



Careers Education & Guidance Policy

Lead Person:	Andrew Lloyd
Governing Body Committee:	
Required by:	Governing Body
Review:	Annually

Rationale and Commitment

It is the purpose of careers education, information, advice and guidance (CEIAG) at The Crypt School to provide all of its learners with an understanding of the world of work and equip them with the skills and knowledge to lead fulfilling personal and working lives.

Young people are best prepared for their future roles in life, learning and work when they have a full understanding of the opportunities available to them. They also require a range of skills in decision making and managing change within a competitive world. Irrespective of gender, disability, sexual orientation or social circumstance young people at The Crypt School can expect an equal entitlement to high quality careers education, information, advice and guidance.

As a selective fully co-educational school from September 2018 we aim to provide a learning and social experience which reflects our founders vision for academic rigour within a caring and nurturing environment. We promote and share high aspirations for our learners and will support them to make decisions in work and learning which are right for them and appropriate to their achievements and capabilities.

We commit to provide a planned programme of activities which will enable our learners to:

- confidently choose pathways through work, life and learning
- develop and sustain employability
- manage change and uncertainty
- achieve personal and economic wellbeing throughout their lives.

Links to other internal and external policy guidance

The Crypt School, is committed to achieving the eight benchmarks of excellence in careers guidance identified by the Gatsby Foundation in its publication 'Good Career Guidance' supported by the Careers & Enterprise Company and endorsed by Government in statutory guidance to schools. This policy also therefore embraces the responsibilities outlined in the Department of Education publication 'Careers guidance and access for education and training providers', January 2018. Our programme and policy also takes full account of the

'Framework for careers, employability and enterprise education' developed by the Careers Development Institute (CDI).

To these ends The Crypt School is seeking to achieve the national Quality in Careers Standard through a licensed awarding body. This is identified in our school improvement plan which encourages high aspirations and well informed career and learning decisions for all our learners. In particular those from disadvantaged backgrounds who may otherwise be impeded in reaching their full potential.

The policy will be reviewed with reference to the School Improvement Plan and other key policies for teaching and learning, assessment, recording and reporting achievement, citizenship, Personal, Social and Health Education (PSHE), work related and enterprise learning, equality and diversity, gifted and talented. Looked after children and learners with special educational needs and difficulties.

Accountability

Final responsibility for the programme remains with the Head teacher, Governors and School Leadership Team. However, implementation of this policy is primarily the responsibility of the Careers Adviser/Co-ordinator (designated Careers Leader from September 2018) supported by the Senior Leadership Team through the Director of Sixth Form as its delegated representative who will provide line management.

The Careers Adviser/Coordinator will provide strategic oversight to ensure compliance with statutory requirements, monitoring and evaluation in order to ensure it meets learner and other stakeholder needs. This includes evaluation to ensure guidance is provided in the best interests of learners by a qualified, impartial, professionally qualified Careers Adviser.

Roles and Responsibilities

Programme delivery will be assisted by the following members of staff and their roles:

PSHE/Citizenship Co-ordinator: responsible for the design of a scheme of work.

PSHE/Citizenship tutors: teaching of programme elements including careers.

Heads of Year/Form tutors: to monitor learner IAG needs and assist in evaluation of impact

Gifted & Talented Tutor: A dedicated tutor will lead in the support of identified learners to raise and maintain high aspirations towards competitive pathways appropriate to them.

School Librarian: maintain printed resources within a dedicated area of the Learning Resource Centre which support career and learning pathway decisions.

Sixth Form Administrator: Provide administrative support for key events, communication with students and tutors and contribute to maintenance of noticeboards in the Sixth Form.

Finance Manager: Provide support to monitor and manage a dedicated careers budget.

Data Assistant: provide administrative support for the arrangement of individual student interviews.

Learner Entitlement (see appendix)

The specific elements of our Careers offer to learners at The Crypt School are described in the Appendix to this document entitled Learner Careers Entitlement and expressed as expected learning outcomes which broadly aim to provide self-awareness, career exploration and career management.

Implementation

Careers Education

Careers Education will be delivered as follows;

- i) Through extra-curricular interventions outlined in the Learner Careers Entitlement (see appendix Learner Careers Entitlement
- ii) A Citizenship programme scheme of work with careers elements appropriate to key stage and year progressively building self-awareness, decision making skills, opportunity awareness and skills in managing change. See appendix.

Advice and Guidance

We will encourage guidance at point of need. Individual guidance interviews are available through tutor and student self-referral and conducted with a Level 6 or higher qualified Careers Adviser/Careers Co-ordinator directly employed by the school. Guidance will be delivered impartially and in the best interest of learners. This will be supplemented with access to suitably qualified staff from external providers with due regard to the usual safeguarding arrangements.

Careers Information

The Careers Adviser/Coordinator will work in partnership with the school librarian to ensure;

- A broad range of printed resources are available to support decisions concerning learning, work, career and personal development including finance.
- occupational information for competitive sectors(e.g. medicine, law, veterinary science)
- students can effectively use resources to meet individual needs
- Introduction to resources from Year 7 and refreshed at key transition points (9, 11, 12)
- Careers events and opportunities will be published in termly and weekly bulletins.
- The librarian will lead responsible use of school social media (twitter and Facebook)
- Arrange acquisition of suitable careers software and training for students and staff

World of Work Understanding

The Crypt School is committed to achievement of the Gatsby benchmarks which include encounters with employers and employees. We will ensure opportunities within the programme for each year group including an annual Careers Fair, regular visiting speakers and employer involvement in mentoring and enterprise activities with assistance from the Careers & Enterprise Company (CEC). In addition, we will seek where possible and practical to provide our learners with experience of the workplace. We will encourage work experience/shadowing with learners and year groups agreed as appropriate with senior leadership team and subject to consent and risk assessment. Supervised workplace visits will also be encouraged to assist curriculum learning where this is possible in pursuit of the Gatsby benchmarks.

Other Internal and External Links

Other than those already described The Crypt School will collaborate with a range of other partners. This may include the Local Authority (or its appointed agents), other Education-Business organisations and Job Centre Plus where their involvement will support positive learner outcomes into work and learning. Close liaison will also be maintained with partners internally and externally to support the transitions of young people subject to an Education Health and Care Plan (EHCP) as well as Children in Care.

Monitoring, Review and Evaluation

Review will be supported annually by SLT and be accompanied by a report to governors. Evaluation will take place regularly by a number of means and include reference to existing stakeholder channels. This will include Student Voice and teaching staff and extend to all year groups. Specific events supported by external providers will also involve evaluation which will be shared to inform future planning. Opportunities will be regularly exploited to seek parent/carer views including consultation events and the formation of a focus group to meet annually. The process required to gain and maintain the Quality in Careers Standard will also contribute to all aspects of monitoring, review and evaluation.

Training and CPD

Staff training needs are identified annually in conjunction with SLT and supported by a termly programme of INSET events which may include components directly related to the Careers, PSHE and Citizenship curriculum. All staff responsible for delivery of elements of the programme are encouraged to participate and may provide appropriate peer support on themes and topics which improve knowledge and understanding. e.g degree apprenticeships, student finance.

Reviewed: April 2018

Approved by Governors: May 2019

Next Review : April 2019

Appendix - Learner Careers Entitlement

The Crypt School seeks to ensure all our learners, irrespective of gender, disability, sexual orientation, ethnicity, and social background, receive the maximum support possible to make informed decisions concerning future choices of work and learning. This document outlines for you and your parents/carers what to expect from our programme of careers education and guidance. It summarises at each Key Stage what we expect you to learn and experience to help you gain the skills, knowledge and understanding you will need to be successful in future work and learning.

Key Stage 3

By the end of Key Stage 3 (Years 7, 8 and 9) you should be able to:

- Understand what is meant by skills and qualities and know how you can improve and apply them to choices in work and learning.
- Know about job families and a range of occupations within each by job title and description.
- Understand what is meant by the labour market, how it changes and affects future choices.
- Select and use a range of printed and online resources to help you research opportunities in work and learning for the future.
- Understand all about qualification levels and their importance to future choices.
- Identify your subject options for Key Stage 4 and their impact on future pathways.
- Meet employers, training and learning providers including universities.
- Know who can help you with choices including tutors, parents, and Careers Advisers.

In order to achieve these objectives we will support you in Key Stage 3 as follows;

- You will have regular lessons as part of Citizenship to build your self-awareness, increase your knowledge of the world of work, and coach you in decision making skills
- You will be introduced to and instructed in the use of our learning resources which include some online you can access from home via the intranet (Careers Companion, and EClips).
- A dedicated Careers@Crypt noticeboard located on the lower corridor of the school.
- A programme of presentations and lessons to support GCSE option choices in Year 9.
- Access to an annual Careers Fair attended by employers, colleges and universities nationally.
- Assembly presentations from visiting speakers.
- Occasional work place visits organised within curriculum subject areas by your teachers.
- Access to individual careers interviews with our school Careers Adviser. The Careers Adviser will also attend Consultation and Information evenings without appointment.

Key Stage 4

By the end of Key Stage 4 (Years 10 and 11) you should be able to:

- Identify the full range of post 16 options in further education including apprenticeships.
- Identify reliable sources of opportunity information and undertake careers research to support choices with assistance from the school Careers Adviser and librarian
- Determine a plan for progression beyond Key Stage 4 which is realistic, achievable and underpinned with guidance agreed in an Action Plan.
- Present yourself effectively to employers and others through a range of techniques including interview, CV and application form.
- Identify and develop employability skills to secure, maintain and transition between roles.

In order to achieve these objectives we will support you in Key Stage 4 as follows;

- Ongoing lessons as part of Citizenship with a greater focus on the skills required to make the transition from school to work or learning e.g. interviews, CVs, post 16 choices.
- Attend a specific Information Evening with your parents concerning Sixth Form choices.
- Provide presentations from visiting speakers particularly from industries known for competitive entry e.g. law, accountancy, medicine.
- Access to an annual Careers Fair attended by employers, colleges and universities nationally.
- Assembly presentations from visiting speakers.
- Participate in the Employability Passport with assistance from partner organisations.
- Undertake taster days (Summer School) to experience learning beyond GCSE.
- Access to external events if appropriate (with consent of school and parents).
- A dedicated Careers@Crypt noticeboard located on the upper corridor of the school.
- Access to individual careers interviews with our school Careers Adviser. The Careers Adviser will also attend Consultation and Information evenings without appointment.

Sixth Form

By the end of Years 12 and 13 you should be able to:

- Make an informed decision based on sound knowledge of post 18 options including higher education, apprenticeships and gap year alternatives.
- Complete an effective personal statement to support an application to higher education or an application for an apprenticeship.
- Demonstrate employability through work experience/shadowing.
- Gain a firm insight to a range of career areas, progression pathways and encounter employers and other providers.
- Acquire experience and knowledge to deal competently with common recruitment practices which may include interviews, assessment centres, and occupational testing.

In order to achieve these objectives we will support you in year 12 and 13 as follows;

- Citizenship lessons with an emphasis upon higher education, apprenticeships, and gap year personal development opportunities.
- A structured programme of support with UCAS application procedures including personal statements, student finance, alternatives to traditional higher education.
- Access to individual careers interviews with our school Careers Adviser, regular tutor meetings and group work on selected themes e.g. CVs, career interest guides.
- An Introduction in Year 12 to the Unifrog programme to assist and manage applications.
- Specific support for Oxbridge and other competitive entry applicants including visits.
- Mock interviews to support Employability with business partners.
- Support to undertake work experience/shadowing subject to reasonable limits.
- Access to an annual Careers Fair attended by employers, and universities nationally.
- Attendance to a regional UCAS HE Fair and encouragement to attend other open days.
- A programme of visiting professionals to support enrichment in year 12.
- Notification by noticeboard, social media and email of opportunities.