

# St Bede's Catholic Voluntary Academy



## Careers and Careers Access Policy

*“We commit ourselves to love, respect and serve one another as disciples of Jesus Christ”*

<b>Date of approval</b>	<b>June 2023</b>
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## Contents

1. Introduction
2. Aims & Objectives
3. Staffing
4. Learner Entitlement
5. Careers Education
6. Careers Guidance Meetings
7. Referral (Self or Needs related)
8. External Providers & Access Policy
9. Parent/Carer support
10. Resources
11. Monitoring & Evaluation

## Introduction

Careers education, information, advice and guidance (CEIAG) is an essential part of the support we offer to students at St Bede's Catholic Voluntary Academy. In line with our Catholic Ethos and Mission Statement, we aim to develop our students into well rounded individuals with the ability to love, respect and serve.

Effective careers support is necessary to help students progress successfully beyond secondary school. As options for young people become more varied and complex, it is vital that we support them to develop the knowledge and skills they need to make informed choices for their future. As a result, our career offering spreads far beyond a single appointment, embedding itself into the curriculum and forming the basis for many trips and visits. This policy sets out how career activity is integrated into the curriculum and explains what stakeholders can expect from the careers programme.

## Aims & Objectives

The St Bede's careers programme aims to:

- Promote Catholic values within the curriculum
- Ensure students are well informed regarding all available options post 16, using a variety of methods to explore possible options
- Educate students on self-assessment, managing change and identifying barriers and solutions

### **The objectives for the careers programme are as follows:**

- To develop the values of respect and service
- To help students to understand the local job market
- Facilitating meaningful encounters with employers and further/higher education providers
- Enabling students to develop the research skills to find out about opportunities
- Encouraging participation in continued learning, including further and higher education and apprenticeships and support positive transitions to these destinations
- Supporting inclusion, challenging stereotyping and promoting equality of opportunity
- Contributing to strategies for raising achievement and widening participation

## Staffing

All staff at St Bede's Catholic Voluntary Academy are committed to the delivery of careers across the curriculum and via PSHCE learning. Ms Taylor oversees the delivery of careers education in school with the senior support of Mrs Glynn. Both Ms Taylor and Mrs Glynn are qualified in the delivery of careers guidance with the QCF Level 6 in IAG. Ms Taylor is also qualified to Level 7 in Careers Leadership and registered with the CDI (Careers Development Institute). The staff below contribute to the planning and delivery of careers across the school and transitions to post 16 education.

Headteacher: Mr R Hibbard

Governor Link: Mrs J Kelly

SLT Link for Careers: Mrs K Glynn

Careers Leader: Ms V Taylor

Heads of Year: Mr M Chapman

Head of PSHCE: Ms V Taylor

Mr B Iggleden

Mr B Waite

Mr C Yates

Careers Team (PSHCE): Mrs S Ryan

Mr J Dixon

Mr D Alexander

Mrs A Grab

Mrs A Allen

## Learner Entitlement

Students should have high expectations for their careers provision.

- They will be supported to make the right choices in Year 9 and Year 11 with an emphasis on informing students of all options available
- They should have access up-to-date and unbiased information on future learning and training, careers and labour market information
- Access to UNIFROG or similar online platform to help them document their careers journey
- Support to develop the self-awareness and career management skills needed for their future

- Career focussed lessons every year from Year 7 -11 through the PSHCE provision. This will include dispelling misconceptions in careers and looking at practical skills such as finance and salaries.
- Meaningful encounters with representatives from the world of work both inside and outside of the classroom.
- To hear from a range of education and training providers, including colleges, universities and apprenticeship organisations; this could include visits and taster days, as well as assemblies , talks and meetings at school
- Access to one-to-one guidance with a trained, impartial careers adviser, by appointment; this is available to students of any year group
- To be asked their views about the service they have received to ensure that the service continues to meet the needs of the students

### Careers Education

Careers education is conducted across the curriculum, with dedicated lessons in PSHCE and regular careers input across the wider curriculum. In PSHCE, lessons are developed and supported by the Careers Leader and the Careers team within the PSHCE staffing structure. Each year group has a different focus within their Careers curriculum to reflect the needs of the student body eg. Post 16 applications in Year 11.

Alongside this, there are a number of Careers related trips and visits which run annually and are designed to raise ambition, increase knowledge of subjects' post 16 and widen participation. Previous trips have included The Skills Show at the NEC and the ACE day at Hull University.

### Careers Plan 2022/3

#### Year 7

<b>Term</b>	<b>Date</b>	<b>Activity</b>	<b>Benchmark</b>
<b>Autumn</b>	November – December	Lunchtime Guidance	8
	November	PSHCE, including employer activity	2, 3, 4, 5
<b>Spring</b>	March	National Careers Week	2, 4, 5
	April	York St John (PP students)	3, 7
<b>Summer</b>			

Year 8

<b>Term</b>	<b>Date</b>	<b>Activity</b>	<b>Benchmark</b>
<b>Autumn</b>	November – December	Lunchtime Guidance	8
<b>Spring</b>	January	PSHCE, including employer activity and provider activity	2, 3, 4, 7
	March	National Careers Week	2, 4, 5
	April	York St John (PP Students)	3, 7
<b>Summer</b>	July	Careers Drop Ins	8

Year 9

<b>Term</b>	<b>Date</b>	<b>Activity</b>	<b>Benchmark</b>
<b>Autumn</b>	September	PSHCE – Including provider activity	2, 3, 4, 7
	November - December	Lunchtime Guidance	8
<b>Spring</b>	January	Work Trip Week	2, 4, 5, 6
	February	BAE Roadshow	2, 4, 5
	March	Options Evening	1, 3, 8
	March	National Careers Week	2, 4, 5
	April	York St John (PP Students programme)	3, 4, 7
<b>Summer</b>	June	Hull University Trip	3, 7

Year 10

<b>Term</b>	<b>Date</b>	<b>Activity</b>	<b>Benchmark</b>
<b>Autumn</b>	November - December	Lunchtime Guidance	8
	December	Medical Mavericks	2, 3, 4
<b>Spring</b>	January	Year 10 Consultation Evening	1, 2, 3, 8
	March	National Careers Week	2, 4, 5
	March	Elite Skills - Army	2, 4, 5, 7
	April	York St John (PP students programme)	3, 4, 7
<b>Summer</b>	June	PSHCE Lessons/Virtual Work Experience	2, 4, 5, 6
	July	Year 10 Taster Days	3, 4, 7
	July	Bishop Burton Residential	2, 4, 7

Year 11

<b>Term</b>	<b>Date</b>	<b>Activity</b>	<b>Benchmark</b>
<b>Autumn</b>	September	PSHCE including talks from a range of providers	2, 3, 4, 5, 7, 8
	September – December	IAG Guidance Appointments	2, 8
	September – December	College individual interviews	7, 8
	October	Consultation Evening	1, 2, 3, 7, 8
	December		5, 7, 8

		Application Support & Apprenticeship Workshop	
<b>Spring</b>	January	Interview Techniques & Mock Interview Day	2, 5
	March	National Careers Week	2, 4, 5
<b>Summer</b>	July	National Citizenship Programme	2, 5, 6, 7
	August	Results Day Guidance	2, 8

Lunchtime sessions will run throughout the year and will be open to all year groups. This extracurricular activity may cover guidance drop ins, guest speakers or workshops. Depending on the content or speaker, students may have to book popular opportunities via Ms Taylor. (Benchmarks 2, 3, 5, 7, 8)

During National Careers week, all students in all year groups will be invited to an assembly with a member of our Alumni from a range of sectors. In addition, we will have lesson takeovers from employers and each curriculum area will promote careers in the curriculum within their subject. Labour market information will be promoted through the student bulletin and parents' newsletters (Benchmarks 2, 3, 4, 5)

If opportunities become available that fit within our Careers programme, we will readily expand our offering. The tables within this document are the minimum that students will receive within their academic year.

Encounters in red are encounters which support the Provider Access Legislation.

### Careers Guidance Meetings

Students are entitled to appropriate guidance to meet their individual needs. All students at school can request an appointment with the careers adviser but it is mandatory for all students to see a careers advisor in either Y10 or Y11 for a one to one appointment. In addition, the careers adviser will conduct drop in sessions at appropriate points throughout the year.

During an interview, the careers adviser will adhere to a code of ethics established by the Careers Development Institute and will be sensitive to religious and faith beliefs.



After a guidance interview the careers adviser will retain a copy of the agreed action plan and discussion. A copy will be made for the students and further copies may be produced for staff as deemed appropriate (Heads of house, Welfare, SEN). Action points on the plan are timed to give the students a measurable and achievable target. These can be reviewed by a tutor or careers advisor. In addition to this, actions and activities may be recorded on UNIFROG and/or Compass+ to support both the student development and the retention of records for the school.

Students are identified for careers meetings based on need and through self-referral (please refer to referral section).

### Referral (self or needs related)

The referral procedure works as follows:

- Students may refer themselves for a careers meeting at any point, directly via the careers office, via a Form Tutor or a Head of Year. An appointment with the adviser will then be arranged during the school day.
- Heads of Year, the Pastoral team or Learning Support Team can identify students who would benefit from careers guidance, for example students with lack of direction or lack of motivation; students with SEND; certain students receiving pupil premium funding; or those who have potential to become NEET (Not in Employment, Education or Training).
- Students complete their own careers questionnaire during the summer term of Year 10 where they're asked about their career and post-16 ideas, the careers adviser uses this information to prioritise students.

For those students identified as being at risk of NEET, further interventions are arranged as appropriate for each student. This support could include personalised curriculum in KS4, visits to colleges and training providers, contact with parents, support from other agencies and ongoing contact as the student leaves school.

## **External Providers & Access Policy**

St Bede's Catholic Voluntary Academy welcomes a growing number of external providers to the school to assist with the delivery of the careers programme. We work closely with our local providers to inform our students as much as possible. As a school we are an active member of the Lincolnshire Hub. We have a strong professional relationship with our Enterprise Advisor, Steve Foster, of Birch Chemicals and we work closely with the Careers and Enterprise Company. We welcome new working relationships with employers and education providers to strengthen the offering of information to our students.

### **St Bedes Catholic Voluntary Academy: Provider Access Policy**

#### **Introduction**

This policy statement sets out the school's arrangements for managing the access of providers to pupils 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.

#### **Pupil entitlement**

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11). These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider)
- answer questions from pupils.

#### **Previous providers**

In previous terms/years we have invited the following providers from the local area to speak to our pupils:

- North Lindsey College
- John Leggott College
- Grimsby Institute of Further & Higher Education
- HETA
- British Steel
- Humber UTC

- Queen Elizabeth School
- ASK Apprenticeships
- The British Army
- Royal Air Force
- The Iron Foundation

### **Destinations of our pupils**

Last year our year 11 pupils moved to range of providers in the local area after school:

- 3% moved to a 6<sup>th</sup> Form School
- 53% moved to a Sixth Form College
- 38% moved to an FE College
- 5% moved to Employment with Training
- 1% remains unknown or NEET

### **Management of provider access requests**

#### **Procedure**

A provider wishing to request access should contact Ms V Taylor, Careers Leader, Telephone: 01724 245 151; Email: [vtaylor@stbedesscunthorpe.org.uk](mailto:vtaylor@stbedesscunthorpe.org.uk)

All requests will be responded to within 5 working days.

Structured opportunities are outlined below, however, we are open to new opportunities and encounters if we feel they will benefit our student body. Please speak to our Careers Leader to identify the most suitable option for you, or to discuss new opportunities. In advance of an encounter, the Careers Leader will communicate with the provider to work towards the objective of the lesson and may request a copy of Powerpoints or other associated material before the encounter takes place.

If a provider wishes to escalate a request or raise a complaint, this can be done via email to our SLT link for careers, Mrs K Glynn at [kglynn@stbedesscunthorpe.org.uk](mailto:kglynn@stbedesscunthorpe.org.uk)

#### **Opportunities for access**

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

	Autumn Term	Spring Term	Summer Term
Year 7	Lunchtime sessions Day of Reflection PSHCE	National Careers Week	
Year 8	Lunchtime sessions	National Careers Week	

		PSHCE Day of Reflection	
Year 9	Lunchtime sessions PSHCE	National Careers Week	Day of Reflection
Year 10	Lunchtime sessions	National Careers Week Day of Reflection	Taster Days to providers
Year 11	Application Support PSHCE Lunchtime sessions	Mock Interview Day National Careers Week Day of Reflection	

### **PAL Activity 2022/3**

For the academic year 2022 – 2023, the following activities have been identified to comply with the Provider Access Legislation

- Year 8 – Spring Term – SSE virtual encounter
- Year 9 – Autumn Term – North Lindsey visit to St Bede’s
- Year 9 – Spring Term – Grimsby Institute virtual encounter
- Year 10 – Spring Term – Elite Skills Academy with The British Army
- Year 10 – Summer Term – North Lindsey taster day

### **Premises and facilities**

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader. We also accept virtual encounters, when this is the most appropriate option, for example, if distance to provider poses a barrier.

Providers are welcome to leave a copy of their prospectus or other relevant course literature and posters, which will be displayed in the LRC. The LRC is available to all students at the start and the end of day, breaks and lunches.

### **Approval and review of provider access policy**

Approved [date] by Governors at Curriculum and Standards Committee

Next review: [date]

Signed: [name] Chair of Governors

[name] Head teacher

## Parent/Carer Support

Young people do not make career decisions in isolation and parents/carers can have a positive impact, as well as a clear interest in the right outcomes for their young person. The school is keen to foster parental involvement in the careers programme, wherever possible.

We have a designated area on our website so that parents and carers can keep up to date with our careers programme and developments. We also run a careers Twitter page to give parents and carers access to up to date information; please follow @StBedesCVCareer

We have a dedicated Careers Newsletter for our parent community which is released once per half term. This is supplemented by important messages being shared in the main school bulletin to parents/carers and on social media channels.

Our Careers Leader is available at many of our parents' evenings and our annual options event. We also welcome enquiries via telephone and email relating to your child's progress. We sometimes invite external providers to our parents' events, allowing access to key information from specialists.

## Resources

St Bede's Catholic Voluntary Academy has a well-equipped library which has a dedicated area for Careers information; students are welcome to access this area at multiple points during the school day. This area is updated continuously as materials are published and in addition, a review of literature takes place every summer.

St Bede's have a subscription with UNIFROG, an online platform which allows students to explore careers via the computer. UNIFROG has sections for CV writing, personal statement development, post 16 course searches and more. Students will access UNIFROG during their PSHCE lessons, however due to the nature of the programme both students and staff can log on at any time from any device. Parents are able to request a log on to support their child's development.

We have dedicated careers display boards around the school campus in each department, as well as a careers board located next to the Careers office. We have a designated careers office which provides a confidential environment for meetings associated with careers.

## Monitoring & Evaluation

St Bede's currently hold the Quality in Careers Standard (2021-2024) and are committed to renewing this certification every three years. This process ensures a robust evaluation of our careers programme with an external assessor. We also complete the Compass self-evaluation tool once a term to monitor our progress towards the Gatsby Benchmarks. In addition, St Bede's sits on the Lincolnshire Hub and North Lincolnshire network for careers, and as such we have regular communication and support with professionals from the LEP and CEC.

The careers programme is evaluated in a number of ways, including:

- Student feedback on their experience of the careers programme; this is done termly and at the end of Year 11
- ALS (Adolescent Lifestyle Survey)
- Staff feedback from external events and providers
- An annual parent survey
- Quality assurance in the form of observations
- Student destination information for Year 11 leavers, and three-year destination tracking