



# St Joseph's Roman Catholic High School

## Careers Education Information & Guidance (CEIAG) Policy

**J**esus Christ is our family role model

**O**pening our hearts and minds to dream the impossible and achieve beyond our wildest imagination

**E**verybody is valued and respected

**Y**oung and old will journey together to build God's Kingdom.

**S**triving for academic excellence and celebrating success in all we do

Approved by Governors:

Date for Review: July 2023

## GOSPEL VALUES

The term 'Gospel values' is commonly used in Catholic schools and other Catholic institutions; however, unless the term is unpacked and a common understanding formed of what true Gospel values are, there is a danger that what should be an objective Christian foundation, will itself become a random list of subjective values. Whilst other 'values' may be found within the four Gospels and New Testament writings, it is the Beatitudes which: *"...depict the countenance of Jesus Christ and portray his charity"*. Gospel values cannot therefore be values chosen subjectively from the vast corpus of the Old and New Testaments but are objective values revealed to us through Christ's proclamation. Such objective values are to be found rooted in the Beatitudes, the proclamation of Christ's Sermon on the Mount. The Beatitudes also *"...reveal the goal of human existence, the ultimate end of human acts"*<sup>46</sup> and as such are the objective 'values' given by Christ himself.

Whilst not definitive, those Gospel values based on the Beatitudes which underpin this policy include:

*"Blessed are the poor in spirit, for theirs is the Kingdom of heaven"*

Values: **Faithfulness & Integrity**

*"Blessed are those who mourn, for they shall be comforted"*

Values: **Dignity & Compassion**

*"Blessed are the meek, for they shall inherit the earth"*

Values: **Humility & Gentleness**

*"Blessed are the pure in heart, for they will see God"*

Values: **Purity & Holiness**

Rooted in the teaching of Christ, these Gospel values constitute the targets and outcomes of the educational enterprise for St Joseph's as a Catholic school.

## RATIONALE:

St Joseph's RC High School is committed to ensuring Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. At St Josephs, a planned progressive lifelong learning programme of activities supports them from year 7 - 13 to develop an awareness of employability skills and understanding of opportunities in the working world that suit their interests and abilities and help them to follow a sustainable career path.

## COMMITMENT:

St Joseph's RC High School is committed to providing our students with a programme of careers education, information, advice and guidance (IAG) for all students in years 7 – 11. St Joseph's RC High School endeavours to follow the National Framework for CEG 11 – 19 in England (DfES, 2003) and other relevant guidance from DCSF, QCA and Ofsted as it appears. Working towards the Inspiring IAG Award, and The Gatsby Benchmarks for Good Career Guidance which recognises the high quality provision of CEIAG in the school.

Our careers strategy is shaped by the 8 benchmarks outlined in Professor Sir John Holman's report as the key elements of high quality practice:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

Careers Education, Information, Advice and Guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A young person's career reflects the progress they make in learning and work. St Joseph's fully believes that all students need a programme of activities to help them choose options and career pathways that are right for them through our statutory responsibility.

### **DEVELOPMENT:**

The policy was developed and is reviewed yearly by the Careers Leader based on current good practice guidelines by DfES/Ofsted, CEG Framework/The Gatsby Benchmarks for Good Careers Guidance

### **AIMS:**

St Joseph RC High School Careers Education and Guidance policy has the following aims:

- Build a strong and sustainable careers programme
- Contribute to strategies for raising achievement, especially by increasing motivation
- Support inclusion, challenge stereotyping and promote equality of opportunity
- Encourage participation in continued learning including higher education and further education
- Develop enterprise and employment skills through links with industry
- Contribute to the economic prosperity of individuals and communities
- Address the needs of all our students through appropriate differentiation
- To focus students on their future aspirations through 1-1 careers guidance
- Involve parents and carers

### **ROLES/RESPONSIBILITIES:**

Mr T McCabe	Head Teacher
Mrs V Sherrington	CEIAG Governors
Mr M Singleton	CEIAG Line Manager
Mrs D Hancock	CEIAG Lead
Mrs D Hancock	Careers Advisor
Mrs R Hawkrigg	SENCO

## ENTITLEMENT STATEMENT:

Careers Education and guidance (CEG) is an important component of the 14-19 Curriculum and at St Joseph's RC High School, we fully support the statutory requirement for a programme of careers guidance in Years 7 – 11. School, you are entitled to receive a programme of careers education, advice, information and guidance which help you develop and inform by:

- Supporting you to make well informed realistic choices
- Providing access to up-to-date and unbiased information on future learning, training, careers and labour market information - equipping you with information on current opportunities;
- Promoting a culture of lifelong learning, in which you can set yourself ambitious goals which will advance your interests and passions.
- Providing access to on-line career platform to help you stock take your careers journey for help with research and evaluation
- Supporting your development of self-awareness, independent thinking and career management skills need for your future
- To have access to career focused sessions every year through enrichment days and Lifelong learning days
- Helping you to understand and develop the decision-making process
- Offering support from our experienced and knowledgeable guidance team
- Providing you with a wealth of inspirational IAG opportunities, activities and experiences which will inform, motivate and encourage you to aim high and fulfil your personal aspirations.
- developing your interview skills and improve your confidence
- providing you with post 16 organisation visits, employer encounters and workplace experience

## OBJECTIVES:

### St Joseph's RC High School

**Have** a concise plan of engagement in Careers Guidance for all students to ensure that they work hard and strive to be the best they can be.

**Meet** the eight Gatsby Benchmarks for good career guidance as recommended by the Department of Education Careers Strategy 2018.

**Gain** the 'Quality in Careers Standard' accreditation, the nationally recognised award for Careers Guidance in English Secondary Schools.

**Provide** effective and impartial information, advice and guidance to prepare students for life in the wider world, making them aware of roles and responsibilities.

**Raise** aspirations by ensuring all students have knowledge of routes into further education, higher education and apprenticeships (of all levels).

**Guarantee** every student is offered careers personal guidance to meet their needs at the different stages through their school journey. This will reflect the school's equality and diversity policy to ensure that every student is treated fairly.

**Engage and participate with** local employers and training providers in order to provide multiple learning opportunities about the world of work and skills required. Both

academic and vocational routes are explored and are available to students regardless of career choices.

**To guarantee** Labour Market Information and Intelligence is available to ensure students (and parents) are aware of local and national opportunities as well as trends, to ensure they are informed to make the best decisions.

**All staff** at the school have an awareness of linking curriculum learning to careers and are able to demonstrate the relevance of subjects to students when considering a future career. Particularly relevant is that STEM subject staff should highlight the increasing need for STEM subjects to access a wide range of future career paths, making sure the information does not stereotype in any way.

**To ensure** all students are aware that the attainment of English and Maths GCSEs are crucial elements of any future study programme they may undertake and an expectation from all employers.

**To support** work experience opportunities for KS4 students as required, either in accordance with their studies or on an individual basis as deemed appropriate to the student.

**To constantly strive** to improve NEET (Not in Education Employment or Training) figures by providing an effective careers programme,

**To actively** track the progress of Pupil Premium and students from disadvantaged backgrounds to ensure that they access all of the careers information, advice and guidance to enable them to make the relevant decisions to their career goals.

**To adapt** information, advice and guidance as necessary to meet the needs of any vulnerable students and offer appropriate alternatives as deemed necessary.

## **Vulnerable Groups**

**NEET** – students identified as at risk of NEET are provided with early support. Ensuring these students have at least one personal guidance meeting with our Careers Advisor, and are prioritised when opportunities such as college taster days and personal statement workshops arise.

**SEND (Special Education Needs or Disability)** - SEND students are supported through a range of provisions depending on need. They will be included in whole year events and given extra help including 1:1 careers interview to help them progress to post 16.

**AoPE(Award of Personal Effectiveness)** – AoPE students embark on a complete programme of careers education including work experience, mentoring, interview practice, help with transitions, personal statement workshops and individual 1:1 careers guidance meetings.

**EAL (English as Additional Language)** - EAL students are offered 1:1 advice on their post 16 options and support throughout their education to engage with careers information. Students are supported with college applications and interviews, where deemed necessary

**Alternative Provision** – St Joseph's provides a safety net for students unable to cope with mainstream lessons. Students have opportunities to engage with work experience and various alternative provision plans.

## **MANAGEMENT AND DELIVERY:**

The careers programme is managed by the careers leader who is responsible to the Assistant Head Teacher. The careers leader is responsible for planning and implementing the programme across the curriculum.

Work experience/Alternative provision (extended work placements) is an integral part of the CEIAG programme and is implemented by Mrs D Hancock who works closely with Managers of Learning for each year group. The CEIAG programme is planned, monitored and evaluated by D Hancock in consultation with The Bolton Connexions Careers Service who provides a bespoke service of Key Steps Careers IAG Quality Assurance. Information, Advice and Guidance will be available in the Careers office, which is maintained by CEIAG Lead Manager and Level 6 qualified Careers Adviser Mrs D Hancock, who upholds the standards of the Career Development Institute

## **EQUALITY AND DIVERSITY:**

St Joseph RC High School provides Careers education to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career routes that develop their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

## CAREERS PROGRAMME

The careers education programme is underpinned by both the statutory and non-statutory guidance. The CEIAG programme includes;

Year group	Activity	Date
7	2Engage transition from primary to Secondary	September 2022
	Curriculum Enrichment Day(careers) The Food Challenge	June 2022
	Careers assemblies (Apprenticeships, College)	Throughout the year
	DWP workshop	December 2022
	Unifrog Introduction Assembly	December 2022
	Unifrog careers platform	ongoing
	Job of the Week(form time)	weekly
	1-2-1 careers (guidance Interviews on referral from HOY)	On referral
	PowerPoint careers Information (LMI)	Daily Lunch time
	Linking careers to curriculum subjects	ongoing
	Careers assembly presentations 2engage Moving Up Primary Transition	Throughout the year
	Lower school careers Fair	Feb 2023
8	The Tyre Challenge	December 2022
	Careers Enrichment Day Unifrog	Feb 2023
	Work Shadow Day	December 2022
	Careers assemblies (Apprenticeships, College)	Throughout the year
	DWP Assembly	November 2022
	Unifrog careers platform	ongoing
	Job of the Week(form time)	weekly
	1-2-1 careers (guidance interview before option choices)	December 2022
	PowerPoint careers Information (LMI)	Daily Lunch time
	Lower School Careers Fair	Feb 2023
	Linking careers to curriculum subjects	Ongoing
	Careers assembly presentations GCSE Options Presentation	Janaury2023
	LMI assembly	March 2023
9	Careers Enrichment Day(Unifrog)	
	Life Long Learning Day Starting a Community Project	November 2022
	Employers questions and Answer session	May 2022
	Careers Super Day( Curriculum Enrichment Day)	June 2022
	Careers assemblies (Apprenticeships, Colleges, Training Providers)	Throughout the year
	DWP Assembly	December 2022
	Lower School Careers Fair	Feb 2023
	RAY (Raising Aspirations in Youth)	Starts in November 2022
	Unifrog careers platform	ongoing
	Job of the Week(form time)	weekly
	1-2-1 careers (guidance Interview on referral HOY)	On referral
	PowerPoint careers Information (LMI)	Daily Lunch time
	Linking careers to curriculum subjects	Ongoing
	Careers assembly presentations	Throughout the year
	LMI assembly	March 2023
	Life Long Learning World of Work Workshops <b>Willmott Dixon Construction Limited</b>	March 2022
10	Careers Fair	September 2022
	Extended work placement	ongoing
	Work Experience	June 2023
	College Taster Days	June/July 2023
	Curriculum Enrichment Day	June 2023
	Careers assemblies (Apprenticeships, Colleges, Training Providers)	Throughout the year

	LMI assembly	March 2023
	Unifrog careers platform	ongoing
	Job of the Week(form time)	weekly
	1-2-1 careers (guidance Interviews on referral HOY)	On referral
	Guest speaker workshops all subjects	On going
	PowerPoint careers Information (LMI)	Daily Lunch time
	RAY Programme	Finishes June 2023
	Linking careers to curriculum subjects	Ongoing
	Career assembly presentations	Throughout the year
	Life Long Learning day	December 2022
	DWP assembly	
	Adam Corbally local Entrepreneur Inspirational presentation	Feb 2023
11	Careers Fair	September 2022
	Runshaw college application help workshop	November 2022
	1-2-1 Careers Guidance Interview	June- December 2022/23
	Hope Dreams Aspirations Interviews (Mock Interviews)	January 2023
	University visits	TBC
	Careers assemblies (Apprenticeships, Colleges, Training Providers)	Throughout the year
	LMI assembly	March 2023
	Unifrog careers platform	Once a week
	Job of the Week(form time)	weekly
	Mentor for all year 11s who need advice and guidance	Throughout the year
	PowerPoint careers Information (LMI)	Daily Lunch time
	Linking careers to curriculum subjects	Ongoing
	Careers assembly presentation	Throughout the year
	DWP assembly	December 2022
	Guest speaker workshops all subjects	Ongoing
	Adam Corbally local Entrepreneur Inspirational presentation	Feb 2023
	College interview in school	Feb 2023
	College lunch time drop ins	Feb 2023

## EMPLOYERS, COMMUNITY PARTNERS & LEARNING PROVIDERS:

An annual Partnership Agreement is negotiated between the school and external providers including Bolton Connexions Careers Service, who are offering a bespoke service. Further links are being developed with local post 16 providers and employers to strengthen progression opportunities and the offer for apprenticeships, employment opportunities, work experience and voluntary work placements. Connexions Careers Service, BASE, Marsden Rd, Bolton BL1 01204 334000 Rita Sandring, St Joseph's Careers advisor, Mrs D Hancock, Local College's e.g. Runshaw College, St John Rigby College, Alliance Learning training provider, Red Box, Achieve Group, Local Companies for Apprenticeships schemes Seddons, Business links DWP, BAE and the Careers & Enterprise Company, the local Careers network hub and Tailored Education (work experience provider)



## **STAFF DEVELOPMENT:**

All staff have a part to play in contributing to careers guidance through their own roles as tutors and subject teachers. Careers is embedded into the curriculum wherever possible, with this area continually reviewed with close interaction with Head of Faculties and tutors. CPD training and availability of easy to understand resources are critical to ensure staff have the ability and confidence to support the careers programme in many varied ways, such as leading employability skill sessions, direct mentoring to help raise aspirations and define careers goals, and supporting students during their college application process

## **PARENTS/CARERS:**

Parental involvement is encouraged at all stages. Online resources have been specifically chosen to help parents become more involved. All online resources are easily accessed through the links on the school website. Parents are kept up to date with careers related information through letters, newsletters and at open evenings. Parents are welcome at careers interviews and where necessary are invited.

## **FUNDING & RESOURCES:**

Funding is allocated through the school budget on an annual basis, subject to priorities and particular needs within CEIAG.

D Hancock is responsible for identifying the budget and for the effective deployment of resources.

Sources of external funding are actively sought.

## **MONITORING/REVIEW/EVALUATION:**

Use Unifrog to record destination Data,

Measures and Tracking – track pupils up to three years after their leaving date through college data

On GCSE results we ask our Year 11 pupils to complete the Data consent form for Post 16 destinations Information gathering and sharing. This information is also used to update careers programme

Mapping of all career/Enterprise activities across school curriculum through Compass Plus

IAG award Stage 2

Gatsby Compass + Tool

Feedback from pupils & parents, staff through verbal, questionnaire 1:2:1 careers consultations

## **Definitions**

- Careers Education - helps young people develop the knowledge and skills they need to make successful choices, manage transition in learning and move into work,
- Careers Guidance - enables young people to use the knowledge and skills they develop to make the decisions about learning and work that are right for them.
- Careers Leader - the member of staff responsible for leading and coordinating the Careers curriculum in school

# **Policy Statement Provider Access**

## **St Joseph's RC High School: 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 providers, 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 year 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 option 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 Mrs **D Hancock** Careers Lead, Telephone: 01204 697456; Email [dhancock510@st-josephs.bolton.sch.uk](mailto:dhancock510@st-josephs.bolton.sch.uk)

#### **Opportunities for access**

A number of events, integrated into the school's careers programme, will offer providers an opportunity to come into school to speak to pupils and their /or their parents/carers: Please check out the careers programme page 7