



The Bishop of Hereford's Bluecoat School

Careers Education, Independent Advice and Guidance

SLT Lead: Jonathan Nicholas

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At BHBS, we are committed to providing a planned programme of **Careers Education, Independent Advice and Guidance** [CEIAG] for all students in years 7 – 11 and to give learners access to impartial careers information, education and guidance. We adhere to the Gatsby Guidelines. It is vital in preparing young people for opportunities, responsibilities and experience of life. A young person's career reflects the progress they make in learning and work. We also seek to provide contacts with employers, mentors and coaches who can inspire students with a sense of what they can achieve and help them understand how to make it a reality.

It is part of the vision and mission of our school that all learners, regardless of their race, gender or academic abilities, need a planned programme of activities to help them. This helps young people make decisions and manage transitions as learners and workers, choose pathways that are right for them and be able to manage their careers, sustain employability and achieve personal and economic wellbeing throughout their lives.

We do this through our Skills for Life curriculum (S4L) and our independent careers advisor. Both the curriculum team leader for S4L and the careers advisor are responsible to the Assistant Head with responsibility for careers. We follow best practice guidance from the careers profession, from other expert bodies such as Ofsted and from Government departments that might appear from time to time.

BHBS provides Independent advice and guidance so that students can make the right choices for their future. Our students should ultimately make decisions about their own future and we will aim to provide as much support and information to assist in this process.

We have high aspirations for all our students and demonstrate this by placing real life insights into the workplace at the core of what we do. We work to inspire students to think about future possibilities; to aim high, motivating them in school as well as beyond; to be informed about education, training and career options; to assess their current strengths and areas for development; and to acquire the skills valued by employers.

Entitlement

All students are entitled to CEIAG which meets professional standards of practice, which is impartial. CEIAG will also raise aspirations and promote equality and diversity. This is managed in S4L and in other curriculum areas: e.g. the science curriculum team is currently challenging gender stereotypes through a programme jointly implemented with the Institute of Physics.

All learners in the school:

Take part in a careers education curriculum in years 7 – 11 that helps them to:

- Understand the education, training, employment and other progression opportunities
- Develop the skills they need to plan and manage their own personal development and career progression
- Access relevant information and learning from taster activities and experience of work
- Offer feedback and ideas on how to improve the careers curriculum

Have access to, and support with using careers information that is:

- Easy to find and available at convenient times and in convenient locations including on the school intranet and internet
- Clearly labelled and referenced in our learning hub
- Comprehensive, giving details of all progression, opportunities and associated support arrangements such as financial help
- Unbiased and up-to-date

Obtain career guidance that is:

- Impartial
- Focused on individual needs and fit for purpose
- Supportive of equal opportunities
- Provided by people with relevant training and expertise

Skills for life lessons

All students in Key stages 3 and 4 are given access to the Kudos careers computer programme. This is used in the money matter unit of work in Year 7, the careers unit in Year 8 and the Year 9 preparing for options unit. Through this programme students are given the opportunity to explore their further education opportunities and career choices.

In year 9 the scheme of work is based around students considering their futures with regards to options. They consider their strengths and weaknesses and use various sources to identify jobs that they may be ideal for in future. They will then develop a pathway to these through their choice of options and further education. They also complete a basic CV to get them thinking about application forms and so on.

In Key stage 4 all students will complete a work- related learning unit. Within this unit they work through applying for college and jobs so the application and interview process is covered. They also create a formal CV they can use for work experience. Students are also prepared for their mock interviews and their college visits.

Students' needs

The Careers programme is designed to meet the needs of learners at BHBS. Activities are differentiated and personalised to ensure progression in their career learning and development, and to strengthen their motivation, aspirations and attainment while at BHBS.

BHBS CEIAG Programme

- **Careers advice**

BHBS employs a careers officer for 3 1/2 days a week on a term time contract. The role includes individual and group interviews with students, organising an annual Careers Fair, arranging visits from employers and colleges; and monitoring destinations of year 11 leavers.

- **Careers Fair**

In October of every year, BHBS holds a Careers Fair for years 9, 10 and 11. St Mary's year 11 students are also invited to the event. There are usually upwards of 40 exhibitors including local colleges, independent schools, local firms, the uniformed services and national employers. The event is always very well received by students, parents and employers.

- **Taster Sessions**

Hereford Sixth Form, Herefordshire and Ludlow College and Hereford College of Art are coordinated to offer a day of taster activities for all of year 10 in July. Students will attend two sessions of their choice, so that they can begin the process of deciding on the most suitable course to follow after leaving BHBS. In addition, our year 11 students can choose to attend further sessions at the sixth form in February. About half of the cohort will opt to do this.

- **Year 10 mock Interviews**

To prepare year 10 for their first real interview (e.g. work experience placement, college place or job) we organise a Mock Interview day in the Spring Term. 20 volunteers from a variety of backgrounds run a 10 minute interview with each student. Each volunteer will see approximately 10 students and the feedback from students and interviewers is always excellent. Our Skills for Life scheme of work is tailored, so that students have had time to focus on interview technique, writing a CV and filling in a job application.

- **Year 10 Work Experience**

All our year 10 students complete a week of work experience in July. The majority get a placement that matches a career of their choice.

- **Year 11 Interviews**

The majority of our career advisor's work is with year 11. This starts off in September where classes complete a form to identify their thoughts about future study. The forms are scrutinized and priorities are identified, based on the students responses. Students will have an individual interview to discuss options and our careers advisor will follow this up by arranging visits, interviews or providing reference material.

- **Targeted Interviews**

Some students in years 9 and 10 also need urgent career advice if they are disaffected or in some sort of crisis. Our careers advisor is also involved in annual review statements for some KS4 students with a statement.

- **Examples of other opportunities**

Throughout the year there are plenty of other opportunities to experience the world of work. The National Citizens Service (for year 11 leavers) visits BHBS annually to encourage entrepreneurial skills. Various organisations are also invited into school. They may work with smaller groups of students or speak to a whole year group about a particular career path.

- **Resources**

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the CEIAG area. There is a curriculum element for S4L resources in addition to the employment of a Careers advisor.

- **Staff development**

Staff training needs are identified in conjunction with the relevant line manager through the Appraisal process. The school endeavours to meet training needs within a reasonable period of time.

- **Monitoring, review and evaluation**

The Partnership Agreement with our IAG coordinator is reviewed annually. The programme of activities is reviewed annually by the Assistant Head in conjunction with the CTL for S4L and independent careers advisor.

Post 16 expectations for students and the Local Authority

Young people must stay in some form of education till the age of 18. This will either be:

- Full time study in school, college or a training provider
- An apprenticeship, traineeship or supported internship
- Full time work or volunteering (20 hours or more) combined with part time accredited study. In addition to supporting each student to move successfully from school to further study, training or employment with training BHBS works with the LA so that those who are need additional interventions (e.g. underperformance at GCSE level or who are disaffected) are given the appropriate assistance.

Statutory Expectations

The Education Act 2011 (section 29), states that 'Schools share a duty to secure access to independent and impartial careers guidance. In March 2013 the guidance was updated; paragraph 13 explains that the career guidance must:

- Be presented in an impartial manner and promote the best interests of the pupils.
- Include information on all options available in respect of 16-18 education or training options, including apprenticeships
- In **year 8**, include information about options available at age 14, such as university technical colleges, FE colleges and sixth form colleges
- In addition to securing face to face guidance, schools must provide other careers activities for young people
- Ensure adequate support for students with SEN.

Ofsted gives careers guidance a higher priority in school inspections, taking into account how well the school delivers advice and guidance to all students in judging its leadership and management.

Links with other policies

The policy for CEIAG supports and is itself underpinned by a range of key school policies especially those for teaching and learning and equality and diversity. BHBS adheres to the Gatsby Guidelines. This policy also links to the provider access policy.

Review

In addition to the annual review of curriculum content this policy is reviewed biennially by Governors.

Approved by the Achievement and Quality of Teaching Committee

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Chairman

Date.....