



Pitsford School

School Policy Document

Name of Policy: Policy for Careers Education, Information, Advice and Guidance (CEIAG)

Audience: Public

Date for Next Review: Autumn 2023

SLT Member(s) Responsible for Reviewing and Updating the Policy: MJL/FMK/CGW

Rationale

Careers education and guidance programmes make a major contribution to preparing students for the opportunities, responsibilities and experiences of life. A planned progressive programme of activities supports them in choosing 14 – 19 pathways that suit their interests and abilities and help them to follow a career path and sustain employability throughout their working lives.

Commitment

Pitsford School is committed to providing a programme of careers education, information, advice and guidance (CEIAG) for all students in Years 7 – 13.

Pitsford School endeavours to follow the National Framework for CEIAG 11 – 19 in England and the Government's Career Strategy (2018).

Aims

Pitsford School's Careers Education and Guidance policy has the following aims which are based on the 8 Gatsby benchmarks of the Career Strategy:

1. To deliver a stable careers programme.
2. To learning from career and labour market information.
3. To address the needs of each student.
4. To linking curriculum learning to careers.
5. To facilitate encounters with employers and employees.
6. To experience the workplace.
7. To learn about further and higher education.
8. To provide personal guidance.

Roles / Responsibilities and Accountability

The Head of Careers is responsible for reviewing and developing the school's CEIAG policy in line with national changes. The Head of Careers will implement the policy assisted as appropriate by the individual Form Tutors, visiting employers, university representatives and

external careers advisers. The Head of Careers is ultimately responsible for the successful implementation of the policy measured by the achievement of all of the aims outlined above.

Student Entitlement

Careers Education and guidance (CEIAG) is an important component of the 14-19 Curriculum and at Pitsford School, we fully support the statutory requirement for a programme of careers education in Years 7 – 11. This statutory requirement is outlined in appendix I.

Development

The policy was developed and is reviewed every two years by the Head of Careers, Deputy Head and Headmaster based on current good practice guidelines by DfE/ Ofsted, CEIAG Framework.

Implementation of Careers Education

Careers Education is delivered through the school PHSE programme by tutors and collapsed timetable sessions delivered by external support agencies at key appropriate points throughout the academic year. There are informal drop-in sessions run for all students at 4pm throughout the year in which students can seek advice either from the Head of Careers or make use of the Careers Library.

Equality and Diversity

Careers education is provided to all students. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

Focus by Year Group

See appendix II for detailed CEIAG program, including timings and staff involvement.

Year 7

The focus in Year 7 is on researching jobs and careers. Students are introduced to Careerpivot and use this tool to research jobs of the future. They explore green careers and learn about how to choose a career. There are opportunities for students to explore careers through quizzes. ***Gatsby Benchmark 2 & 3.***

Year 8

The focus in Year 8 continues to be on researching jobs and careers. They are taught how to use Careerpivot to research skills needed for different jobs. They explore job adverts and the skills required for different jobs. Again, there are opportunities for students to explore careers through quizzes. ***Gatsby Benchmarks 2, 3 & 4.***

Year 9

The focus in Year 9 is getting ready for career and option choices. Students use Careerpivot to research different qualifications at Level 2 and 3. They consider factors that influence their career choices. From the spring term onwards they are encouraged to think about how to choose KS4 options. ***Gatsby Benchmarks 2, 3 & 4.***

Year 10

The focus is on academic study, although students are encouraged to continue to explore career paths that extend beyond subject areas. Students are introduced to KUDOS which enables them to link their interests and skills to particular careers and degree courses. Students sign up to MyCareerChoices, complete the online questionnaire and have an interview with a professional careers adviser (MyFutureChoices). **Gatsby Benchmarks 3, 7 & 8.**

Year 11

The focus is post 16 options. Students research different post 16 options. Tutorial activities are available via Careerpilot which focus on apprenticeships, university and post 18 options. Students complete the Pathway Planner. **Gatsby Benchmarks 2, 3 & 8.**

Year 12

The focus is on identifying degree course options and in preparing students for life beyond school. An extensive programme of talks and individual support sessions is run to help guide students through the process of applying to university, adapting to student life, budgeting as well as higher level research skills. Students sign up to MyUniChoices and receive an interview with a careers professional to discuss options fully. Students receive guidance in arranging their own work experience through the writing of CVs, letters of application, interview practice and individual responsibilities within the workplace including health and safety issues. The work experience placement takes place during the summer holiday. Students are encouraged to visit universities and to sign up to degree and/or careers experience courses. **Gatsby Benchmarks 5, 6, 7 & 8.**

Year 13

The focus is on university applications and guiding students through the online UCAS Apply system. Students receive support in preparing for interviews, writing personal statements, making decisions regarding offers and considering options when A Level results are published (confirmation). A few students opt to complete work experience during the October half-term. **Gatsby Benchmarks 5, 6, 7 & 8.**

Key Resources and Personnel

- i) Careers Library – located within the main school library and containing a wide range of materials. Open throughout the school day.
- ii) School Careers adviser (Mike Lewis) - available to all students on one timetabled after school session per week and at other times by appointment. Used for individual interviews with all year groups.
- iii) Visiting careers advisers (MyFutureChoices) – support with individual interviews.
- iv) Consultation evenings – used for students in Years 9, 10, 11 and 12 and their parents in considering future options. Some of these sessions are careers focused; others provide opportunity for discussion with a careers adviser.
- v) IT - a range of software products are available for students to use. The main resource is Careerspilot (including Pathway Planner) in Years 7 to 10. Students sign up to KUDOS, MyCareerChoices in Year 10 and MyUniChoices in Year 12. The school maintains an extensive list of resources available via the Careers section on Firefly. The Firefly resources

include blogs maintained by the School Careers Adviser, virtual careers experience courses, advice sections (work experience, writing personal statements) and much more,.

Role of Parents and guardians

Parental involvement is encouraged at all stages. Online resources have been specifically chosen to help parents become more involved and to encourage students to explore career paths at home. Parents are kept up to date with careers related information and events through letters and notifications via Firefly.

Management

The Head of Careers co-ordinates the Careers programme and is responsible to his/her Senior Management Line Manager. The Head of Careers will provide appropriate help and guidance to Tutors in the delivery of those aspects of the CEIAG program which has been delegated to them. Work experience is also the responsibility of the Head of Careers. The detailed responsibilities of the Head of Careers form part of a formal written job description.

Staffing

All staff contribute to CEIAG through their roles as Tutors and Subject Teachers.

Administrative staff are assigned to support the Head of Careers through the distribution of appropriate letters, publication of information online or via newsletters and general printing of resources, e.g. guidance booklets for work experience, writing personal statements etc.

The Head of Careers will liaise and consult with appropriate external agencies to ensure that specialist career guidance is available when required.

The Head of Careers, in collaboration with the Librarian, is responsible for maintaining the Careers Library.

Curriculum

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

Partnerships

A partnership agreement is ongoing with the University of Northampton and independent careers professionals (MyFutureChoices).

Resources

Funding is allocated in the annual budget. The Head of Careers is responsible for the effective deployment of resources.

Staff Development

Staff training needs are identified as part of the school's appraisal process and annual reviews held with partnership agencies. Funding is now entirely accessed from school funds.

Monitoring Review and Evaluation

Careers Education is monitored and evaluated every two years using Career Compass and any necessary revisions made to this policy and the careers curriculum.

Appendix I

Student's Statement of Entitlement:

Understand themselves, their interests, likes and dislikes, what they are good at and how this affects the choices they make.

Find out about different courses, what qualifications they might need and what opportunities there might be.

Develop the skills they may need for working life.

Make realistic, but ambitious, choices about courses and jobs.

Develop a plan of action for the future.

Understand the different routes after Year 11 including training, further and higher education and jobs.

Be able to make effective applications for jobs, training and further and higher education

Develop interview skills.

Improve confidence.

Students will receive:

Careers guidance sessions.

Collapsed timetable activities.

Guided tutor time.

Access to the Careers Library – information being available in books, videos, leaflets and on computer.

Interviews with a Careers Adviser.

Work experience.

Students can be expected to be:

Treated equally with others.

Given careers information and advice that is up-to-date and impartial.

Treated with respect by visitors to the school who are part of the careers programme.

Given extra help if you have special needs.

Appendix II

CEIAG Programme

In addition to the specific sessions outlined below, students across all Years 7 to 13, have open access to both the Careers Library and to informal careers advice through a weekly drop-in session run by the Head of Careers between 4.20pm and 5.20pm, currently on a Thursday. Also, the 'Meet the Employer' sessions primarily aimed at Years 7 and 8 are available to all.

Year Group	Timing	Session	Curriculum	Staff Involved	Gatsby benchmark
7 & 8	Throughout the year	Subject lessons	Familiarisation of careers within subject areas, e.g. forecasters in study of weather & climate in geography, geneticists in biology	Subject teachers	4
		Career 'encounters' (drop in)	Presentation to students by visiting employers (with opportunity for Q & A)	Visitors (including parents)	5
		Tutor Time (PHSE)	Careerpilot: researching jobs and careers	Tutors/Head of Careers	2/3/4
9	Throughout the year	Subject lessons	Continue subject related careers education as in years 7 & 8	Subject teachers	4
		Tutor Time (PHSE)	Careerpilot: career and option choices	Tutors & Head of Careers	2/3/4
		Parent Consultation Evening	GCSE Options Individual guidance	Headmaster, SLT, Subject teachers, Head of Careers	8

10	Throughout the year	4.20-5.20	Informal careers advice session (drop-in)	Head of careers	8
		Tutor time (PHSE)	Introduction to KUDOS	Head of Careers/Tutor	3/7/8
		Collapsed timetable session	MyCareerChoices questionnaire	Head of Careers	8
		Collapsed timetable sessions	Individual interviews	MyFutureChoices	8
11	Throughout the Year	Tutor time (PHSE)	Apprenticeships, university courses and options post 18	Tutors	2/3/8
			Pathway Planner	Head of Careers	8
12	Autumn term – 1 st half	Tutor time (PHSE)	Study and Revision Skills	Northampton University Schools Liaison (NUSL)	7
	Autumn term – 2 nd half	Tutor time (PHSE)	Introduction to Higher Education	NUSL	7
	Spring term – 1 st half	Collapsed timetable session	MyUniChoices	Head of Careers	8
		Tutor time (PHSE)	Student life	NUSL	7
	Spring term – 2 nd half	Collapsed timetable sessions	Individual interviews	MyFutureChoices	8
	Summer term – 2 nd half	Tutor time (PHSE)	Writing CVs, letters of application & general guidance for work experience	Head of Careers Sixth Form tutors	6
	Summer term – 2 nd half	Tutor time (PHSE)	Introduction to UCAS and the Apply application process	Head of Careers – initial session Sixth form tutors – subsequent sessions	7
	Summer term – 2 nd	Collapsed timetable	Higher Education Fair – University	University of Northampton	7

	half	session	of Northampton		
	Summer term - 2nd half	Collapsed timetable session	UCAS Day - registration and personal statements workshop	Head of Careers Head of Sixth Form Headmaster	7
	Summer holiday		Work experience (2 weeks minimum)	Students	6
13	Autumn term – 1 st half	Collapsed timetable session	Individual HE advice sessions & presentation on choosing the right university	University admissions tutor	8
	Autumn term – 1 st half	Collapsed timetable session	Guidance session for overseas students on applying to UK universities	Visiting careers adviser	7
	Autumn term – 1 st half	Collapsed timetable session	Interview skills workshop	Visiting careers adviser	7
	Autumn term – 1 st half	Collapsed timetable session	Oxbridge preparation & mock interviews	Head of Careers Headmaster Others	8
	Autumn term	Tutor time (PHSE)	UCAS guidance (priority to Oxbridge, medicine, veterinary science & dentistry applicants before Oct 15 th)	Sixth Form tutors Head of Careers	7
	Spring term -1 st half	Tutor time (PHSE)	UCAS guidance – post application (replying to offers, decisions re accommodation etc.)	Sixth Form tutors	7
	Spring term – 2 nd half	Tutor time (PHSE)	Advice sessions on student finance (separate sessions for home & overseas students)	NUSL	7