



Cape Cornwall School

Careers Education, Information, Advice and Guidance Policy

Dissemination: Website and O drive

Date policy approved by Governors: December 2021

Date policy becomes effective: Immediately

Review date: December 2023

Person responsible for Implementation (and Monitoring): Careers Lead Teacher (Head of School)

INTRODUCTION

This policy sets out the school's approach to providing all students with a comprehensive and highly effective programme of Careers Education, Information and Advice. In addition, it sets out arrangements for managing the access of providers to students 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.

The governing body recognises its responsibility to ensure all students at the school are provided with independent careers guidance from Years 7 – 11. This policy sets out the school's commitment to, and framework for, Careers Education, Information, Advice and Guidance.

Every young person needs high quality career guidance to make informed decisions about their future. Good career guidance is a necessity for delivering technical education reforms and is a vehicle for social justice: those young people without social capital or home support suffer most from poor career guidance.

We have high expectations of our students and our school aims to ensure that all students achieve their potential. We recognise that Careers Education, Information, Advice and Guidance (CEIAG) makes a significant contribution to preparing our students to take their place as suitably qualified and responsible adults within society, who can make informed choices and achieve personal and economic wellbeing throughout their lives. It is with this objective that our CEIAG programme has been developed, alongside reference to the recommended 8 Gatsby benchmarks.

This policy covers Careers Education, Information, Advice and Guidance given to students in Key Stages 3 & 4. The policy also applies to Year 11 students after they finish their examinations in June of their final year and before they start at their next place of education, employment or training. Though not necessarily in school regularly and attending lessons in July and August of Year 11, the policy is still applicable.

All members of staff are expected to be aware of this policy and to reflect the importance of Careers Education, Information, Advice and Guidance (CEIAG) in the education of students; CEIAG is a shared responsibility not the sole responsibility of the Careers Lead.

It is important therefore that students leave school aware of themselves as individuals, aware of the opportunities available to them and able to make some decisions about their own life. They should be prepared for the transition from full time education to the world beyond. It is to these aspects of personal development that this policy will contribute.

1. STUDENT ENTITLEMENT

All students in Years 7-11 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.

Our school will evaluate the impact of our careers programme by completing student surveys and analysing destinations data in line with activities that students have taken part in. The views of other stakeholders will also be taken into account after key events.

2. MANAGEMENT OF PROVIDER ACCESS REQUESTS

2.1 Procedure

A provider wishing to request access should contact our Careers Lead.
Telephone: 01736 788501 email: secretary@cape.cornwall.sch.uk

Please see a copy of the Provider Access Policy (Appendix 3).

2.2 Opportunities for Access

A number of events, integrated into the school careers programme offer providers an opportunity to come into school to speak to students and/or their parents/carers.

2.3 Premises and Facilities

The school will provide a suitable venue 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. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the school where they will be available for students in the careers office and the school library.

2.4 Management and Staffing

Our school has a designated Careers Lead and commissions an independent careers advisor, who comes into school weekly to conduct group and individual careers meetings. We also work with Next Steps South West, Careers Hub CioS and the Careers and Enterprise Company. All staff are expected to play a role in helping students to make well informed realistic decisions about future study and employment.

3.1 Careers Provision

The careers programme includes; careers education sessions, career guidance activities (group work and individual interviews), information and research activities and work-related learning.

Careers lessons are part of the school's PSHE/Global Values curriculum and tutor time programme.

The programme is provided to students through:

- The PSHE curriculum via specific lessons
- Tutor group activities
- Careers interviews with Sharon Harrison (Careers Advisor)
- Careers presentations during assemblies e.g. college and employer presentations
- Off timetable Careers events with employers
- Guest speakers and volunteers supporting lessons
- Next Steps South West funded provision/events
- Enterprise Advisor Network support at events
- Attendance at Careers Fair/skills shows and local college/universities
- Apprenticeship talks
- Work experience programme.

3.2 Staff Development

Whole staff training sessions are delivered by the Careers Lead and/or external providers as part of the INSET programme to ensure staff are aware of requirements regarding careers provision in teaching and learning. All staff are able to request specific CPL activities regarding CEIAG.

3.3 External Partnerships

We work with the following organisations:

- A range of local university and colleges e.g. Truro and Penwith College, Cornwall College.
- A range of employers sourced through Future First and the Enterprise Advisor Network.
- Careers South West.
- Next Steps South West.
- Speakers for Schools.
- Enterprise Advisor Network.

We actively engage with external providers and continue to develop new links.

3.4 Resources

We have a space in the school library dedicated to careers related materials. These are audited annually by the careers advisor and librarian to ensure that materials are accessible, relevant and accurate. There is a careers office which is where the careers advisor is based and careers meetings take place. During careers lessons in PSHE curriculum time, students have access to computers and the Internet where required.

3.5 Parents and Carers

Careers information is provided on the school website, linking to external sources of information. The careers advisor is available for parents to meet at all parent evenings/events and Year 9 Options evening. Parents are communicated to regarding careers updates through letters and social media.

3.6 Equality and Diversity

All students are supported to be able to access CEIAG. Students who have SEN and/or Pupil Premium receive further support from the careers advisor or Careers South West. Identified students in Year 9 participate in extended Next Steps South West Careers events and activities. Our inclusive approach includes access to guidance for all students when they need it.

Appendices

1. The Gatsby Benchmarks

<p>1. A stable careers programme</p>	<p>Every school and college should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers.</p>	<p>Every school should have a stable, structured careers programme that has the explicit backing of the senior management team, and has an identified and appropriately trained person responsible for it. The careers programme should be published on the school's website in a way that enables pupils, parents, teachers and employers to access and understand it. The programme should be regularly evaluated with feedback from pupils, parents, teachers and employers as part of the evaluation process.</p>
<p>2. Learning from career and labour market information</p>	<p>Every student, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.</p>	<p>By the age of 14, all pupils should have accessed and used information about career paths and the labour market to inform their own decisions on study options. Parents should be encouraged to access and use information about labour markets and future study options to inform their support to their children.</p>
<p>3. Addressing the needs of each student</p>	<p>Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. A school's careers programme should embed equality and diversity considerations throughout.</p>	<p>A school's careers programme should actively seek to challenge stereotypical thinking and raise aspirations. Schools should keep systematic records of the individual advice given to each pupil, and subsequent agreed decisions. All pupils should have access to these records to support their career development.</p>

		Schools should collect and maintain accurate data for each pupil on their education, training or employment destinations.
4. Linking curriculum learning to careers	All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.	By the age of 14, every pupil should have had the opportunity to learn how the different STEM subjects help people to gain entry to, and be more effective workers within, a wide range of careers.
5. Encounters with employers and employees	Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.	Every year, from the age of 11, pupils should participate in at least one meaningful encounter* with an employer. *A 'meaningful encounter' is one in which the student has an opportunity to learn about what work is like or what it takes to be successful in the workplace.
6. Experiences of workplaces	Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.	By the age of 16, every pupil should have had at least one experience of a workplace, additional to any part-time jobs they may have. By the age of 18, every pupil should have had one further such experience, additional to any part-time jobs they may have.
7. Encounters with further and higher education	All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.	By the age of 16, every pupil should have had a meaningful encounter* with providers of the full range of learning opportunities, including Sixth Forms, colleges, universities and apprenticeship providers. This should include the opportunity to meet both staff and pupils. By the age of 18, all pupils who are considering applying for university should have had at least two visits to universities to meet staff and pupils. *A 'meaningful encounter' is one in which the student has an opportunity to explore what it is like to learn in that environment.
8. Personal guidance	Every student should have opportunities for guidance interviews with a career adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made.	Every pupil should have at least one such interview by the age of 16, and the opportunity for a further interview by the age of 18.

Cape Cornwall School Provider Access Statement

Introduction

This policy statement sets out Cape Cornwall School's arrangements for managing the access of post-16 providers to all year groups, to enable students to make fully informed rational education and career pathway decisions. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

We believe in building strong relationships with: local schools with a sixth form; further education and sixth form colleges; apprenticeship providers; universities; independent training advisors and employers. Our careers programme includes a large number of opportunities for external providers to talk to and interact with students and their parents, ensuring they are aware of vocational and technical pathways and opportunities as well as academic ones.

Continuing Professional Development is used to ensure careers advisers, tutors and other members of the pastoral team are up-to-date in their knowledge of the full range of post-16 opportunities available to students.

Provider Access Requests

Providers wishing to request access should contact Mrs J Williams, Strategic Careers Leader or email jwilliams@cape.cornwall.sch.uk

Pupil entitlement

All pupils in years 7-11 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.

Opportunities for Access:

All providers are welcome to contact us to discuss how they would like to support and contribute to careers provision for our students. They may like to get involved in activities and events, such as: careers fairs, assemblies, careers information evenings, 'I Love My Job' talks, employer speed networking, mock interviews and curriculum subject events.

Please use the following link, [Careers – Cape Cornwall School](#) that is also on our home careers page, to access our full careers programme that identifies all careers events, activities and learning opportunities for each year group.

Any provider taking part in an existing careers event/activity or a new one will be supported by our teaching staff throughout their visit and not left unattended. We will discuss space requirements with providers and make available appropriate IT and other resources to support presentations.

Providers are welcome to leave copies of their prospectus or course literature and we will distribute them to appropriate students and make them available in our Careers Library. We can promote and distribute details of careers and apprenticeship literature and vacancies to all relevant students and parents through direct email, parent-mail or promotion in our monthly newsletter.

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.

Approval and Review
Head Teacher: Mr J Hall

Signature:.....
Date:.....

Date of Next Review: October 2022

End of document ■

3. 3.Cape Cornwall School Provider Access Statement