



St Ives School

Careers Education, Information, Advice and Guidance Policy



School Name: St Ives School

Dissemination: Website and T: Drive

Date policy to be approved by Governors: Curriculum and Standards 15/11/2019

Date policy becomes effective: Immediately

Review date: November 2022

Person responsible for Implementation and Monitoring: Careers Coordinator / Assistant Headteacher

Links to other relevant policies: Teaching and Learning Policy

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to students at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Every young person needs high-quality career guidance to make informed decisions about their future. Good career guidance is a necessity for delivering technical education reforms and is a vehicle for social justice: those young people without social capital or home support suffer most from poor career guidance.

In 2013 Gatsby commissioned Sir John Holman - Emeritus Professor of Chemistry at the University of York, senior education adviser and former Head teacher - with setting out what career guidance in England would be like were it "good" by international standards.

After six international visits, analysis of good practice in English schools and a comprehensive review of current literature, Sir John Holman wrote the 'The Good Career Guidance Report' which identifies a set of eight benchmarks that provide a framework for high quality careers education and provision. The Careers Strategy is built around them, and they help us plan and improve our programme over time. Please see Appendix 1 for the Gatsby Benchmarks. The Gatsby Benchmarks have to be met by the year 2020 through an established and ongoing programme of Careers provision.

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Section 1 - Student Entitlement

All students in Years 7-11 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

St Ives School will evaluate the impact of our careers programme by completing student surveys and analysing destinations data in line with activities that students have taken part in. In addition, the views of students and parents are surveyed after key events e.g. Year 10 Work Experience.

Section 2 - Management of Provider Access Requests

2.1 Procedure

A provider wishing to request access should contact M Mugford, Careers Coordinator
Telephone: 01726 795608 Email: mmugford@st-ives.cornwall.sch.uk

2.2 Opportunities for Access

A number of events, integrated into the school careers programme offer providers an opportunity to come into school to speak to students and/or their parents/carers.

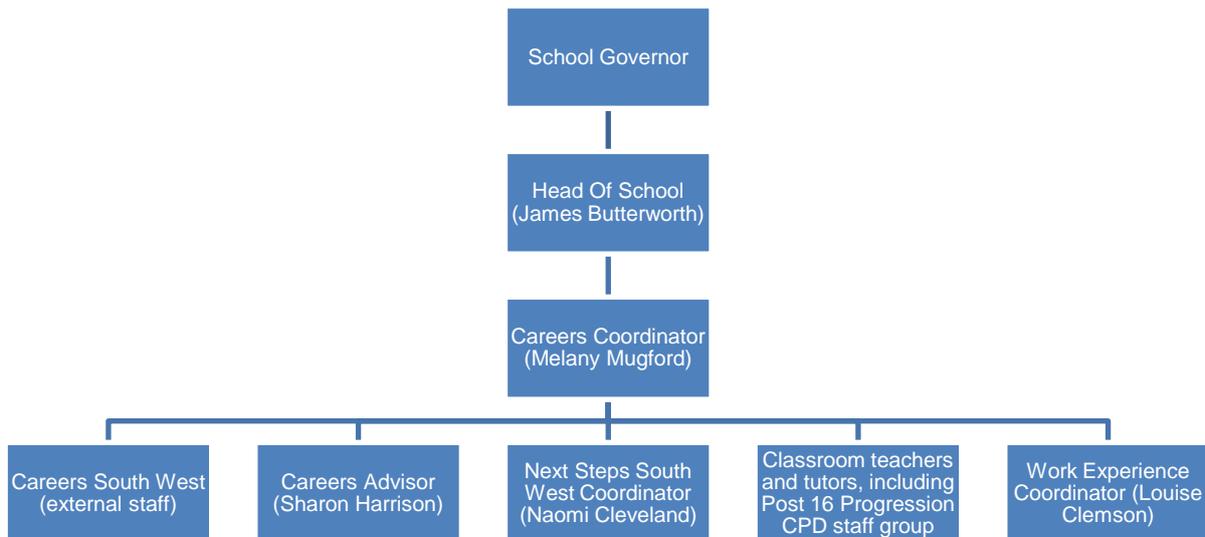
2.3 Premises and Facilities

The school will provide a suitable venue for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the school library, which is managed by our independent Careers Advisor. The library is available to all students on Tuesday's when the Careers Adviser is in St. Ives School.

2.4 Management and Staffing

St Ives School has a designated Careers Coordinator (Melany Mugford) and commissions an independent careers advisor, who comes into school regularly along with individual support meetings from Careers South West. St Ives School also works with Next Steps South West.

Teachers, tutors and teaching support staff are all expected to play a role in helping students to make well informed realistic decisions about future study and employment.



Section 3 - The Careers Programme

3.1 Careers Provision

The careers programme includes; careers education sessions, career guidance activities (group work and individual interviews), information and research activities and work-related learning. Careers lessons are part of the school's PSHE/Computing programme and subject curriculums.

The programme is provided to students through:

- The PSHE curriculum via specific lessons
- The Computing curriculum via specific lessons
- Tutor group activities, including small group activities
- Careers interviews with Sharon Harrison (Careers Advisor)
- Individual careers support with Careers South West
- Careers presentations during assemblies e.g. college and employer presentations
- Off timetable Careers events with employers
- Guest speakers and volunteers supporting lessons e.g. Future First alumni network
- Next Steps South West funded provision/events
- Enterprise Advisor Network support at events
- Attendance at Careers Fair/skills shows and local college/universities
- Apprenticeship talks
- Work experience programme.

Please see Appendix 2 for a full list of the Careers provision at St Ives School.

3.2 Staff Development

At St Ives School, whole staff training sessions are delivered by the Careers Coordinator or external providers as part of the INSET programme to ensure staff are aware of requirements regarding careers provision in teaching and learning.

All subject areas in St Ives School contribute an annual analysis of how specific elements of their curriculum relates to particular careers and what local Post 16 pathways related to their subject area there are. This is shared with all subject teachers to allow teaching staff to embed careers and Post 16 progress into Teaching and Learning across the school. This analysis is collated and stored centrally.

3.3 External Partnerships

St Ives School works with the following organisations:

- A range of local university and colleges e.g. Truro and Penwith College
- A range of employers sourced through Future First and the Enterprise Advisor Network
- Careers South West
- Next Steps South West
- Future First
- Enterprise Advisor Network

3.4 Resources

St Ives School has a space in the school library dedicated to Careers related materials. These are audited annually by the Careers Advisor to ensure that materials are accessible, relevant and accurate. Students have access to the Careers library during normal opening hours and at other times when the library is booked for their use.

The Careers Advisor runs a 'Drop in Careers area' once a week during lunch time in the school library to allow students to come and ask questions to the Careers Advisor or to discuss pathways.

During Careers lessons in PSHE/Computing curriculum time, students have access to computers and the Internet where required. IPAD's or laptops can be booked for lessons where required if the lesson is not based in a computer room.

St Ives School use and promote a range of electronic online resources (also included on the St Ives School website), including:

- ICould
- National Careers Service
- Get In Go Far

- Career Pilot
- UCAS

3.5 Parents and Carers

Careers information is provided on the school website, linking also to external sources of information. The Careers Advisor is available for parents to meet at all parent evenings/events and Year 8 options evening. Parents are communicated to regarding careers updates through newsletter and social media.

3.6 Equality and Diversity

Students who are statemented or Pupil Premium receive further support from the Careers Advisor or Careers South West. Selected individuals in Year 9 participate in extended Next Steps South West Careers events and activities. The inclusive approach includes access to guidance for all students when they need it.

Status of the Policy

This policy does not form part of the formal contract of employment, but it is a condition of employment that employees will abide by the rules and policies made by the School and Trust. Failures to comply with this policy may therefore result in disciplinary actions.

Appendix 1 - The Gatsby Benchmarks

- 1 A stable, well planned careers programme across years 7 to 11
- 2 Learning directly linked to career and labour market information
- 3 Careers education and guidance that Addresses the need of each student
- 4 Curriculum learning in each subject linked to careers
- 5 'Real life' encounters with employers and employees
- 6 'Real life' experiences of workplaces
- 7 'Real life' encounters with Further Education
- 8 Personal guidance

Appendix 2 – Careers Provision at St Ives School

Year	Description	Gatsby Benchmarks
Year 7	Introduction to careers adviser and careers library	
	Computing lessons: <ul style="list-style-type: none"> • Icould Buzz quiz • CV development • Letters of application • Career exploration • Careers activities and challenges 	2, 3, 5
	I Love My Job programme (all students meet an employer)	3, 5
	Assembly with Software Cornwall about the IT industry	5
Year 8	Support with option choices with careers advisor	4
	Working with Business Adviser on app development challenge	5
	BAE staff deliver session to all students on jobs in their industry	5
	Career aspirations and job role lessons in RP	2, 4
	Attendance of Careers Adviser at parents' events/evenings and options evening	2, 3
	Attendance of local Post 16 colleges at parents' events/evenings and options evening	3, 7
	Assembly with Software Cornwall about the IT industry	5
Year 9	Career pilot with Next Steps South West	3, 7
	Finance and skills for life in RP lessons	4
	Speed Networking event with industry volunteers	3, 5
	Assemblies with guest speakers	3, 5
	Next Steps South West University experience for a group of high ability students visiting a leading University where they are taught by PHD students and set a university level task supported in school, before attending a graduation event afterwards (Scholars program)	3, 7
	Attendance of Careers Adviser at parents' events/evenings	2, 3
	Attendance of local Post 16 colleges at parents' events/evenings	3, 7
	Next Steps South West Articulatory Project with selected students	7
	Year 9 Creative Design students take over the running of the Tate – St Ives for the day	5, 6
	Assembly with Software Cornwall about the IT industry	5

Year 10	Next Steps South West – options post 16 and apprenticeships workshops	7
	Visits to 3 local colleges for all students	3, 7
	Work experience for all students	5, 6
	Mock interviews for all students	3
	CV and letter of application in English/PSHE lessons linked to real life job opportunities	4
	Visit to Skills Show for all students	5, 7
	Post 16 college assemblies and open evenings	3, 7
	Diagnostic meeting with careers adviser	2,3, 8
	Attendance of Careers Adviser at Parents' events/evenings	2, 3
	Attendance of local Post 16 colleges at parents' events/evenings	3, 7
	Next Steps South West Career Pathways theatre production to all students	3
	Next Steps South West Level 3 pathways awareness evening with parents	7
	CV development assembly delivered by Next Steps South West	7
	Assembly with Software Cornwall about the IT industry	5
Year 11	Individual guidance interviews for all students	2, 3, 8
	Completion of post 16 applications with Careers Advisor	3
	Introduction to apprenticeship providers	7
	Visit to local careers fair	3, 5, 7
	Attendance of Careers Adviser at parents' evening	2, 3
	Attendance of local Post 16 colleges at parents' events/evenings	3, 7
	Support of Careers Adviser at Post 16 college interviews for students requiring it.	2, 3, 8
	Next Steps South West workshop on choosing the right Level 3 options for all students	7
	Next Steps South West Level 3 pathways awareness evening with parents	7
	Assembly with Software Cornwall about the IT industry	5
	Post 16 college assemblies	7

Other:	Gatsby Benchmarks
Next Steps South West careers roadshow for all students to access at break and lunchtimes	3, 7
Assemblies for Careers Week delivered by Next Steps South West to all students as well as tutor time activities for all students	2, 7
Next Steps South West apprenticeship assemblies for all year groups	7
Careers Advisor meets with SEN students and with students identified as 'Most Able'	2, 3, 8
'Career of the Week' information discussed by tutor groups and shared with parents through social media on a weekly basis and school newsletter	2
Next Steps South West/Enterprise Advisor Network West Cornwall Careers networking evenings	3, 7
Green Power Challenge with students across year groups to provide real life STEM experience	3, 5
Individual Next Steps South West Careers meetings with all Next Steps South West target students	7, 8
Parents and careers Next Steps South West evening with Next Steps South West target students	7
Parents given information linking to Post 16 college courses and related careers by subject teachers during parents evenings	4
Mock Trial students receive visit from a barrister	5