



Careers Education, Information, Advice and Guidance Policy

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Governor Responsibility: Quality and Outcomes Committee

Signed:

Date:

Review Date: November 2023

All young people have an equal entitlement to high quality Careers Education, Advice and Guidance that provides them with an understanding of the world of work and preparing for adult life. School helps them to explore career options and supports them in making decisions about the opportunities open to them. We provide opportunities for independent and impartial advice for our young people with SEND which includes all the education, training and employment opportunities on offer, and signpost them onto suitable next steps that will support their transition into adult life which may include paid, supported employment and activity.

This policy summarises the statutory guidance and recommendations. It then outlines the provision of careers education, work experience and provider access.

Introduction

Heltwate School provides a relevant and engaging careers curriculum embedded in the Curriculum Pathways (currently Discover and Stepping On) which meets the differing needs and requirements of our pupils. This is developed throughout a pupil's time at the school and is always supportive of their abilities, strengths and skills.

Careers education and guidance programmes make a major contribution to prepare young people for the opportunities, responsibilities and experiences of life. At Heltwate School, in line with our vision we will ensure that students are supported to make informed realistic decisions and to choose future pathways that suit their interests and abilities.

Policy – Commitment

We aim to raise aspirations, challenge stereotypes and encourage students to consider a wide range of careers and futures, whatever this may look like for students. At Heltwate School, we are committed to raising the aspirations of young people, their families and employers in supporting learners' journeys from education into a future destination or a future pathway, where appropriate.

Through their Individual Learning Plans, students express their dreams and aspirations for their future and adult life. For some pupils they clearly aspire to enter the world of work. Individual journeys will be supported via the Curriculum Pathways which will help them towards achieving their goals and aspirations.

Heltwate School will endeavour to follow best practice guidance from the DfE and other expert bodies such as Ofsted, CDI, Quality in Careers standard and other published research such as the Gatsby Benchmarks.

Aims

To contribute to raising achievement through high expectations of all students.

At Heltwate, we will work with students from Y9-14 and provide a developmental Careers or Futures Plan personalised to meet their individual needs. Some examples include, in-house work experience, employer visits, mock interviews and activities embedded in curriculum frameworks. Training Provider and College open day and transition visits. Student's Individual Learning Plans (ILP) will include such experiences.

1.0 Purpose

- Prepare pupils for the transition for life after Heltwate School
- Support pupils in making informed decisions which are appropriate for them
- Provide pupils with a wide range of well-rounded and inclusive experiences
- Develop personal characteristics such as social skills, communication, independence and resilience
- Inspire and motivate pupils to develop themselves as individuals and live as independently as is possible

2.0 Policy Scope

2.1 This policy covers Careers Education, Information, Advice and Guidance given to students in Key Stages Three, Four and Five.

2.2 The policy has been reviewed in line with the recently published DfE guidance document 'Careers guidance and access for education and training providers – Statutory guidance for governing bodies, school leaders and school staff. (DfE, January 2018)

2.3 This policy accepts the 8 Gatsby Charitable Foundation's benchmarks as set out in the DfE guidance. They can be seen in Appendix 1 of this policy

2.4 This policy covers the legal duty of schools to ensure that a range of education and training providers can access pupils in Year 7 to Year 11 for the purpose of informing them about approved technical education qualifications or apprenticeships.

2.5 This policy refers to events and opportunities in both Key Stages and in all years and these events will impact upon all students at the school.

2.6 All members of staff at Heltwate School are expected to be aware of this policy and the importance of Careers Education, Information, Advice and Guidance (CEIAG) in the education of students; CEIAG is not the sole responsibility of the Careers Advisor.

2.7 It is important therefore that students leave school aware of themselves as individuals, aware of the opportunities available to them and able to make some decisions about their own life. They should be prepared for the transition from full time education to the world beyond. It is to these aspects of personal and social development that this policy will contribute.

3.0 Objectives:

3.1 The objectives of the Careers Education, Information, Advice and Guidance policy are as follows and are aligned within the 8 Gatsby Benchmarks:

- 3.1.1 To ensure that all students at the school receive a stable careers programme
- 3.1.2 To enable all students to learn from information provided by the career and labour market
- 3.1.3 The CEIAG programme should be individual and address the needs of each student
- 3.1.4 To link the curriculum learning to careers learning
- 3.1.5 To provide students with a series of encounters with employers and employees
- 3.1.6 To provide students with experiences of workplace(s)
- 3.1.7 To ensure that students have a series of encounters with further and higher education
- 3.1.8 To provide each student with the opportunity to receive personal guidance

4.0 School Responsibilities

4.1 The school has a series of statutory duties:

4.1.1 All registered pupils at the school must receive independent careers advice in Years 7 to 11

4.1.2 This careers advice must be represented in an impartial manner, showing no bias towards a particular institution, education or work option

4.1.3 This advice must cover a range of education or training options

4.1.4 This guidance must be in the best interests of the pupil

4.1.5 There must be an opportunity for education and training providers to access pupils in Year 7 – Year

11 to inform them about qualifications or training.

- 4.1.6 The school must have a clear policy setting out the manner in which providers will be given access to pupils. (See APPENDIX 1). This policy and these arrangements must be published
- 4.2 The school will base its careers provision around the Gatsby Benchmarks. A summary of these can be seen in Appendix 1, and they cross reference with the objectives of this policy cf. Section 3
- 4.3 Heltwate School believes that good CEIAG connects learning to the future. It motivates young people by giving them a clearer idea of the routes to jobs and careers that they will find engaging and rewarding. Good CEIAG widens pupils' horizons, challenges stereotypes and raises aspirations. It provides pupils with the knowledge and skills necessary to make successful transitions to the next stage of their life. This supports social mobility by improving opportunities for all young people, especially those from disadvantaged backgrounds and those with special educational needs and disabilities.
- 4.4 The school will continuously monitor its CEIAG offer and seek further improvement. This will be done by the personnel involved in the design and delivery of the programme as well as by external stakeholders who assess the work of the school (e.g. School Improvement Partner or Ofsted).

5.0 Statutory requirements and recommendations

The careers provision at Heltwate School is in line with the statutory guidance developed by the **Department for Education, *Careers guidance and access for education and training providers: Statutory guidance for schools and guidance for further education colleges and sixth form colleges September 2022.*** –This states that all schools must have regard to this guidance *'The Education (Careers Guidance in Schools) Act 2022 comes into force on 1 September 2022. The Act amends the existing duty, in Section 42A of the Education Act 1997 that requires maintained schools, special schools and pupil referral units in England to secure independent careers guidance to pupils in school years 8 to 13. The Act extends the duty to all pupils in state-funded secondary education, meaning that schools must now secure independent careers guidance from year 7.'*(Page 5)

In line with this guidance, schools should provide independent careers guidance from Year 7-13 and year 14 at Heltwate School.

Heltwate School endeavours to be at the forefront of careers activity for students with SEND.

Through effective collaboration with Colleges, Employers, Local Authorities, Training Providers, Work Placement Providers, students and parents, we will ensure we are developing careers activity that will enhance, enthuse and meet the individual needs of every student at Heltwate School from Years 7 through to Olympic College, and provide access to a range of providers. This will be through opportunities embedded into the curriculum as well as discrete sessions over the coming academic year. Currently from Y10 onwards.

In line with current requirements from the DfE's white paper, the 16 to 19 programmes of study at KS5 offers flexible learning opportunities that support progression and transition into college courses through the 'Stepping On' Curriculum Pathway'.

6.0 Careers Provision at Heltwate School

ALL pupils will have access to the following, where appropriate:

- Heltwate School Curriculum Pathways which will incorporate a range of opportunities and experiences for all our students, linked to their dreams and aspirations on their ILPs, Preparing for Adulthood and Careers/Futures.
- Dedicated careers lessons are available using the Talento 'Careers at Every Level' Programme resources.(currently from year 10)

- Visitors in to school and offsite visits support pupils in developing their understanding of a range of different post 16 pathways. For example, Fenton’s Herbology, Westraven Community Garden and ACE.
- Where appropriate, pupils from Year 9 have access to advice and guidance from a School Careers Leader, Sam England
- Where appropriate, pupils in Year 10 access a meeting with Careers Advisor and school careers leader to explore future pathways. This will be with an external Advisor.
- Pupils have access to relevant careers events where appropriate.
- School talks, visits and experiences (both internal and external)

Key Stage 3

- Pupil pathways onto accredited and vocational courses are planned and prepared for in KS3
- Pupils take part in Enterprise projects and work related experiences across the school year

Key Stage 4 (in addition to KS3 ongoing provision)

- Information events/meetings for families and meetings with families about routes into Post 16 provision and appropriate and meaningful work experience opportunities
- Year 10 pupils take part in the Duke of Edinburgh Award.
- Year 11 pupils take part in Work Experience with ACE (Alternative Curriculum Education)
- Pupils in Year 10 and 11 undertake Work Experience and work based placements and opportunities, where appropriate and available.
- Where appropriate, Pupils in Year 10 and 11 may have the opportunity to access different training providers to develop the variety of experiences they have to support informed choices about future education, training and employment pathways
- Careers advice and discussion as part of student’s EHCP Annual Reviews

Key Stage 5 – Olympic College and Rainbow Olympic College

- ASDAN Workright, which supports development of a wide range of employability skills.
- EQUALS – A developmental and personalised curriculum to support learners to develop independence
- Enterprise experiences
- The school runs the MunchBox Café and this provides work experience opportunities.
- Pupils in Years 12-14 will have the opportunity to access different training providers to develop the variety of experiences they have to support informed choices about future education, training and employment pathways
- Careers advice and discussion as part of student’s EHCP Annual Reviews

7.0 Governor Responsibilities

7.1 The governing body will ensure that the School has a clear policy on Careers Education, Information and Guidance (CEIAG) and that this is clearly communicated to all stakeholders. They should ensure that this policy is:

7.1.1 Based on the eight Gatsby Benchmarks

7.1.2 Meeting the school’s legal requirements

7.2 The governing body will ensure that arrangements are in place to allow a range of educational and training providers to access pupils in Years 7 – 11.

7.3 There will be a member of the Governors Quality and Outcomes Committee who takes a strategic interest in CEIAG and encourages employer engagement

8.0 Monitoring, Evaluation and Review

8.1 The Head teacher will ensure that:

8.1.1 The work of the Careers Advisor and CEIAG events are supported and monitored

8.1.2 A member of the Senior Leadership Team has an overview of CEIAG work and reports regularly back to the team

8.2 The effectiveness of this policy will be measured in a variety of ways:

8.2.1 Feedback from stakeholders through mechanisms such as student and parent surveys;

8.2.2 Feedback from external visitors to the school such as the School Improvement Partner (SIP) or Ofsted.

8.3 The governors of Heltwate School will review this policy every three years.

APPENDIX 1

Providers Access Policy Statement

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

All pupils in years 8-13 are entitled, where appropriate:

- 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.

Management of provider access requests

Procedure:

A provider wishing to request access should contact Sam England or Kerry Cole
Telephone: 01733 262878; Email: careers@heltwate.net or k.cole@heltwate.net

Opportunities for access

A number of events, integrated into the school careers programme, and where appropriate, 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 9	<ul style="list-style-type: none">➤ Participation in ASDAN, World of Work (visiting companies)➤ Partnership with companies such as Snuggeries, Biffa➤ Weekly trips and visits to our community➤ Assemblies		
Year 10	<ul style="list-style-type: none">➤ Monthly visits from City College➤ Careers Open Evenings➤ Visits from business➤ School Careers Open Days	<ul style="list-style-type: none">➤ College taster days➤ Monthly visits from City College➤ Visits from business➤ School Careers Open Days	<ul style="list-style-type: none">➤ College taster days➤ Monthly visits from City College➤ Visits from business➤ School Careers Open Days


Year 11	<ul style="list-style-type: none"> ➤ Careers advisor in school regularly and working alongside young person and family ➤ Post 16 event - meeting with previous pupils and their families ➤ Visits from business ➤ School Careers Open Days 	<ul style="list-style-type: none"> ➤ KS4 attend careers event ➤ Careers advisor in school regularly and working alongside young person and family ➤ Visits from business ➤ School Careers Open Days 	<ul style="list-style-type: none"> ➤ Careers advisor in school regularly and working alongside young person and family ➤ Visits from business ➤ School Careers Open Days
Year 12	<ul style="list-style-type: none"> ➤ Careers advisor in school regularly and working alongside young person and family ➤ Post 16 event - meeting with previous pupils and their families ➤ Visits from business ➤ 	<ul style="list-style-type: none"> ➤ KS4 attend careers event ➤ Careers advisor in school regularly and working alongside young person and family ➤ Visits from business ➤ 	<ul style="list-style-type: none"> ➤ Careers advisor in school regularly and working alongside young person and family ➤ Visits from business ➤
Year 13	<ul style="list-style-type: none"> ➤ Careers advisor in school regularly and working alongside young person and family ➤ Post 16 event - meeting with previous pupils and their families ➤ Visits from business ➤ School Careers Open Days ➤ 	<ul style="list-style-type: none"> ➤ Careers advisor in school regularly and working alongside young person and family ➤ Post 16 event - meeting with previous pupils and their families ➤ Visits from business ➤ School Careers Open Days ➤ 	<ul style="list-style-type: none"> ➤ Careers advisor in school regularly and working alongside young person and family ➤ Post 16 event - meeting with previous pupils and their families ➤ Visits from business ➤ School Careers Open Days ➤
Year 14	<ul style="list-style-type: none"> ➤ Careers advisor in school regularly and working alongside young person and family ➤ Post 16 event - meeting with previous pupils and their families ➤ Visits from business ➤ School Careers Open Day 	<ul style="list-style-type: none"> ➤ Careers advisor in school regularly and working alongside young person and family ➤ Post 16 event - meeting with previous pupils and their families ➤ Visits from business ➤ School Careers Open Days 	<ul style="list-style-type: none"> ➤ Careers advisor in school regularly and working alongside young person and family ➤ Post 16 event - meeting with previous pupils and their families ➤ Visits from business ➤ School Careers Open Days

**not a legal requirement at Year 7 but at Heltwate School Year 7 pupils are part of our Futures Careers Programme*

Premises and facilities


The school will make the hall, classrooms or meeting spaces available for discussions between the provider and students, as appropriate to the activity. The school will also make available Audio Visual and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team. Providers are welcome to leave a copy of their prospectus or other relevant course literature with Sam England, Careers Programme Lead or Kerry Cole. This will be made available to pupils and families as appropriate. Information about careers events, open days and other college information will be shared with parents and students via the school's communication platform, Class Dojo.


Appendix 2 – Careers Provision Maps



Heltwate School

Stepping On Careers





Year 12

Will have access to (where appropriate);

Comprehensive and impartial one to one guidance interview

- Posters and Displays
- Curriculum Links – Vocational Studies
- Access to careers resources
- At least one meaningful encounter with an employer per year
- Careers Assembly
- Enterprise Activities – Munchbox Cafe
- Parents and carers will have access to the curriculum and Local Offer
- Take part in a mock interview
- Work Experience opportunities – Internal/supported and External
- Access to SEN Careers advice through annual reviews
 - Christmas Fair enterprise work
 - Personal Learning Planning(PLP)
 - Visits from Colleges
 - Open Evenings

Year 13

Will have access to (where appropriate);

Comprehensive and impartial one to one guidance interview


- Posters and Displays
- Curriculum Links – PHSE/Life skills, Employability lessons
- Access to careers resources
- At least one meaningful encounter with an employer per year
- Careers Assembly
- Enterprise Activities
- Parents and carers will have access to
 - Take part in a mock interview
 - Work Experience opportunities – Internal/supported and External
 - Access to SEN Careers advice through annual reviews
 - Arts and crafts/Hair and Beauty/Horticulture/Animal Care
 - Enterprise Group
 - Visits from Colleges
 - Open Evenings

Year 14

Will have access to (where appropriate);


Comprehensive and impartial one to one guidance interview

- Posters and Displays
- Curriculum Links – PHSE/Life skills, Employability lessons
- Access to careers resources –
- At least one meaningful encounter with an employer per year
- Careers Assembly
- Enterprise Activities
- Parents and carers will have access to
 - Take part in a mock interview
 - Work Experience opportunities – Internal/supported and External
 - Access to SEN Careers advice through annual reviews
 - Visits from Colleges
 - Open Evenings
 - Transition work



Heltwate School

Develop and Discover Careers



KS3 – Year 8 and 9

Will have access to (where appropriate);

- Comprehensive and impartial careers advice
 - ASDAN PDP Accreditation
- Posters and Displays
- Curriculum Links – PHSE/Life skills,
- Interview practice
- Access to careers resources – Talentino
- Employer meet experience
- Careers Assemblies
- Enterprise Activities
- Parents and carers will have access to careers information through the website
- Guest speakers
- Parents Evening – career choices
- Visits to a workplace
- Attendance at Careers Fairs/employer events

KS4 – Year 10

Will have access to (where appropriate);

- Comprehensive and impartial careers advice
- Posters and Displays
- Curriculum Links – PHSE/Life skills, Careers at Every Level, Employability lessons
- Access to careers resources – Talentino
- Employer meet experience
- Careers Assemblies
- Enterprise Activities
- Parents and carers will have access to careers information through the website
- Guest speakers
- Parents Evening – career choices
- Visit to a workplace
- Attendance at Careers Fairs/employer events
- Opportunities to achieve accredited awards like DoE and AQA/OCR qualifications.
 - Careers discussion at EHCP Annual Review

KS4 – Year 11

Will have access to (where appropriate);

- Comprehensive and impartial one to one guidance interview
- Posters and Displays
- Curriculum Links – PHSE/Preparing for Adulthood, Careers at Every Level
- Access to careers resources – Talentino
- At least one meaningful encounter with an employer per year
- Careers Assemblies
- Enterprise Activities
- Parents and carers will have access to careers information through the website.
- Sector specific guest speakers
- Parents Evening – career choices
- Visit to a workplace
- Attendance at Careers Fairs/employer events
- Opportunities to achieve accredited awards like DoE and AQA/OCR qualifications.
- Careers discussion at EHCP Annual Review
- Transition visits
- College open days & taster days

Heltwate School Develop Careers

KS2

Will have access to (where appropriate);

- Curriculum Links – PHSE/Life skills,
- Employer meet experience
- Careers Assemblies
- Enterprise Activities
- Parents and carers will have access to careers information through the website
- Guest speakers
- Parents Evening – career choices
- Visits to a workplace
- Attendance at Careers Fairs/employer events

KS2: Pink, Magenta
KS3: Coral, Amber,
Scarlet

KS3

Will have access to (where appropriate);

- Comprehensive and impartial careers advice
- Posters and Displays
- Curriculum Links – PHSE/Life skills, Careers at Every Level, Employability lessons
- Access to careers resources – Talentino
- Employer meet experience
- Careers Assemblies
- Enterprise Activities
- Parents and carers will have access to careers information through the website
- Guest speakers
- Parents Evening – career choices
- Visit to a workplace
- Attendance at Careers Fairs/employer events
- Opportunities to achieve accredited awards like DofE and AQA/OCR qualifications.
 - Careers discussion at EHCP Annual Review

GREAT GATSBY:

THE BENCHMARKS

- 1 A STABLE CAREERS PROGRAMME**

Every school should have an embedded programme of career education and guidance that is known and understood by pupils, parents, teachers and employers.
- 2 LEARNING FROM CAREER AND LABOUR-MARKET INFORMATION**

Every pupil and their parents, should have access to good-quality information about future study options and labour market opportunities.
- 3 ADDRESSING THE NEEDS OF EACH PUPIL**

Opportunities for advice and support need to be tailored to the needs of each pupil. A school's careers programme should embed equality and diversity considerations throughout.
- 4 LINKING CURRICULUM LEARNING TO CAREERS**

All teachers should link curriculum learning with careers. For example, STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.
- 5 ENCOUNTERS WITH EMPLOYERS AND EMPLOYEES**

Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace.
- 6 EXPERIENCES OF WORKPLACES**

Every pupil should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience.
- 7 ENCOUNTERS WITH FURTHER AND HIGHER EDUCATION**

All pupils should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.
- 8 PERSONAL GUIDANCE**

Every pupil should have opportunities for guidance interviews with a careers adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level.