

## Mary Hare School

### Careers Education, Information, Advice and Guidance Policy

Mary Hare School is committed to providing a planned programme of Careers Education, Information, Advice and Guidance (CEIAG) for all pupils in years 7-13 that is impartial and confidential, designed to develop high aspirations and to encourage pupils to consider a broad and ambitious range of career options. The Careers Education Programme is delivered through PSHEE lessons, assemblies, one-to-one sessions and through separate careers events. We work with local organisations on a regular basis such as the Education Business Partnership West Berkshire, Adviza Careers Service and The Careers and Enterprise Company. Career co-ordinators (for Years 7-11 and for Sixth-form) also attend West Berkshire Careers Network meetings held termly. Mary Hare School engages an independent careers adviser from Adviza to deliver impartial CEIAG at key points of transition through individual interviews with students in years 9,11 and 12. Adviza provides independent careers advice for pupils who are making decisions about their future, in particular the transition from school to college, university or apprenticeship. The careers co-ordinators work closely with Adviza to prepare students for transition. Careers software such as Jed, eCLIPS and Higher Ideas is available for students and their families to undertake individual research. Careers advice is also available to students through the National Careers Service. We work with a range of local employers (particularly for work experience placements) to give pupils an insight into the different roles within companies through visits and presentations.

We are currently reviewing our careers programme to ensure we meet the Gatsby Benchmarks (national target 2020) in line with DfE guidance (January 2018) and DfE statutory guidance issued under sections 42A, 42B and 45A (Education Act 1997 & section 72 Education and Skills Act 2008).

Careers education is based primarily around three core concepts; self-development, career exploration and career management. Each academic year students will have lessons to develop their careers knowledge. A general overview of the current programme follows:

#### **Year 7 Careers:**

- Within the PSHEE programme pupils are encouraged to look at their personal skills and qualities. They also start developing an understanding of money, business skills and employment.

#### **Year 8 Careers:**

- In PSHEE; pupils review their personal skills and qualities. They also develop and understanding of economics, poverty and banking.
- Pupils are given the log in details for careers software programmes such as Jed and eCLIPS, which they can begin to explore.
- Opportunities for pupils to apply to work in the Youth Club, a café for the pupils run by the pupils.

### **Year 9 Careers:**

- In PSHEE; pupils continue to build their knowledge and understanding of careers, skills and abilities, careers software, employment legislation, stereotyping and equal opportunities.
- Key Stage 4 Options Event for Year 9 pupils and families. Adviza are available to discuss the careers software and answer any questions relating to careers.
- Adviza interview Year 9 pupils to discuss their future options.

### **Year 10 Careers:**

- Work Related Learning lessons start after the February half term. This is a programme of study specifically relating to Careers and culminates in pupils doing a work experience week in Year 11.
- The Education Business Partnership in West Berkshire meet all pupils to discuss possible work experience placements for work experience.
- In group speech and language therapy sessions pupils are taught interview techniques and then an interview with an unfamiliar member of staff is arranged and feedback is given to the pupil.

### **Year 11 Careers:**

- All pupils are expected to take part in a one-week work experience placement in November organised through school.
- Post-16 Options Event. Information regarding all the possible subjects (AS/A level, BTECs and vocational pathways) offered at Key Stage 5 are displayed.
- Individual appointments with Adviza to discuss post 16 routes. Pupils also have access to the careers leader and advisers – both 'drop in' sessions and by appointment.

### **Sixth-Form: Year 12 and 13 Entitlement**

- The programme includes self-assessment and action planning, providing detailed information about post-18 options such as apprenticeships (all levels), Further Education, Higher Education and gap year opportunities.
- All sixth-form students are offered an individual interview with the Personal Adviser from Adviza to discuss their plans in detail. Students can also access careers advice through the Careers Leader.
- Students are encouraged to attend university open days, research support arrangements, prepare for interviews and meet potential employers to discuss future options in addition to developing their employability skills.

- A wealth of guest speakers enrich the delivery of the specialist careers programme.

**Useful links:**

<http://www.adviza.org.uk/services/services-for-schools-and-colleges/> :

Adviza – a service for young people which aims to provide information, advice and guidance to support young people at important times of their lives where key decisions need to be made. They aim to raise aspirations and motivate students to achieve their full potential.

<https://nationalcareersservice.direct.gov.uk> – The National Careers Service provides information, advice and guidance to help students make decisions on learning, training and work.

[www.ucas.com](http://www.ucas.com): UCAS is a website through which applications are processed for higher education.

<https://www.gov.uk/apply-apprenticeship>: Help to become an apprentice; find a traineeship; 14-19 education and training for work.

<https://www.gov.uk/disabled-students-allowances-dsas>: Disability Student Allowances

<https://www.gov.uk/access-to-work> - If the help you need at work is not covered by your employer making reasonable adjustments, you may be able to get help from Access to Work.

**Please see Provider Access Policy**

Date: September 2018

To be reviewed: July 2019