



# Policy

<b>Policy title:</b>	Careers Policy
<b>Function:</b>	For information and guidance on the provision of student careers, information and guidance at the Blue Coat School
<b>Status:</b>	Approved
<b>Statutory guidance:</b>	Education Act (1997) The Technical and Further Education Act (2017) Careers guidance and access for education and training providers (Jan 2018)
<b>Audience:</b>	Students, Parents, Staff, Leaders, Governors, Local authority, General public
<b>Ownership:</b>	Governing body/Headteacher/Deputy Headteacher (PDBW)
<b>Last reviewed:</b>	September 2018
<b>Reviewed by:</b>	Full governing body
<b>Next review:</b>	Every two years – September 2020

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## Aims and objectives

- 1 In line with the Education Act (1997) and Education and Skills Act (2008), this policy sets out The Blue Coat School's arrangements to provide a comprehensive careers programme for its students.
- 2 This policy is intended to ensure that all students are provided with bespoke impartial careers information, advice and guidance (CIAG) and supported in their individual choices and options.
- 3 This policy supports the schools aims to ensure its careers programme is fully understood by, and shared with students and parents.

## Roles and responsibilities

- 4 The governing body will ensure that the independent careers guidance provided by the school:
  - complies with legislation and statutory requirements and that they are appropriately described in this policy
  - includes strategies, procedures and practices outlined in this policy are adhered to.
- 5 The Headteacher will ensure that the careers guidance provided by the school:
  - is impartial
  - includes information on a range of education and training
  - will promote the best interests of the student in receipt of it.
- 6 The Careers Leader will:
  - work with others to develop strategies and ensure the procedures and practices outlined in this policy are adhered to
  - lead the implementation of the careers programme (Annex A).
- 7 Senior Leaders will support the Careers Leader in ensuring that the strategies, procedures and practices outlined in this policy are adhered to.
- 8 Middle Leaders will ensure aspects of the careers programme are delivered in their areas.
- 9 Subject teachers and form tutors will ensure that they contribute to the careers provision in their areas as outlined in this policy.

## Procedures and practices

### General Principles

- 10 The Blue Coat school is committed to providing independent careers guidance from Year 7 to Year 13 in line with the DFE Education Act (1997).
- 11 The Blue Coat school is committed to providing a programme of advice and guidance that is stable, structured and delivered by individuals with the right skills and experience.

- 12 This advice and guidance will be presented in an impartial manner and information given will be related to a range of educational institutions or work options.
- 13 The school will ensure the advice and guidance provided does not include any stereotyping so that students from all backgrounds, gender and diversity groups, including those with additional needs, are able to consider a wide range of careers.
- 14 The school will provide opportunity for a range of education and training providers to access all students in year 8 to year 13 to inform them of approved technical educational qualifications or apprenticeships. The procedures for this can be found in Annex B.
- 15 The school's careers programme outlines the wide ranging CIAG opportunities provided by the school for students from year 7 to year 13 and is delivered by the coordination of external support and appropriately skilled staff.
- 16 In accordance with DFE statutory guidance (2018), the school's careers programme is based upon the principles outlined in the Gatsby Charitable Foundation Benchmarks.

### **Curriculum provision**

- 17 The school curriculum supports the English Baccalaureate (EBacc) and students will be made aware that studying these subjects provides them with a sound basis for a variety of careers beyond the age of 16.
- 18 Students in Years 7 to 11 will be provided with age appropriate CIAG within the Personal Development curriculum. This will include:
  - information about a range of career paths
  - labour market information
  - information about specific careers in the STEM subjects.
- 19 Students in Year 12 and 13 will be provided with discrete fortnightly CIAG lessons that address the specific considerations of post 18 options. Some examples include:
  - exploring career paths
  - decisions and choices
  - student finance
  - UCAS applications.
- 20 All subject areas will contribute to the school's approach to weave careers guidance into each area of the curriculum by:
  - acting as role models to attract students toward their subject and the careers that flow from it
  - providing students with information and insight into the career options linked to their subject area.

### **Wider provision**

- 21 The Careers Leader will provide Year 8, 11 and 13 form tutors with appropriate information

so that they can provide bespoke guidance to their students in preparation for specific periods of option choices.

- 22 The school will provide students with the opportunity to hear a variety of careers talks throughout the year. In line with DF guidance, this schedule will include speakers with whom students can readily identify. Some examples include:
- alumni
  - apprentices
  - employers
  - professionals from a range of occupations
  - representatives from other educational institutions.
- 23 All Year 11, 12 and 13 students will be provided with the opportunity to engage with a mock interview process with a local employer or education provider. This process will give the students experience of:
- an application process
  - an interview process
  - feedback for development opportunities.
- 24 The school will collect and analyse destination data to ensure that the school is providing appropriate support to students to take up education or training which offers good long term prospects.
- 25 The school will utilise a range of opportunities to promote careers awareness and relevant information. This may include:
- assemblies
  - weekly bulletins
  - newsletters

### **Supporting student choices**

- 26 Students and parents in Years 8 and 11 will be offered the opportunity to gather appropriate information and guidance by attending options evenings. These evenings will provide opportunity:
- to be informed of the options process
  - to speak to a range of subject staff
  - to gather more detailed information about the courses on offer.
- 27 During Year 12 and Year 13, students will be invited to attend information evenings led by the Careers Leader. These will provide more detailed CIAG on the application processes for a range of post 18 routes including:
- university and college applications
  - apprenticeships
  - degree apprenticeships
  - overseas studies
  - alternative options for employment and training.
  - specific information on local post 18 study options.
- 28 On an annual basis key year groups will be supported in their considerations of future career routes by attending the school Careers Fair. An extensive breadth of guidance will be available

from a range of visitors and sources. These may include:

- a variety of local employers
- representatives from higher education and further education
- promotion of apprenticeships including apprenticeship degrees
- information on technical qualifications
- promotion of careers relating to STEM subjects
- talks from a spectrum of professionals.

- 29 Each student in Year 11 and Year 12 will be provided with one to one bespoke careers information, advice and guidance support. This will be accessed through an appointment with an impartial careers advisor employed by the school.
- 30 All Year 12 students will be supported in their exploration of university choices through guidance within the curriculum as well as being provided with signposting to specific universities and courses appropriate to their strengths. In support of this the school will authorise a number of school absences in order for students to attend university open days. Any further absences requested will be assessed on a case by case basis.
- 31 The school will provide appropriate targeted support for any student who is vulnerable, disadvantaged or has specific additional needs both for post 16 and post 18 transitions.
- 32 The school will ensure that looked after children and previously looked after children are given particular support through their personal education plan that ensures high levels of ambition and successful transition to post-16 education or training.

### **Workplace provision**

- 33 The school will welcome education and training providers from different fields to access all pupils in the school.
- 34 The school will proactively promote access to providers of all relevant qualifications including technical education and apprenticeships.
- 35 The school will provide each student the opportunity to participate in a meaningful encounter with an employer each year. This will be provided through the extensive range of opportunities outlined in the provision in previous sections of this policy.
- 36 By Year 11 each student will have had one encounter with a STEM employer.
- 37 The school will ensure that every student will have one work place experience by the age of 16 and a further one by the age of 18.

## Monitoring, review and evaluation

- 38 Governors will monitor and evaluate the effectiveness of the procedures and practices set out in this policy through:
- lead governor visits to school
  - updates to the full governing body by the lead governor
  - scrutiny of careers provision by the full governing body.
- 39 The Headteacher and senior leaders will ensure that the procedures and practices of this policy are monitored, reviewed and evaluated through whole school review processes.
- 40 The Careers Leader will ensure that the procedures and practices of this policy are monitored, reviewed and evaluated through regular:
- line management of middle leaders
  - area review processes
  - evaluation of school events

## **Annex A: Protocol for Provider Access**

A provider wishing to request access to offer careers information, advice and guidance to our students should contact Ms L Holland through the main school office or via the following email address:

[l.holland@bluecoatschool.org.uk](mailto:l.holland@bluecoatschool.org.uk)

# Annex B: School's Careers Programme

Overview of CIAG provision 2018-2019

KS3       IAG/Interview/Advisory meeting     Curriculum/in lessons     CIAG from employer//workplace     Assemblies/KSL meetings     IAG about HE/FE

*Bold italics is new for 2018-2019*

Year	Sept-Oct	Nov-Dec	Jan-Feb	Feb-March	April -May	June-July	Summer
7		<b>PD: exploration of potential careers</b>	<b>KSL meeting: intro to Karen Meagher</b>		<b>PD: introduction to world of work and career planning: skills audit</b>		
8	<b>PD: /research project on potential careers</b>	<b>KSL meeting: intro to Karen Meagher</b>  <b>Careers Connect: advisory meetings offered with KM</b>  <b>PD: /research project on potential careers</b>	<b>Curriculum: careers linked to subjects</b>  <b>GCSE Options information evening</b>  <b>PD: focus on career planning/LMI</b>  <b>FT support with options</b>	<b>School Careers Fair</b>  <b>PD: reflection on impact of Skills Fair</b>  <b>GCSE options deadline</b>			

Overview of CIAG provision 2018-2019

KS4   IAG/Interview/Advisory meeting   Curriculum/in lessons   CIAG from employer//workplace   Assemblies/KSL meetings   IAG about HE/FE

*Bold italics is new for 2018-2019*

Year	Sept-Oct	Nov-Dec	Jan-Feb	Feb-March	April -May	June-July	Summer
9	<b><i>PD: career options explored/skills audit</i></b>	<b><i>PD: CV work</i></b>	<b><i>Meet an employer sessions/world of work day</i></b>	<b><i>KSL meeting: intro to Karen Meagher</i></b>		<b><i>Big bang Fair</i></b>	
10		<b><i>Link with Liverpool Uni</i></b>	<b><i>PD: /research project on potential careers</i></b>	<b><i>KSL meeting: meet Karen Meagher</i></b>	<b><i>Liverpool City Region Skills Show</i></b> <b><i>PD: reflection on impact of Skills Fair</i></b>	<b><i>PD: trading day: needs reviewing</i></b> <b><i>Oxbridge encounter</i></b>	
11	<b><i>PD: focus on post 16/LMI Draft PS</i></b>  <b><i>KSL meeting: Intro to Karen Meagher</i></b>  <b><i>Careers Connect: advisory meetings with KM</i></b>	<b><i>PD: focus on post 16/LMI</i></b>  <b><i>Curriculum: careers linked to subjects</i></b>  <b><i>Careers Connect: advisory meetings with KM</i></b>  <b><i>Post-16 options info evening</i></b>  <b><i>FT support with options</i></b>	<b><i>PD: focus on post 16/LMI</i></b>  <b><i>Careers Connect: advisory meetings with KM</i></b>  <b><i>Careers Connect: mock interviews 3 mornings</i></b>  <b><i>FT support with options</i></b>	<b><i>Careers Connect: advisory meetings with KM</i></b>  <b><i>School Careers Fair</i></b>  <b><i>A level options deadline</i></b>			<b><i>Results day</i></b>  <b><i>Careers Connect: advisory meetings available</i></b>

Overview of CIAG provision 2018-2019

KS5   IAG/Interview/Advisory meeting   Curriculum/in lessons   CIAG from employer//workplace   Assemblies/KSL meetings   IAG about HE/FE

*Bold italics is new for 2018-2019*

Year	Sept-Oct	Nov-Dec	Jan-Feb	Feb-March	April -May	June-July	Summer
12	<p>CIAG lessons</p> <p><b>KSL meeting: intro to Karen Meagher</b></p> <p>Careers Connect: advisory meetings offered with KM</p> <p>HE+</p> <p>Liverpool Scholars</p>	<p>CIAG lessons</p> <p>Careers Connect: advisory meetings offered with KM</p>	<p>CIAG lessons</p> <p>Careers Connect: advisory meetings offered with KM</p> <p>WEX/voluntary work on Monday afternoons, wk 1</p>	<p>CIAG lessons</p> <p>Careers Connect: advisory meetings offered with KM</p> <p>WEX/voluntary work on Monday afternoons, wk 1</p> <p>School Careers Fair</p> <p>What careers live: Liverpool University</p>	<p>CIAG lessons</p> <p>Careers Connect: advisory meetings offered with KM</p> <p>WEX/voluntary work on Monday afternoons, wk 1</p> <p>Post-18 options information evening</p>	<p>CIAG lessons</p> <p><b>KSL meeting: alternatives to uni Karen Meagher</b></p> <p>Careers Connect: advisory meetings offered with KM</p> <p>Merseyside HE Exhibition</p> <p>Unj Open days</p> <p><b>Meet former students at Uni</b></p>	
13	<p>CIAG lessons</p> <p><b>KSL meeting: intro to Karen Meagher</b></p> <p>Careers Connect: advisory meetings offered with KM</p> <p>UCAS applications Oxbridge IAG Admissions Test support</p> <p>Unj Open days</p>	<p>CIAG lessons</p> <p>Careers Connect: advisory meetings offered with KM</p> <p>Unj Admissions tests</p> <p>Careers Connect: mock interviews</p> <p>MMIs for medics, dentists and vets</p> <p>Oxbridge mock interviews</p> <p><b>Mini interviews for lawyers</b></p>	<p>CIAG lessons</p> <p>Careers Connect: advisory meetings offered with KM</p> <p>Finance and UCAS next steps info evening</p> <p>WEX/voluntary work on Monday afternoons, wk 1</p>	<p>CIAG lessons</p> <p>Careers Connect: advisory meetings offered with KM</p> <p>School Careers Fair</p> <p>WEX/voluntary work on Monday afternoons, wk 2</p>	<p>Unj offer days</p> <p>Careers Connect: advisory meetings offered with KM</p> <p>WEX/voluntary work on Monday afternoons, wk 2</p>	<p>Careers Connect: advisory meetings offered with KM</p>	<p>Results day</p> <p>Careers Connect: advisory meetings available</p>

**Annex C : Template for measures for CIAG provision**

	Post 16 Pathway					
	Higher Ed	Further Ed	Technical	STEM	Apprenticeships	Employers
Number of visits to school						
Number of careers talks						
Student visits						

	Y7	Y8	Y9	Y10	Y11	Y12	Y13
Encounter with employer							

**Key Stage 4 destinations**

	Progression to A Levels at Blue Coat	Progression to A Levels at another school	Progression to 6 <sup>th</sup> form college
% of Year 11 Cohort			

**Key Stage 5 destinations**

No of students	UK university	University Abroad	Sponsored Apprenticeship	Deferred/ Gap	Employed	Other