changing world of work
- Enabling students to develop the research skills to find out about opportunities
- Develop their career management and employability skills
- Encouraging participation in continued learning, including further and higher education and apprenticeships
- Supporting inclusion stereotyping and promoting equality of opportunity
- Contributing to strategies for raising achievements, particularly by increasing motivation

## Student Entitlement

All students at Stowmarket High School are entitled to be fully involved in an effective CEIAG programme under the umbrella of the Careers Programme.

Students are encouraged to take an active role in their own career development, so the Careers programme emphasises student participation with a focus on self-development; learning about careers and the world of work; and developing career management and employability skills.

During their time at school, all students can expect:

- the support they need to make the right choices for Key Stage 4/GCSE, after Y11
- access up-to-date and unbiased information on future learning and training, careers, and labour market information
- support to develop the self-awareness and career management skills needed for their future
- career lessons during PSHE lesson or bespoke drop-down days from Y7 to Y11 covering options after school, self-development, the world of work, the job market, finance, and the skills needed for the future
- at least one meaningful encounter with a representative from the world of work each school year; this could be through work experiences, 'take your child to work day', assemblies, advice and a slice, working lunches or visits and visitors across the curriculum.
- to hear from a range of education and training providers, including colleges, universities, and apprenticeship organisations; this could include visits and taster days, as well as assemblies, talks and meetings at school
- the opportunity to relate what they learn in lessons to their life and career beyond school within the curriculum
- the opportunity to talk through their career and educational choices with staff including form tutors and the careers team
- access to one-to-one guidance with a trained, impartial careers adviser, by appointment; this is available to students of any year group.
- the school to keep parents/carers informed of their progress and provide parents/carers with information to support students' career planning and decision-making. Parents/carers can attend careers meetings, by prior arrangement.
- to be asked their views about the service they have received to ensure that the service continues to meet the needs of the students

## Statutory Duty

The statutory duty requires governing bodies to ensure that all registered students at Stowmarket High School are provided with independent careers guidance from year 8 to year 11. To ensure that there is an opportunity for a range of education and training providers to access all pupils in year 8 to year 11 for the purpose of informing them about approved technical education qualifications or apprenticeships. Appendix A: Policy access statement.

The local governing body must ensure that the independent careers guidance provided:

- Is presented in an impartial manner
- Includes information on the range of education or training options, including apprenticeships and other vocational pathways
- The guidance given will promote the best interests of the students

## Delivery of the Careers Futures Programme

The content of the taught careers programme - 'Explore, Inspire, Create' – is based around the learning outcomes outlined in the CDI Framework and the Gatsby Benchmarks.

CEIAG is embedded within our PSHE programme, this takes place in lessons for one hour a week as well as bespoke drop-down days for each year group through the school year and our wider supporting programme,

### Years 7 and 8

These lessons might include what work is, how salaries relate to different jobs, stereotyping around jobs, how to find out about jobs, jobs for the future, the geography of jobs. Activities will support the KS4/GCSE options process.

#### Year 7

- What are skills and qualities in relation to employment
- Skills and qualities 2 and sense of self
- Being an entrepreneur
- Careers of the future and your dream job

#### Year 8

- Careers, aspirations and what does success mean to you
- Unifrog and careers treasure hunt
- Unifrog and careers treasure hunt
- Understanding the workplace expectations
- CV and writing a super hero CV

## **Year 9**

These lessons might include what work is, how salaries relate to different jobs, stereotyping around jobs, how to find out about jobs, jobs for the future, the geography of jobs. They will also learn about personal finance, and life skills embedded within knowledge-based activities. Students are also invited to take part in 'Take your Child to work day'. Insight into Industry Days are offered to students and mock interviews take place with a panel of employers.

By the end of year 9, all students will have had the opportunity to:

- Be introduced to career resources to help them understand their preferences and options open to them.
- Develop self-awareness
- Hear from representatives from the world of work
- Employability skills (leadership & problem solving)
- Enterprise project

## **Year 10**

These lessons include CV development, applications and interview technique in preparation for business mock interviews; an introduction to post 16 pathways

By the end of year 10, all students will have had the opportunity to:

- Develop their self-awareness and career management skills, including writing a CV
- Be interviewed by someone from the world of work
- Experience different pathways post 16
- WEX preparation, CV production and contacting employers
- WEX preparation, CV production and contacting employers
- Preparing for the workplace / work experience

## **Year 11**

Students will hear from guest speakers in assembly about sixth form, college and apprenticeships; attend group sessions discussing the different post-16 pathways and key considerations when choosing post-16 options.

By the end of Year 11, all students will have had the opportunity to:

- Use a range of sources of information (with support, as required) to explore post-16 options
- Attend events in school and out of school where they can speak to employers, colleges, training providers and universities
- Develop their self-awareness and career management skills
- Apply for post-16 options and back-up plans, as necessary
- Continue to develop the skills needed for a successful transition
- Have at least one meeting (one-to-one) with a career's adviser.
- Apprenticeships & T levels
- A Level Choices and University
- Local Labour Market and Employment
- Focus on high tech and green jobs / STEM

## Work Experiences

Year 10 students have a dedicated 5-day week during May each year. We also offer a range of work experiences across year 9 to year 11 (first term only for the latter). These are either a one-to-one opportunity for a day, an insight into industry event for several students or a bespoke day organised and designed by an employer for a group of students to attend and fully experience what it is like working of that company or a particular career field. Students are not limited in how many of these they attend, instead we base our offer on the needs of the students.

## Equality and Diversity

The school is keen to promote equal opportunities, challenge stereotypes and address limiting beliefs. All students can access advice and guidance tailored to their needs with support to explore options that suit their preferences, skills and strengths. The team work on early identification of students requiring additional support, with no limit placed on how many times a student might see a careers advisor. The careers advisor works with the SENDCo to support Education, Health and Care planning and the pastoral team to support students who may be facing other challenges.

Role models such as alumni, current apprentices and university students are brought in to raise aspirations and demonstrate what is possible after Stowmarket High School, while non-traditional routes are supported and encouraged.

The destinations of school leavers are monitored, and trends identified.

Learning differences and development – please refer to the following policies

1. Gifted and Talented
2. PSHE Policy
3. SEND policy
4. SMSC Policy
5. EAL Policy
6. Child protection and Safeguarding
7. Pupil Premium policy
8. CPD policy
9. Equality policy
10. School improvement plan
11. Curriculum policy

## **CEIAG Staffing**

SLT Lead for Careers (Assistant Head Teacher): Claire Broxton

Careers Leader: Claire Broxton

SMSC Lead: Claire Broxton

Careers Curriculum Support Lead: Helen Utteridge

PSHE Lead: Claire Ferguson

Careers Advisor: Karen Cannard

Careers Support Officer: Melenie Mylrea

## **Partnerships**

Stowmarket High School prides itself on having a range of external providers and partners who are invited to work with the school to support the Careers programme. These may include, colleges, universities, training providers, apprenticeship organisations, employers, or staff from various projects.

The school also works in partnership with the following schemes:

East Anglian LEP – Careers Hub



## Parents and Carers Involvement

Young people do not make career decisions in isolation and parents/carers can have a substantial impact as well as a clear interest in the right outcomes for their young person. The school is keen to foster parental involvement in the Careers programme, wherever possible.

Members of the CEIAG team are present at specific parents' evenings, where they are available to discuss a student's aspirations. Students' complete surveys annually to ascertain any aspirations which allow discussions with parents around how this can be supported.

In addition, specialist events for parents include Key Stage 4 options evening (year 9 parents), Apprenticeship Information evening (Year 11 Next Steps Evening for Year 11)

Parents/Carers are kept up to date with career related events via our website and our monthly newsletter. As well as letters home, text message communication and social media. With the student's agreement a copy of the action plan from one-to-one careers meetings will be sent home. Parents/Carers are welcome to attend careers meetings, by prior arrangement and, in some cases, will be asked to attend. They are also welcome to contact the careers team at school, should they have any concerns or queries,

## Monitoring and Evaluation

When monitoring the success of the careers programme, the school considers both formal and informal measures, quantitative and qualitative data and hard and soft outcomes for students.

We evaluate our Careers Policy in several ways, including:

- Student feedback of each Careers interaction through Unifrog
- Work experience is managed, monitored and evaluated through Unifrog
- Staff feedback on careers lessons, drop down activities and trips and experiences.
- Student's one-to-one guidance meetings create an action plan which is shared and discussed with parents/carers.
- Gathering informal feedback from external partners and parents
- Students record their next steps, career aspirations and goals on Microsoft forms each year in the autumn term. These are updated early in the summer term for years 7-10 and before Easter for year 11.
- Quality assurance of 'Explore, Inspire, Create' programme via learning walks and faculty review process.
- Student destination figures post 16 and NEET analysis
- Monitoring who has attended careers guidance interviews, to ensure all year have had a meeting as well as vulnerable students.

## References

The Gatsby Benchmarks

[www.gatsby.org.uk/education/focus-areas/good-career-guidance](http://www.gatsby.org.uk/education/focus-areas/good-career-guidance)

The Career Development Institute Careers Framework

<https://www.thecdi.net/Careers-Framework>

## Supporting Documents

Inspirational Futures Tracker

Destination Report for Year 11 and Year 13 leavers

Schools Agreement with NEACO

## Appendix 1

# Provider Access 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.

### Pupil Entitlement

All pupils in years 7 -11 are entitled to:

- 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 pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11).**

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:

- information about the provider and the approved technical education qualifications or apprenticeships that the provider offers.
- information about the careers to which those technical education qualifications or apprenticeships might lead.
- a description of what learning or training with the provider is like
- responses to questions from the pupils about the provider or approved technical education qualifications and apprenticeships.

### Management of provider access requests

#### Procedure

A provider wishing to request access should contact Claire Broxton, Careers Leader

Email: [c.broxton@stowhigh.com](mailto:c.broxton@stowhigh.com) or our Careers coordinator, Mrs Mylrea, [m.mylrea@stowhigh.com](mailto:m.mylrea@stowhigh.com) - 01449 613541

## 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.

Proposed event timetable for 2024/2025

	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
Year 7	Assemblies, Advice & Slice with External Employers	Assemblies, Employer talks, visits, and engagement. National Apprenticeship Week and Careers Week Events	Assemblies Advice & Slice with External Employers
Year 8	Assemblies, Advice & Slice with External Employers	Assemblies, Employer talks, visits, and engagement. National Apprenticeship Week and Careers Week Events	Assemblies, Employer talks, visits, and engagement Advice & Slice with External Employers
Year 9	Assemblies, Advice & Slice with External Employers	Assemblies, KS4 options event with employers, Colleges, and HE providers Employer talks, visits, and engagement National Apprenticeship Week and Careers Week Events	No encounters – legislation requires encounters to take place by 28 February if in year 9
Year 10	Assemblies, Advice & Slice with External Employers.  Post-16 provider Assemblies and visits	Assemblies, Work experience preparation Employer talks, visits, and engagement. National Apprenticeship Week	Assemblies, Work experience with employers  Careers workshops with employers
Year 11	Assemblies, Next Steps Event with employers, Colleges, and HE providers  Advice & Slice with External Employers  Post-16 provider Assemblies and visits	Employer Assemblies  Apprenticeship Assemblies Post-16 provider Assemblies and visits  National Apprenticeship Week and National Careers Week	No encounters – legislation requires encounters to take place by 28 February if in year 11.  Confirmation of post-16 education and training destinations for all pupils

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.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Office, which is available to all students at lunch and break times.