



# Careers Education, Information Advice and Guidance Policy

V1.7

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| Date reviewed and approved by designated committee or person: |  | Responsible for this policy: | Assistant Headteacher for Personal Development |
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| Approved By:     | Date of Approval | Version Approved | Comments |
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| Policy Committee | 26.11.18         | V1.6             |          |
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### Revision History

| Revision Date | Previous Revision Date | Rev  | Summary of Changes   | Changes Marked | Owner/Editor |
|---------------|------------------------|------|--|----------------|--------------|
| New Policy    |                        | V1.1 | Academised and put into the common format.   | WBE            | PKA/WBE      |
| 23.09.15      | V1.1                   | V1.2 | Change to Focus Days instead of Deep Learning Days on page 5 Section 4. Any highlights removed and typing errors corrected | WBE            | PKA/WBE      |
| 14.10.15      | V1.2                   | V1.3 | Amended, added and deleted words around the policy.  |                | KLU          |
| 12.12.17      |                        | V1.4 | Amended to incorporate new requirements  |                | PKA          |
| 15.12.17      | 12.12.17               | V1.5 | Minor amendments to formatting   |                | CTE          |
| 26.11.18      | 15.12.17               | V1.6 | Gatsby Benchmarks added  |                | CTE          |
| 06.07.20      | 26.11.18               | V1.7 | Annual update with staff changes   | Yes            | CTE          |

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## **1. PURPOSE OF THE POLICY**

**1.1** A young person's career reflects the progress they make in learning and work. It is part of the vision and mission of Levenshulme High School that all students need a planned programme of activities to help them choose progression routes that are appropriate for them in order that they are able to manage their careers, sustain employability and achieve personal and economic wellbeing; thus, they are prepared for life in modern Britain. Levenshulme High School recognises that it has a statutory duty to provide careers education and to give our students access to impartial careers information, education and guidance. It is committed to providing a planned programme of impartial careers education and information, advice and guidance for all learners in Years 7-11, in partnership with the agencies, educational establishments and employers and to providing extra support, as required, for vulnerable learners and those with additional needs.

Our policy is guided by the Gatsby benchmarks (Appendix A)

## **2. PRINCIPLES AND VALUES**

**2.1** The Careers Education, Information, Advice and Guidance programme at Levenshulme High School is designed to meet the needs of our students. We believe that an effective Careers Education, Information, Advice and Guidance programme:-

- provides access to a range of activities that inspire our students and supports them in the development of the character and confidence needed to build successful careers
- actively encourages and inspires our students to take ownership of their career plans and to consider all options, so that they are able to select the best way forward for their interests, motivations, learning styles, abilities and aspirations
- provides transparent, impartial, timely and accessible information on:-
  - careers education, information, advice and guidance
  - local and national education pathways
  - training opportunities
  - labour market opportunities
  - the development of employability skills
- builds strong links with employers who can help to boost students' attitudes and employability skills, inform students about the range of roles and opportunities available and help them understand how to make this a reality.
- offers high quality work experience that properly reflects individual students' studies and strengths, and supports the academic curriculum.
- widens access to advice on options available post-16 and post-18, including apprenticeships, entrepreneurialism and other vocational routes alongside the more traditional A levels and university route.
- provides face-to-face advice and guidance to build confidence and motivation
- works with organisations to identify vulnerable students, including those with special educational needs and those at risk of not participating post-16 and post-18, and the services that are available to support them.
- provides information to students about the financial support that may be available to help them stay in education post-16 and post-18.

- consciously works to prevent all forms of stereotyping in the advice and guidance provided to ensure that students of all backgrounds and diversity groups consider the widest possible range of careers.
- supports teachers to actively consider links between their subjects and future careers and to embed careers information into lessons and subjects
- actively consults with students, parents and staff on provision to inform continuing improvement
- ensures that provision meets the quality that a dedicated Careers Education, Information, Advice and Guidance quality award can bring.

### **3. THE AIM OF CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE**

**3.1** Levenshulme High School believes that Careers Education, Information, Advice and Guidance should:

- contribute to strategies for raising attainment
- support each stage of our students' personal and academic achievement
- support inclusion, challenge stereotyping and promote equality of opportunity
- support successful transition to the next stage of education and employment
- encourage participation in continued learning including higher and further education
- develop enterprise and employment skills
- meet the needs of all of our students through appropriate differentiation
- focus students on their future aspirations
- involve parents and carers

### **4. IMPLEMENTATION OF CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE**

- Levenshulme High School delivers Careers Education, Information, Advice and Guidance in partnership with local and national agencies, educational establishments, training providers and employers via one to one support, intensive support, mentoring, through curriculum delivery, visits to organisations, visiting speakers and to Focus Days.
- Levenshulme High School recognises its responsibility to ensure that students are clear that if they do not achieve a grade 4 or better in GCSE maths or English by the end of Key Stage 4 they will be required to continue to study these at school, college or as an apprentice.
- Levenshulme High School ensures that students understand that a wide range of career choices require good knowledge of maths and the sciences and ensures that through the Careers Education, Information, Advice and Guidance programme and the work of the STEM Coordinator, students are exposed to a diverse selection of professionals from varying occupations which require STEM subjects.
- Levenshulme High School offers students the opportunity to develop entrepreneurial and enterprise skills. Students are expected to identify, record and track the development of these skills.

- Levenshulme High School ensures that all students are aware of out of school opportunities that could help them with their careers aspirations and works closely with the National Citizen Service and other voluntary and community organisations.

#### **4.1 Leadership and Management of Careers Education, Information, Advice and Guidance**

- The leadership and management of Careers Education, Information, Advice and Guidance at Levenshulme High School is secured through the Careers Education, Information, Advice and Guidance team. Membership of this team includes the Assistant Headteacher Personal Development and the Work-related Learning Coordinator who co-ordinate the day-to-day delivery of the Careers Education, Information, Advice and Guidance programme and the Careers Advisor(s).
- Levenshulme High School recognises that all staff within school contribute to Careers Education, Information, Advice and Guidance programme through their roles as support staff, tutors and subject teachers.
- The Careers Education, Information, Advice and Guidance programme is planned, monitored and evaluated by the Careers Education, Information, Advice and Guidance Coordinator in consultation with the Assistant Headteacher Personal Development. Any providers of apprenticeships or post-16 courses or employers who wish to come into school to present to students should contact the Assistant Headteacher Personal Development in the first instance.

#### **5. THE ELEMENTS OF THE CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE CURRICULUM**

- The Careers Education, Information, Advice and Guidance programme includes careers education sessions, career guidance activities (e.g. group work and individual interviews), work experience for students in Key Stage 4, work placements, work-related learning, the development of career management skills and individual learning planning/portfolio activities.
- Careers sessions are part of the school's Focus Day provision, assembly programme and form time learning.
- Other focused events, e.g. a further/higher education fair and apprenticeship fairs are provided at different times of the year.
- Work experience preparation, debrief and evaluation take place within the form time programme and other appropriate parts of the curriculum.
- The views of students are collected from individual students and using discussion groups and evaluation questionnaires.
- Students at Levenshulme High School identify, record and track the development of their enterprise and employability skills.
- We highly value liaison with parents and carers regarding their daughter's career aspirations and offer opportunities at school functions for parents and carers to engage with school careers staff and colleagues from external provision.
- Careers Education, Information, Advice and Guidance pages on the school's website signpost students to our own and external advice and guidance.

## **6. STATUTORY DUTY AND THE ROLE OF GOVERNORS**

The Academy Committee of Levenshulme High School recognises the statutory duty which requires them to ensure that all registered students at Levenshulme High School are provided with independent careers guidance from Year 8 – Year 11. The Academy Committee recognises its role in ensuring that careers guidance is:-

- presented in an impartial manner
- includes information on the range of education or training options
- guidance that the person giving it considers will promote the best interests of the students to whom it is given.

## **7. MONITORING AND EVALUATION OF CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE**

It is the responsibility of the Assistant Headteacher Personal Development to oversee and organise the monitoring and evaluation of Careers Education, Information, Advice and Guidance, in the context of the overall school plans for monitoring the quality of teaching and learning.

The Assistant Headteacher Personal Development will provide a report to the Co-Headteachers.

## **8. POLICY REVIEW**

The policy will be reviewed on an annual basis. If new guidance becomes available it may be necessary to review this policy at an earlier date.

## The Gatsby Benchmarks

| Benchmark |  | Description  | Exemplification   |
|-----------|--|--|---|
| 1.        | A stable careers programme                         | 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>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.</p> <p>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.</p> <p>The programme should be regularly evaluated with feedback from pupils, parents, teachers and employers as part of the evaluation process.</p> |
| 2.        | Learning from career and labour market information | 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>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.</p> <p>Parents should be encouraged to access and use information about labour markets and future study options to inform their support to their children.</p>   |
| 3.        | Addressing the needs of each student               | Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each students. A school's careers programme should embed equality and diversity considerations throughout. | <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.</p> <p>All pupils should have access to these records to support their career development.</p> <p>Schools should collect and maintain accurate data for each pupil on their education, training or employment destinations.</p>   |
| 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.   |



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| 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.  |
| 6. | Experiences of workplaces                    | Every student should have first-hand experience 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 a least one experience of a workplace, additional to any part-time jobs they may have.<br><br>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, college, 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.<br><br>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. |
| 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.   |