



Bishop Justus School Policies

Policy Title:	Careers Education, Information, Advice and Guidance and Work Related Policy
LT Responsibility:	Headteacher
Date:	November 2019
Review:	November 2021

Rationale

Bishop Justus Church of England Academy seeks to serve its community in the name of the Church of England by ensuring excellent education in a Christian setting. Promoting a career development culture is an essential part of our mission and ethos. We aim to support the aspirations of all our learners and to ensure that they gain the understanding, skills and experience they need to make progress and succeed in learning and work. We believe that effective careers education and guidance not only contributes to the well-being of individuals but also to the wellbeing of their families, the communities to which they belong, wider society, businesses and the economy.

This policy sets out the framework for clear and consistent careers education, information, advice and guidance (CEIAG) and work related learning support for all students aimed at ensuring that our students secure progression beyond the age of 16 and 18. The policy is linked to other curriculum based documents for key stages 3 - 5. Our CEIAG programme is embedded within the curriculum so students can develop skills necessary for self-development, career management and employability.

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Definitions

For the purpose of this policy the following definitions for careers education, information, advice and guidance and work related learning have been used: -

1. **Careers education:** Delivery of learning about careers as part of the curriculum. Careers education is often closely related to work-experience and other forms of work-related learning.
2. **Careers information:** Provision of information and resources about courses, occupations and career paths.
3. **Careers advice:** More in-depth explanation of information and how to access and use information.
4. **Careers guidance:** Deeper intervention in which students' skills, attributes and interests are explored in relation to their career options.

5. **Work-related learning:** Provision of opportunities to develop knowledge and understanding of work and to develop skills for employability through direct experiences of work.
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Commitment

Bishop Justus Church of England Academy is committed to our statutory duty to provide CEIAG to students in Years 8 to 13, ensuring that they all have access to independent, impartial CEIAG in accordance with the 1997 Education Act, 2003 Education Regulations, April 2014 Statutory Guidance and January 2018 Statutory Guidance: Impartial Careers Education (2009); The Careers Education Framework 7-19 (2010); The Work Related Learning Guide (Second Edition 2009); Career, Work-related Learning and Enterprise 11-19; A framework to support Economic Wellbeing (2008).

In implementing our statutory duty, we pay particular regard to the Department for Education's (DfE) principles of good practice (Section 10 of the statutory guidance, March 2015) and Ofsted's inspection criteria for evaluating careers provision in schools (September 2015). National Careers Council advice is also used to ensure the school's provision for CEIAG is meeting or exceeding national standards and recommendations.

The school is committed to providing a planned programme of CEIAG to all students in Years 7 -13 and helping them through:

1. Self-Development: Understanding themselves and the influences on them.
2. Careers Exploration: Investigating opportunities in learning and work.
3. Careers Management: Making and adjusting plans to manage change and transition.

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We are committed to providing a planned programme of work related learning and enterprise education for students. Work-related learning is defined as planned activity that uses the context of work to develop knowledge, skills and understanding useful in work, including learning through the experience of work, learning about work and working practices, and learning the skills for work.

We are delivering our careers programme across Gatsby Benchmarks and should fully achieve its standards by the government's recommended timeline of 2020. The school was reaccredited with the national Quality Standards Award in 2018 for our CEIAG provision

Development and review of the policy

The policy was developed and is reviewed annually through discussions with the Headteacher, Senior Leadership Team, teaching staff, Special Needs Team, the School Careers Leader, School Careers Adviser, and other partners.

Links with other policies

The policy is underpinned by Bishop Justus' policies for learning, assessment, recording and reporting achievement, PHSE and citizenship, enterprise and work related learning, equal opportunities, equality and diversity, health and safety and special needs.

Objectives

1. The school's career programme is designed to meet the needs of students at Bishop Justus. It is differentiated levels to ensure progression through activities that are appropriate to students' stages of career, planning and development.
2. Bishop Justus aims to prepare all students for their futures by providing independent, information, advice and guidance to ensure progressions into positive outcomes of further, higher, apprenticeship, other vocational training and employment.
3. Our model for CEIAG is based on the Gatsby Benchmarks and the Association for Careers Education and Guidance (ACEG) Framework for Careers and Work-Related Education.

Roles and Responsibilities

Headteacher: The Headteacher, Simon Murphy is responsible and accountable for resources in relation to CEIAG. The policy is provided and reviewed in consultation with the Executive Headteacher linking CEIAG to the whole organisation.

Senior Leadership Team (SLT): The SLT leads advice on and oversees the management of CEIAG. The team ensures that correct procedures are followed and that all students, parents or professionals involved have fully understood the school's role and what strategies are being implemented.

The Guidance Manager & Work Experience Coordinator is the school's Careers Leader. She is responsible for co-ordinating the careers programme. She is responsible to the Assistant Headteacher (Student Support).

The Guidance Manager & Work Experience Coordinator/ Careers Leader is trained and appropriately qualified in careers guidance.

Student guidance is led by the Careers Leader.

Work experience is planned and implemented by the Careers Leader, Guidance Manager & Work Experience Coordinator.

The Guidance Manager & Work Experience Coordinator/ Careers Leader will conduct an audit of careers provision and ensure the school works towards the Gatsby Benchmarks, in accordance with the DfE recommendations.

AAC Member with responsibility for CEIAG: The school has appointed a lead AAC Member for CEIAG who is responsible for familiarising the school's advisory council with the CEIAG policy and ensuring that school staff follows statutory guidelines. The lead AAC Member supports the school to ensure sufficient time and resources are allocated to CEIAG to fulfil the policy and ensure that value for money is being achieved.

Careers Advisers: The Guidance Manager & Work Experience Coordinator/ Careers Leader and a contracted careers adviser provide specialist careers guidance.

The school provides access to an appropriately qualified Careers Adviser through brokering the services of a careers company. The Guidance Manager & Work Experience Coordinator/ Careers Leader is also a qualified Careers Adviser.

The Careers Adviser(s) work with individual students as well as groups of students where relevant to ensure smooth transition throughout the key stages, to raise aspirations and to signpost further support services around information, advice and guidance where appropriate. The contracted careers adviser is available in school one day per week.

All teachers: All staff are expected to contribute to the careers education and guidance programme through their roles as tutors and subject teachers. Delivery responsibility for CEIAG and PHSE in the curriculum is the responsibility teaching staff.

Every tutor and teacher may, as part of learning time, deliver CEIAG. There is also an expectation that CEIAG is woven through all curriculum areas. Many aspects will also be delivered in form time and school Enrichment days. Hence all teachers and tutors are responsible for signposting students to where they can get further information, advice and guidance.

School Librarian: Careers information is available in the Careers Resource Section of the school's library and is maintained by the school librarian and the Careers Leader.

Administration: Administration is undertaken by the Guidance Manager & Work Experience Coordinator/ Careers Leader.

Student entitlement

Students in Years 7-13 are entitled to:

- Careers education and guidance that is impartial and confidential.
- Careers education and guidance that is integrated into their experience of the whole curriculum, based on a partnership with students and their parents or carers.
- A careers programme that promotes equality of opportunity, inclusion and anti-racism.
- Citizenship education/Personal Health Social & Education (PHSE) through tutorials exploring areas around challenging stereotypes and diversity.
- Self-development through careers and work related education
- Finding out about careers and the world of work
- Developing skills for career wellbeing and employability
- Work related learning opportunities about the world of work through a range of opportunities on real work situations and enable students to develop a wide range of skills, sector-based knowledge and attitudes required in the labour market. These include Enrichment Days, UCAS training, STEM activities, College and University taster days, assemblies and careers lessons.

Curriculum and Current Priorities

The careers programme includes careers education lessons; careers guidance activities (group work and individual interviews); information and research activities; work-related learning (including two weeks annual work experience for Year 12 students in July); action planning; recording achievement.

Careers lessons are part of the school's Personal Development programme. Other focused events are provided from time to time such as our annual Careers Event July on coaching, soft skills, speed networking and action planning. Work experience preparation and follow-ups take place in the curriculum.

Our current priorities for students in Years 7 -13 include:

1. Supporting individual aspirations, improving attainment and ensuring positive destinations.
2. Meeting the needs of specific groups including looked after children, young carers, children from economically-deprived backgrounds and children with special educational needs and disabilities.
3. Developing student's self-awareness of their strengths, current limitations, personal qualities, interests and values through guided use of an ICT Careers based programme.
4. Developing the use of digital technologies to meet young people's career development needs in conjunction with face-to-face support
5. Encouraging and supporting career exploration and research through both enrichment and curriculum-based classroom/group work activities, one-to-one guidance interviews, interactive careers media and online tools, access to a comprehensive careers information library and resources, working with employers, visiting speakers and work related activities delivered by representatives from industry.
6. Providing work related learning and increased exposure to a range of life-long learning and career opportunities in order to enable students to make effective decisions about their future.
7. Improving young people's working lives by helping them to identify the values that are important to them such as contributing to the wellbeing of others through their paid and voluntary work.
8. Developing learners' career management skills, especially those associated with career adaptability, resilience, enterprise and employability to meet the demands of a changing work environment;
9. Working with parents/carers, alumni and education, community and business partners to meet students' career development needs
10. Increasing students' confidence, resilience and skills in managing their career journeys.

Parents and Carers Entitlement

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Parents and carers have a vital role to play in the helping their children make transitions into positive outcomes. Parents/carers of Bishop Justus students are entitled to:

- Access to information about their children at transitional points i.e. Years 8, 11 and 13
- Discussions with the leadership team and the careers team to talk about their children's careers, next steps and progressions.

Partnerships

An annual Partnership Agreement is negotiated between the school and a contracted careers company.

Links to with post 16 /18 providers

Working relationships are maintained with post 16 and 18 providers for the purposes of giving students information about providers' education or training offers¹. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Resources

Funding is allocated in the annual budget planning round.

Staff Development

Staff training needs for planning and delivering the careers programme will be identified and training activities will be planned to meet them.

Information sessions and/training will be disseminated at staff meetings, inset days and so on.

Monitoring, Review and Evaluation

This policy is developed and reviewed annually through discussion with the Headteacher, the Senior Leadership Team, teaching staff and Special Needs Team.

Monitoring, Review and Evaluation will be as follows: -

1. The school's careers programme is reviewed annually by the Guidance Manager & Work Experience Coordinator/ Careers Leader using the Compass quality standards for the Gatsby benchmarks. Evaluations are carried out from time to time.
2. Self-evaluation of careers provision is produced annually.
3. Monitoring and evaluation of destinations data used to identify improvements needed in CEIAG provision, as well as student attainment and progression into Further, Higher Education, Training and Employment.
4. The number, quality and impact of careers interviews is analysed through data, destinations data, observations and evaluating action plans;
5. Feedback is sought using feedback forms, online questionnaires, evaluation forms and email.
6. Careers provision and guidance is evaluated based on feedback from students, parents and teachers, and tweaked accordingly.
7. Progress towards the Gatsby Benchmarks is recorded. These Benchmarks should be fully implemented by the end of 2020.
8. The budget provided for both careers and work experience is audited and monitored each financial year according to the CEIAG improvements as noted in the School Development Plan.
9. The Partnership Agreement with the external careers company is reviewed termly.
10. This policy will be reviewed by the Aquinas Trust every two years.

Equalities

Bishop Justus is committed to providing an effective careers education programme that prepares students for the next steps in their education, training or employment. The school is committed to ensuring that students gain stimulating and inspiring information about a wide range of career pathways directly from employers. All aspects of provision actively avoid stereotyping and each year the curriculum is developing to ensure students are inspired to aim high and enter the full range of professions and careers. We consciously work to prevent all forms of stereotyping in the advice and guidance we provide, to ensure that boys and girls from all backgrounds and diversity groups consider the widest possible range of careers, including those that are often portrayed as primarily for one or other of the sexes. We ensure that disadvantaged students and those with Special Educational Needs and Disabilities have early careers interviews to ensure sufficient planning and transition for their next step, to maximise post 16 take-up and prevent drop-out.

Approval and review

Approved: October 2019 by Aquinas Advisory Council Member at Curriculum and Standards Committee

Next review: October 2021

Signed: Simon Murphy, Headteacher

Related Documents

Annual Careers Plan 2019 -2020: <http://www.bishopjustus.bromley.sch.uk/103/careers-and-employability>

Provider Access Policy: <http://www.bishopjustus.bromley.sch.uk/47/policies>

Bishop Justus Church of England School processes personal data in accordance with the data protection principles embodied in the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. The Academy complies with the requirements of the data protection legislation as detailed in the Trust Data Protection Policy.

All staff are aware of the principles of data protection and will not process personal data unless necessary. The Academy safeguards the personal data it collects through the operation of the Trust's data protection policy and processes and the IT policy. In addition, the Academy has taken steps to ensure that all its contracts that process data have the GDPR compliant provisions.