



Holy Cross

CATHOLIC HIGH SCHOOL

**Careers Education, Information and Guidance
(CEIAG)**

Rationale

Every child should leave school prepared for life in modern Britain. High quality, independent careers guidance is also crucial in helping pupils emerge from school more fully rounded and ready for the world of work.

A young person's career opportunities are supported by the progress they make through pathways in learning and work. All young people need a planned programme of activities to help them choose 14-19 pathways that are right for them and to be able to manage their careers and sustain employability throughout their lives. Schools have a statutory duty to provide access to independent and impartial careers education for pupils. (*Careers Guidance and Inspiration in Schools*, DfE, 2015). The policy will be guided by the Gatsby Benchmarks.

AIMS & OBJECTIVES

To help pupils develop the skills and confidence to make realistic and informed decisions about their futures and to manage the transitions from one stage of their education, training and work to the next.

- To ensure that pupils develop the skills and attitudes necessary for success in adult and working life.
- To make pupils aware of the range of opportunities which are realistically available to them in continued education and training at 14+, 16+ and 18+
- To equip pupils with the necessary decision-making skills to manage those same transitions.
- To develop in pupils an awareness of the wide variety of education, training and careers opportunities locally, nationally and internationally.
- To ensure pupils make good use of the paper-based , virtual and staff resources available to them, in order that they can make informed and appropriate choices throughout their learning journey.
- To foster links between the school, local businesses and further/higher education establishments.
- To ensure that there is an opportunity for a range of education and training providers to inform pupils about approved technical and educational qualifications or apprenticeships (the Baker Clause, 2 January 2018)

Invitations are issued to all local providers inviting them annually to Year 10+ Parents' Evenings and Year 9 Option Evening, assemblies and drop ins.

- Requests for access will be directed to the Careers Leader and appropriate times agreed, where all pupils will be able to access the provider. In most cases this will be a whole year group assembly.
- To enable pupils to experience the world of work and develop transferable skills for example; independence, resilience, personal learning and thinking skills.
- To ensure that wherever possible, all young people leave the school to enter employment, further education or training.
- To maintain a culture of high aspirations.
- To promote equality of opportunity, embrace diversity, challenge stereotypes and ensure all pupils who require any assistance and guidance to reach their full potential, such as SEND students or students eligible for pupil premium.

Learning Outcomes

Students should be able to:

- Assess their achievements, qualities and skills
- Present this information as appropriate
- Use this information for their personal development
- Set career and learning targets. Recognise and deal accordingly with influences on their attitudes, values and behaviour in relation to work
- Recognise the value and impact their activities at school can have on their future

COMMITMENT

Holy Cross Catholic High School is committed to providing a planned Careers Programme; this will be differentiated to suit the needs of each individual learner. Learners will leave Holy Cross Catholic High School with the skills and knowledge required to support their entry to further education, training or employment. The school also works with the Local Authority and a wide range of voluntary/statutory agencies to support our learners whose circumstances have made them vulnerable or hard to reach, including those with special educational needs, and those at risk of not participating in post-16.

Holy Cross Catholic High School is committed to following the 8 Gatsby Benchmarks:

1. A Stable Careers Programme
2. Learning from Career and Labour Market Information
3. Addressing the Needs of Each Pupil
4. Linking Curriculum Learning to Careers
5. Encounters with Employers and Employees
6. Experience of Workplaces
7. Encounters with Further and Higher Education
8. Personal Guidance

The school has a duty to provide independent careers guidance for all pupils; this is achieved through an SLA with an Independent Careers Advisor-Claire Easterbrook.

CAREERS PROGRAMME

The aim of the Careers Programme is to raise the aspirations of our learners and to support them in making realistic decisions for post-16.

A detailed outline of our Careers Programme can be found on the Careers section on the school website.

IMPLEMENTATION

The school guarantees impartial and independent advice via:

- An independent Careers Advisor (Claire Easterbrook) attends school one day per week. Appointments can be through pupil referral, tutor referral, and parent referral. Voluntary Aided schools are obliged to provide independent careers advice as outlined in section 29 of the Education Act 2011. Independent Careers guidance must:
 - Be presented in an impartial manner
 - Feature information on the range of education or training options, including apprenticeships and other vocational pathways
 - Promote the best interests of the pupils to whom it is given

- Access for all pupils and staff to 'Kudos' website and other appropriate sources of guidance.
- Promoting the National Careers Service Website and Helpline
- Promotion of independent websites relevant to all careers needs, from choosing a university or apprenticeship to pursuing a career
- Access to relevant and external speakers offering independent sources of information including local and national employers, representatives from professional bodies and organisations including, representatives of higher education establishments and former pupils, who are a valuable resource

There is a senior leader with responsibility for Careers and Enterprise education. All staff have a part to play in the implementation of this policy through their role as teachers/tutors and as subject specialists. Careers information and resources are located in the Careers section of the library, which contains up-to-date, impartial information presented in a variety of media. It is reviewed and renewed on a regular basis by the Careers Leader. College and University prospectuses are current, and visual displays on the noticeboards are kept current. This careers information can be accessed by pupils before school, during break and lunch times, and after school. Form tutors can also book time to use the library during registration slots and pupils have some of their timetabled lessons based there.

SMSC/Careers

Throughout KS3 and KS4, independent learning providers and local colleges will be invited to attend Holy Cross Catholic High School, in order to have the opportunity to speak to pupils/parents/carers/staff. Holy Cross Catholic High School has published a policy and privacy notice on the school website.

RESPONSIBILITIES

All staff have the responsibility to contribute to the overall careers programmes within the school.

Careers Team

Michelle Hardman	SLT lead and Strategic Lead for Careers
Rebecca Wallace	Careers Leader
TBC	Governor
Anthony Preston	SMSC Coordinator
CEA	Independent Careers Advisor
Liz Bacon	Enterprise Advisor 'Inspira'
Pauline Turner	Chorley Nissan Group
Simon Charnock	Chorley Council

Teaching Staff are responsible for the delivery of careers education, by embedding Careers into their subject and contributing to the effectiveness of the overall programme

Staff CPD

Key staff also attend local career meetings to share good practice with local secondary schools and careers providers, and relevant CPD courses. Information is given to all staff through meetings.

Monitoring

Careers Education is monitored on regular basis, via SLT meetings and meetings with our independent careers advisor. This allows us to monitor and evaluate the current provision across the school. We encourage staff, students and parent/carers to provide feedback regularly.

Support for Pupils with Special Educational Needs or Disabilities

Holy Cross Catholic High School has high aspirations for all pupils with special educational needs and disabilities (SEND) and will support them in preparing for their next phase of education or training. Further information about outcomes for pupils with SEND can be found in the SEND policy which is available on the school website. Our provision is personalised to the needs of the individual

MONITORING, REVIEW and EVALUATION

A report will be published on an annual basis, including an account of activities, a review of progress and an evaluation of pupil responses to provision. This policy will be reviewed annually as part of the whole-school self-assessment process, informing the COMPASS SEF. Parents are welcome to give feedback on any aspect of the CEIAG programme to the Careers Leader. Pupil voice activities are conducted with pupils from various year groups at least once a year. We are beginning to expand the use of 'Kudos' to develop a pupil profile, which will remain with them for their duration at Holy Cross. This is personalised to the pupil and is a log of their experience of Careers education. This is being introduced to all pupils. A report on the careers programme is presented to the governors annually.

Entitlement

Every student at Holy Cross Catholic High School is entitled to a thorough, personalised and aspirational programme of careers events throughout their time at the school. They are given support to whichever route they choose. An Entitlement Statement is published on the school website in the Careers area.

Approvals

Date approved by Governing Body: November 2019

Date of Next Review by Governors: November 2020