



# Careers 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 (2011) The Technical and Further Education Act (2017) Skills for Jobs: Lifelong Learning for Opportunity and Growth (Jan 2021) Careers guidance and access for education and training providers (Jan 2023)
<b>Audience:</b>	Students, Parents, Staff, Leaders, Trustees, Local authority, General public
<b>Ownership:</b>	Trustee Board, Headteacher, Deputy Headteacher (Personal Development, Behaviour & Attitudes)
<b>Last reviewed:</b>	March 2025
<b>Reviewed by:</b>	Full Trustee Board
<b>Next review:</b>	Every two years – March 2027

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# The Blue Coat School Aims and Objectives

At The Blue Coat School Liverpool, every student belongs, is valued, and is empowered to thrive. Guided by Non Sibi Sed Omnibus — not for oneself but for all — we honour our story with honesty while forging a modern, inclusive future.

We celebrate individuality and champion diversity, inspiring students to flourish in their own way with confidence, curiosity, resilience, and kindness.

Our vision is to ignite ambition and nurture integrity and compassion, preparing young people to shape a fairer, brighter world — in Liverpool and beyond.

## Purpose

- 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 education, information, advice and guidance (CEIAG) 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 Trustee Board 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
  - Update website and inform parents/carers via regular communication
  - lead the implementation of the Careers Strategy (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 broad 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 to 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 the Provider Access Policy on the school's website.
- 15 The school's Careers' Strategy outlines the wide ranging CIEAG opportunities provided by the school for students from year 7 to year 13 and is delivered by appropriately skilled staff and external support, where appropriate
- 16 In accordance with DFE statutory guidance (2023), 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 13 will be provided with age appropriate CEIAG 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 engage with fortnightly student development afternoons that supplement Personal Development Lessons, and 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 DfE 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 and 12 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 CEIAG 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, 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. Year 12 students visit the University of Liverpool and attend the UCAS Discovery Day.
- 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 Trustees 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 Trustee Board by the lead trustee
  - scrutiny of careers provision by the full Trustee Board.
- 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 – Careers Strategy

	Inspire			Re-enforce		Prepare students to make choices	
	7	8	9	10	11	12	13
<b>Wider school life</b>	<ul style="list-style-type: none"> <li>• Careers Fair – 7<sup>th</sup> March 2025 TBC (to be held within school day to ensure accessibility) – 5.</li> <li>• Year group careers Teams with bespoke information, updated on a regular basis – 1, 2, 5.</li> <li>• High quality form time resources delivered by upskilled pastoral team, focused within National Apprenticeship Week and National Careers Week – 1, 8.</li> <li>• Students in years 7-13 can request an appointment with an independent career adviser at any time. LAC and students with an EHCP receive guidance from an independent adviser each academic year – 8.</li> <li>• Careers assemblies, delivered by BC staff and a range of external speakers including alumni (employers and employees), FE and HE institutions, ensuring PAL compliance - 1, 2.</li> <li>• CEIAG information woven into the curriculum across all subject areas. This will take the form of explicit signposting to career options and shorter CEIAG focused tasks throughout the school year – 1, 4.</li> <li>• Careers displays within departments – 1, 4.</li> <li>• Careers mentoring programme for target groups. Support will be unique to the student’s needs and may be delivered by the Careers Leader, APLs, Student Support - 2, 3, 8.</li> <li>• All students, teachers and parents/guardians have access to the Unifrog platform – 1-7</li> </ul>						
<b>CIAG</b>	<p>CEIAG delivered within the Personal Development curriculum. Subject lead will provide the PD team with up-to-date resources of the highest quality, ensuring all information is impartial. This content will be closely linked to form time resources, embedding the Careers Strategy across school life – 1, 2, 7, 8.</p> <p>Benchmark 4 – linking curriculum learning to careers: CEIAG embedded into all subject areas (integrated, not an ‘add-on’) – 4.</p>						

	<ul style="list-style-type: none"> <li>Protected characteristics in the workplace and beyond – 1, 3.</li> <li>How to use Unifrog – 1, 3.</li> <li>Factors to consider when choosing a career – 1, 3.</li> <li>The importance of transferable skills; effectively recording skills and activities – 1.</li> <li>Interest and personality profile linked to John Holland codes – 3, 8.</li> <li>LMI – 2.</li> </ul>	<ul style="list-style-type: none"> <li>Protected characteristics in the workplace and beyond – 1, 3.</li> <li>Unifrog personality profile – 1, 3.</li> <li>Introduction to a range of post-16 and post-18 options – 1, 3.</li> <li>University and apprenticeships, inc. introduction to Be More Apprenticeship Hub and UCAS – 7.</li> <li>Support choosing GCSE options – 8.</li> <li>Labour Market Information – 2</li> <li>The importance of transferable</li> </ul>	<ul style="list-style-type: none"> <li>Protected characteristics in the workplace and beyond – 1, 3.</li> <li>UTCs – 3, 7.</li> <li>Understanding career terminology – 1.</li> <li>Defining success – 3.</li> <li>CV writing – 1, 5, 6, 8.</li> <li>Developing communication skills – 1, 3.</li> <li>Developing leadership – 1, 3.</li> <li>Using Unifrog to track skills and activities – 1, 3, 8.</li> </ul>	<ul style="list-style-type: none"> <li>Identifying skills required and apply strategies to support success – 1, 3.</li> <li>Developing a career timeline – 1, 3, 4, 5, 6.</li> <li>Work-life balance; rights in the workplace including health and safety and the Equality Act – 1, 3, 6.</li> <li>Remote, in-person and hybrid working – 6.</li> </ul>	<ul style="list-style-type: none"> <li>Reflection on skills and achievements and how best to record them – 1, 3, 8.</li> <li>CV writing in preparation for mock interviews – 1, 3, 5, 6.</li> <li>Comparing full-time education, employment, and apprenticeships – 1, 2, 3, 4, 5, 6, 7.</li> <li>Post-16 planning – 1, 3, 8.</li> <li>Volunteering and paid work, and the employment laws surrounding both – 5, 6.</li> </ul>	<ul style="list-style-type: none"> <li>Planning for next steps (all post-18 options are covered in an impartial, informative way) – 7.</li> <li>Part time jobs, work experience and volunteering – 3, 5, 6, 7.</li> <li>Begin writing personal statements/applications for post-18 options – 7.</li> </ul>	<ul style="list-style-type: none"> <li>Bespoke CIAG guidance – 8.</li> <li>Support writing a personal statement – 7.</li> <li>Support with UCAS process – 7.</li> <li>Student finance – 7.</li> <li>Apprenticeships – 7.</li> <li>Interviews and assessment centres – 6.</li> <li>Admissions tests and study abroad – 7.</li> <li>Introduction to the Sutton Trust and support applying – 7.</li> <li>What happens on results day? – 1.</li> </ul>
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		<p>skills; effectively recording skills and activities – 1.</p> <ul style="list-style-type: none"> <li>Defining success – 3.</li> </ul>					
Beyond the curriculum	<ul style="list-style-type: none"> <li>Team-building day to develop transferable skills – 1.</li> </ul>	<ul style="list-style-type: none"> <li>Y8 Options Evening – 1, 8.</li> <li>One-to-one conversations with FT or Careers mentor about options – 3, 8.</li> </ul>	<ul style="list-style-type: none"> <li>Students encouraged to engage with virtual work experience (info communicated via careers Team) – 6.</li> <li>Merseyside Young Health and Life Scientists – 5, 6, 7.</li> </ul>	<ul style="list-style-type: none"> <li>Visits from post-16 providers – 7.</li> <li>Virtual work experience opportunities – 6.</li> <li>Oxbridge outreach – 7.</li> <li>Merseyside Young Health and Life Scientists – 5, 6, 7.</li> <li>Spotlight career mentoring – 3, 5, 7, 8.</li> <li>Aspire Liverpool – Inspire Oxbridge outreach</li> </ul>	<ul style="list-style-type: none"> <li>Mock interviews – 5.</li> <li>Individual careers meetings with Careers Connect – 5.</li> <li>A-Level options afternoon, hosted by KS5 – 1, 3.</li> <li>Merseyside Young Health and Life Scientists – 5, 6, 7.</li> </ul>	<ul style="list-style-type: none"> <li>Opportunity to engage with a range of HE and FE institutions, e.g. range of external speakers including alumni (employers and employees), FE and HE institutions to deliver talks/workshops on Monday afternoons – 1, 5, 7.</li> <li>One-to-one careers meetings with Careers Connect - 8.</li> <li>One-to-one CEIAG discussions with FT and PD teacher – 8.</li> <li>Mock interviews – 5.</li> <li>Access to Sixth Form Careers Library – 1.</li> <li>Y12 trip to a university – 7.</li> <li>Y12 attend UCAS Discovery Day – 7.</li> <li>Oxbridge Outreach including Aspire – 3, 7.</li> </ul>	

- Careers talk at y8 options evening, delivered by Careers Leader with potential to include external speakers – 1, 2, 7.

- Post-16 options evening – 1, 2, 7.
- CEIAG included in A-level options booklet – 1.
- Career Connect presence at y11 parents evening – 8.

- Parents are kept informed of student progress in CEIAG via the school newsletter – 1.
- Post-18 Pathways evening – 3, 7.

- Potential for parents to meet with careers lead to discuss their child’s next steps - 8.
- Next steps evening for university applicants – 7.

Opportunity for parents to contact the Careers Lead with questions at any time – 8.

All parents/guardians have access to the Unifrog platform – 1-7

Information and updates shared via school twitter and parent newsletter. Range of links and information on careers section of school website.

<https://www.parentalguidance.org.uk/applications-interviews>

<https://careemap.co.uk/careemag-parents/>

<https://nationalcareers.service.gov.uk/>

<https://www.unifrog.org/sign-in>

## Roles and responsibilities:

Teaching staff	Middle leaders	Careers Leader	SLT	Trustees
<ul style="list-style-type: none"> <li>• FTs will deliver pre-planned careers activities in FT – 1.</li> <li>• Subject teachers will deliver CEIAG content, embedded into their subject’s curriculum – 1, 4.</li> <li>• Engage with CPD to ensure high quality, accurate delivery of up-to-date CEIAG in both form time and subject lessons – 1, 4.</li> </ul>	<ul style="list-style-type: none"> <li>• APLs to QA and support delivery of CEIAG content during form time and PD lessons– 1.</li> <li>• CTLs to explicitly integrate CEIAG within their curriculum areas and highlight this within PoS - 4</li> <li>• CTLs to QA and support delivery of CEIAG content within curriculum areas via subject development framework – 1, 4.</li> <li>• Record CEIAG interactions on Unifrog – 1.</li> </ul>	<ul style="list-style-type: none"> <li>• Support PD department with the creating of high quality CEIAG resources for years 7-13 – 1.</li> <li>• Engage with ongoing CPD – all benchmarks.</li> <li>• Deliver high-quality CPD to teaching staff – all benchmarks (focus on 4).</li> <li>• Work with UCAS lead and KS5 pastoral team to support the UCAS process – 1, 7.</li> <li>• Monitor destination data – 3.</li> <li>• Manage year group careers Teams – 1, 2, 5.</li> <li>• Update website with careers information – 1, 2, 4, 5, 6, 7.</li> <li>• Continually evaluate and adapt the strategy – 1.</li> <li>• Share subject specific information and resources with HoDs – 1, 4.</li> <li>• Record CEIAG interactions on Unifrog – 1.</li> <li>• Monitor student progress on Unifrog, targeting specific students/groups where appropriate – all benchmarks.</li> </ul>	<ul style="list-style-type: none"> <li>• Support the Careers Leader with embedding and monitoring the Careers Programme – 1.</li> </ul>	<ul style="list-style-type: none"> <li>• Dedicated link trustee.</li> <li>• Hold the Careers Leader to account.</li> <li>• Support with the development of policy.</li> </ul>

**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.