

# WEST DERBY SCHOOL



## CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE POLICY

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| Approved on:      | 14/09/2022  |
| Next review date: | 30/09/2023  |
| Signed:           | S Graham (Head teacher)                           |
| Signed:           | K Hodgkiss (For and on behalf of the Trust Board) |

## Rationale

Careers education and guidance programmes play a major part in helping young people choose programmes that suit their interests, abilities and individual needs. A robust careers programme helps avoid disengagement, puts school learning into a wider and more relevant context, and helps raise aspirations.

West Derby School Careers programme will help our students to plan and manage their careers effectively, ensuring progression which is ambitious and aspirational. It will promote equality of opportunity, embrace diversity and challenge stereotypes. The policy will be guided by the Gatsby benchmarks<sup>1</sup> and conform to statutory requirements, in particular the DfE's Careers Strategy<sup>2</sup> and the revised statutory guidance<sup>3</sup>.

## Context

From September 2013, The Education Act of 2011 placed schools under a duty to ensure that all registered pupils in Years 8-13 have access to independent, accurate and impartial information advice and guidance. Schools are free to arrange for careers guidance, which best suit the needs of their students, engaging where appropriate with independent providers.

West Derby School have developed their own arrangements for providing impartial careers advice and guidance may continue to do so as long as they ensure students have access to a source of guidance, which is independent and external to the school. This could include website or telephone helpline access and/or face-to-face support from a specialist provider where needed.

A further addition to the Technical and Further Education Act 2017 states that schools in England *"must ensure there is an opportunity for a range of education and training providers to access registered pupils during the relevant phase of their education, for the purpose of informing them about approved technical education qualifications or apprenticeships"*.

At each point where we deal with students leaving the school we strive to ensure that they are purposefully provisioned in terms of advice and guidance, including information and support regarding apprenticeships, employment or re-commencement of study with another provider.

## Commitment

West Derby School is committed to providing all students in Years 7-13 with a programme of careers and enterprise related activities. The details of the CEIAG and Enterprise programme is published on the school website and can be viewed by students, parents and carers as well as employers, partners and education/careers providers. The programme is developed with the guidance of the Gatsby benchmarks for ensuring best practice. In addition, to ensure West Derby School delivers the best possible careers guidance we are currently working towards the Quality in Careers Standard. This is in accordance with the Government's recommendation that *"all schools should work towards a quality award for careers education, information, advice and guidance as an effective means of carrying out a self-review and evaluation of the school's programme."* In addition, as advocated by the Department for Education in their 'Careers Guidance and Inspiration in Schools' policy issued in March 2015. As part of the Liverpool City Region Careers Hub the school is committed to the ongoing work directed by the Careers and Enterprise Company particularly in respect of the identified growth sectors in the Liverpool City Region; raising awareness of opportunities in the current labour market and preparing students

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<sup>1</sup> <http://www.gatsby.org.uk/education/focus-areas/good-career-guidance>

<sup>2</sup> [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/664319/Careers\\_strategy.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/664319/Careers_strategy.pdf)

<sup>3</sup> <https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools>

for these career experiences. At West Derby School we work closely with Sefton Elevate Business Partnership to support the delivery of the KS4 employability programme which includes work experience, practise interviews and application form workshops. The school also participates in many funded opportunities delivered by them throughout the year. The school is committed to working closely with Careers Connect and the local authority teams to support positive destinations for the young people.

### **West Derby School Careers and Employability Programme**

The current programme is embedded into our school curriculum through a combination of methods, including when it is delivered to every year group, three times a year, through bespoke planning as our normal timetable is suspended for personal growth days.

The programme is also supported through assemblies, masterclasses, presentations, employer visits, independent work experience, seminars, workshops, careers fairs and 1:1 impartial and independent guidance.

West Derby School hosts or attends events such as National Apprenticeship and Higher Education Shows, UCAS Evening and Student Finance sessions. Appendix 1 contains an overview of the planned activities for each year.

To enable teaching staff/Heads of Year/Subject Leads to track student progress and employer engagement from Year 7 –Year 13, West Derby School is creating a database to record each student's achievements, 'meaningful' employer encounters, career aspirations/goals, predicted grades and potential pathways. This enables West Derby School to monitor and track the learner journey, helping to plan and prepare targeted 'meaningful' encounters for individual students. In 2022-2023 we are also collaborating with Learn Live, a virtual platform that will allow our students, teachers, parents/carers to access both live and recorded sessions with employers, careers advisors and FE and HE institutions. The platform also allows for users to chat live with a selection of careers professionals from across a range of industries, and to access the live employment opportunities.

Throughout their careers journey West Derby School also makes use of Unifrog. This is a starting point to student engagement and enables students to explore and research potential career pathways, courses, qualifications and subject information. This coupled with independent and impartial Careers Adviser support helps to inform and inspire students so that they are able to make well-informed and realistic decisions about their future.

### **Aims**

To help students develop the skills and confidence to make realistic and informed decisions about their futures and to manage the transitions from one stage of their education, training and work to the next.

### **Objectives**

- To ensure that students develop the skills and attitudes necessary for success in adult and working life
- To make students aware of the range of opportunities which are realistically available to them in continued education and training at 14+, 16+ and 18+
- To equip students with the necessary decision-making skills to manage those same transitions
- To develop in students an awareness of the wide variety of education, training and careers opportunities locally, nationally and internationally
- To encourage students to make good use of the paper-based, virtual and staff resources available to them, in order that they can make informed and appropriate choices throughout their learning journey

- To foster links between the school, local businesses and further/higher education establishments.
- To ensure there is an opportunity for a range of education and training providers to access registered students during the relevant phase of their education, for informing them about approved technical education qualifications or apprenticeships (the Baker Clause, 2<sup>nd</sup> January 2018).

Invitations are issued to all local providers inviting them annually to Year 11 parents' evening, Sixth for Open Evening and the three careers carousels that are hosted by West Derby School each academic year.

- Requests for access will be directed to the Careers Leader and appropriate times agreed, where all students will be able to access the provider. In most cases this will be a whole year group assembly or attendance to one of our career carousels. It may also be the case that our students visit a FE or HE provider to learn about a specific course of post-16 study
- To enable students to experience the world of work and develop transferable skills, for example: independence; resilience; personal learning and thinking skills, students in Year 10 and Year 12 will undertake work experience
- To ensure that wherever possible, all young people leave the school to enter employment, further education or training
- To maintain a culture of high aspirations
- To promote equality of opportunity, embrace diversity, challenge stereotypes and ensure all students who require any extra assistance and guidance to reach their potential, such as SEN students or students eligible for pupil premium.

### **Learning Outcomes**

Students should be able to:

- Assess their achievements, qualities and skills
- Present this information as appropriate
- Use this information for personal development
- Set career and learning targets. Recognise and deal accordingly with influences on their attitudes, values and behaviour in relation to work
- Recognise the value and impact their activities at school can have on their future

### **Implementation**

The school guarantees impartial and independent advice through an independent Careers Adviser, Lil Allen, employed by Career Connect, who attends the school on a weekly basis. Appointments can be through student referral, form tutor referral and parent referral. Independent Careers guidance must. Careers advice is also made available to Year 10 to Year 13 students through Shaping Futures. Careers advice must:

- Be presented in an impartial manner
- Feature information on the range of education or training options, including apprenticeships and other vocational pathways
- Promote the best interests of the students to whom it is given
- Access for all students and staff to the Learn Live website and other appropriate sources of guidance
- Promoting the National Careers Service Website and Helpline
- Promotion of independent websites relevant to all career needs, from choosing a university or apprenticeship to pursuing a career

- Access to relevant external speakers offering independent sources of information including local and national employers, representatives from professional bodies and organisations including, representatives of higher education establishments and former students, who are a valuable resource.

There is a senior leader, Ms C Jones, with responsibility for Careers and Enterprise education. Ms Jones can be contacted via email at [c.jones@westderbyschool.co.uk](mailto:c.jones@westderbyschool.co.uk) , or by telephone at the school office on 0151 235 1300.

All staff have a part to play in the implementation of this policy through their role as teachers/tutors and as subject specialists. Careers information and resources are located in the Careers Library in W9, which contains up-to-date, impartial information presented in a variety of media. The Careers Coordinator, ensuring all opportunities are available to all pupils, will review the careers programme on a regular basis. The most up to date College and University prospectuses are on display on the notice boards and in both the Main and Sixth Form libraries/areas. Pupils have access to the careers library before school, during break and lunch times and after school.

Throughout KS3, 4 and 5, independent learning providers and local colleges, will attend West Derby School, in order to have the opportunity to speak to students/parents/carers/staff. If the organisation cannot attend, then representation will be visible at events in order to advertise local opportunities. West Derby School has published a policy statement on provider access and published it on the West Derby School website.

### **Monitoring, Review and Evaluation**

The school measures and assesses the impact of the careers programme on pupils by tracking their destinations as they leave us and enter into the world of further education, apprenticeships, work or university. Pupil voice is will be used to evaluate the strength and impact of events and guest speakers from Industry. It also helps us to find ways of improving and developing our service.

This policy is reviewed annually as part of the whole-school self-assessment process, informing the COMPASS SEF and will be reviewed by the Trustees. Parents are welcome to give feedback on any aspect of the CEIAG programme to the Careers Coordinator, via the school website.

### **Recording, Assessment and Reporting**

Students' progress is monitored through their student profile and remains with them for their entire duration at West Derby School. The work is individual and personal to the student and is a log of activities completed and employability skills gained - these skills are not graded.

### **Entitlement**

Every student at West Derby School is entitled to a thorough, personalised and aspirational programme of careers events throughout their time at the school. They are given support to whichever route they choose, whether this occurs at the end of KS4 or the end of KS5.

### **Students will have experience with Careers, Employability and Enterprise in the following ways:**

- Through a variety of year group assemblies
- Through their PSHE and Careers lessons, which are timetabled through 'Personal Growth days each academic year.
- Parents/carers are welcome to speak to the extended careers team, which includes their child's form tutor, Head of Year, a member of the sixth form team, SENCO or the Careers Coordinator, Careers Adviser if they have any questions or concerns about their child's progress and their child's participation in careers events.

- Students, parents/carers are entitled to have access to information about the options processes - provided via letter, on the school website and on information evenings.
- Each KS4 student will have at least one individual careers interview with an independent, qualified careers practitioner by the end of KS4.
- Each KS5 student also receives at least one interview with a member of the sixth form team, and those with any concerns or queries can either self-refer or be referred for an additional interview with the independent Careers Adviser.

### **Partnerships**

The CEIAG programme is enhanced through links with several partners who ensure the students' learning is up to date and relevant. We strive constantly to expand and improve links with employers and other local groups, including the Careers and Enterprise Company's Enterprise Adviser Network.

Parental involvement is encouraged at all stages. West Derby School recognises that parents/carers remain the biggest influence on a young person's career choices and as such we offer parents help and guidance at critical stages in the students' time with us; for example, in Year 8 with options decisions, Year 11 with 16+ choices and Years 12 and 13 with UCAS and other applications. Parents also have the opportunity to speak to the Careers Coordinator by phone, by appointment or at any Year 9 to 13 parental consultation events. We also have a dedicated section for parents on our school website. The school also provides signposting to the National Careers Service.

### **Links with the Local Authority:**

The Local Authority has a duty under section 68 of the Education and Skills Act 2008 to encourage, enable and assist the participation of young people in education or training. In addition, the Education and Skills Act 2008 placed two new duties on local authorities from June 2013 for 16-18 year olds in relation to the raising of the participation age:

- To promote the effective participation in education and training of young people covered by the duty to participate
- To have in place arrangements to identify those who are not participating

West Derby School works with the Local Authority, including sharing information, to support the above. In particular, in accordance with Section 13 of the above Act, the School will notify the Local Authority whenever a 16 or 17-year-old leaves an education or training programme before completion.

### **Links with the Trustees**

The named link Trustee for Careers Education is Ms M Tsalavouta. All changes to the Careers Policy are approved by the school's Trustees and they are regularly informed about the progress of the careers programme via visits to the school and reports/presentations delivered by the Careers Coordinator.

### **Resources**

Funding is allocated in the annual budget planning. This is planned around the level of funding related to whole school priorities and particular needs in the CEIAG area. The Careers Coordinator is responsible for the effective deployment and monitoring of resources.

### **Staff Development**

Staff training needs are identified and make use of the Training Needs Analysis for CEIAG. The CPD at the School makes every effort to meet training needs within an agreed period of time. The annual CEIAG improvement plan is connected to the School Improvement Plan and takes account of the Liverpool City Region's Careers and Enterprise Strategic Plan. It is reviewed termly

by the Careers Coordinator in conjunction with Elevate EPC via their Compass+ online analysis tool, and annually by the Senior Leadership Team.

### **Careers Entitlement Statement**

All Students are entitled to independent and impartial external Career Guidance. West Derby school will support all pupils with the opportunity to develop their career aspirations. Pupils need to reflect and evaluate their goals and use information obtained to help make well-informed and realistic decisions about their career pathways. Lessons and Career-related events will help support the Entitlement Statement (as detailed below)

All statements will be in line with the government guidance.

#### **It is your future, so you have a responsibility to:**

- Make the most of the opportunities offered to you.
- Research your options.
- Have 'post-14, 16 or 18' careers meetings with the school Careers Leader.
- Be prepared to be realistic when looking for future opportunities.
- Be prepared to work hard to reach your full potential.

#### **While at school the minimum entitlement we will support you with:**

- Give you the opportunity to access independent and impartial Careers Guidance.
- Give you the opportunity to meet with a variety of industries/employers.
- Provide you with access to up to date local, regional and national Labour Market Information.
- Give you the opportunity to learn about the world of work.

#### **Key Stage 3 our aim is to support you and help you to:**

- Develop confidence in yourself and your abilities.
- Think about what your strengths are and identify the skills and qualities required to help you achieve your goal.
- Think about your Career aspirations and learn to plan your Careers journey to help you achieve your goal.

#### **Key Stage 4 and 5 our aim is to support you with:**

- Access to information on potential Career Pathways including: Apprenticeships, Technical Education, Higher Education, Further Education and Employment. This includes support for researching college courses, higher education courses and understand post-16 or 18 options.
- Access to 1:1 independent and impartial Careers Guidance.
- Access and support with relevant Careers resources to provide relevant and helpful information.
- Being able to identify your skills and strengths needed to achieve your desired profession.
- Identifying and setting yourself future goals.

#### **Parents/Carers entitlement:**

Parents/Carers can access Careers support for their child in a variety of ways including:

- Careers information on the school website, including details of the Careers Programme.
- Access to Learn Live (which includes Jobs Live and University Live)
- Access to computer-based Career's information via Unifrog.
- Parent/Carers can contact the school Careers Leader directly regarding any career support they require. The Careers Leader can be contacted at [c.jones@westderbyschool.co.uk](mailto:c.jones@westderbyschool.co.uk)