

Careers Education, Information, Advice and Guidance POLICY

Date of last review:	11 th October 2023
Approved by the board of governors on:	
Party responsible:	Victoria Reeve-McKew
Linked policies:	
Next review due:	12 th October 2024

The College Careers Education, Advice and Guidance Vision

We seek to develop a caring Christian community in which we nurture individuals using the four identified Christian Values (Respect, Compassion, Resilience and Integrity); encourage learning, creativity and endeavour; inspire all to excel and reach their potential and to help all young learners grow into active and responsible citizens who are able to make a difference in the World.

At Bishop Perowne we do nothing from selfish ambition or conceit , but humbly count others more significant than ourselves. Philippians 2:3

Careers Lead – Mrs Victoria Reeve-McKew 01905 746854 – reevev@bishopperowne.co.uk

Rationale

- Careers guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned progressive programme of activities supports them in choosing 13 – 19 pathways that suit their interests and abilities and help them to follow a career path and sustain employability throughout their working lives.
- Bishop Perowne Church of England College is committed to providing our students with a programme of impartial Careers Information, Advice and Guidance (CIAG) for all students in years 7 – 11.
- Bishop Perowne are committed to changing lives and creating life opportunities the CIAG programme is key to this aim.

Aims

We aim to:

- follow any relevant guidance from Ofsted as it appears and ensure that we meet the Gatsby Benchmarks and the requirements set out in the government White Paper January 21 including the Bakers Clause
- to ensure that we follow guidance from the provider access legislation to ensure that all students attend mandatory interactive workshops in Year 8, 9,10 and 11 from approved apprenticeship and technical education providers
- Students in Year 7-10 will all have an annual opportunity to meet and work with local technical qualification providers
- ensure that all Careers Information, Advice and Guidance is impartial and based around the learners needs
- promote the different option pathways post 16 impartially including, employment, further education, training, apprenticeships and voluntary work
- 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
- reduce drop out from and course switching in education and training
- contribute to the economic prosperity of individuals and communities
- meet the needs of all our students through appropriate differentiation
- focus students on their future aspirations
- involve parents and carers in their son or daughters career planning through the parent pledge
- reduce the number of students who are considered NEET (not in education, employment or training)
- support those learners who are most considered at risk of becoming NEET through a more specialised provision
- inspire and challenge students to think broadly about their career prospects and to also consider the Science, Technology, Engineering and mathematics pathways
- have a high local employer engagement within the College.
- Ensure vulnerable learners such as those on the RONI list/ Pupil Premium or SEND have a bespoke provision for CIAG
- Ensure that as a minimum all students have one employer/ industry experience per year.

- Track all students CIAG experience through Compass +
- Ensure that any students accessing alternative provision for example the Medical Educational Trust are also in receipt of an excellent CIAG programme

- Definition**
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.

- Curriculum Strategies (Including Extended Day Opportunities)**
 - Each subject will deliver careers education on the careers available based on their individual subjects
 - Careers education is delivered within in the PSHCE Scheme of Work
 - Careers education is also delivered via tutor time activities following the Careers Development Institute Framework
 - There are links to both the National Careers Service and the National Apprenticeship Service on the College's website
 - All students will have a one to one careers appointment with a trained careers adviser
 - Annual taster days at Further Education Institutions X2
 - Annual visit to Higher Education – University of Gloucestershire (Year 9) and University of Worcestershire (Year 10)
 - External visit experiences (for example apprenticeship shows, STEM events, Navy visits)
 - Outside experts will be employed to run sessions through the year (for example engineering workshops endorsed by Worcestershire County Council, apprenticeships workshops run by the National Apprenticeship Service and NHS careers advisors)
 - Enterprise Advisers will work closely with the Careers Lead to plan activities related to pupil need
 - Key Events will run throughout the Year see programme below:

Action plan 2023/2024

Year Group	Activity Description	Date	Covering Benchmark
11	One-to-one Careers Advisor Interviews. On Site	Sept 2023- July 2024	8
11	Mazak Engineering Work Experience Week for DT students	Sept 2023	6
11	Next Steps Assembly – Uni Connect independent advisor – On Site	Oct 2023	3
11	Assembly: WSFC – On Site	Oct 2023	7

10	Endeavour Event with Local Councillor 7,8,9 (Endeavour students) all of Year 10	Oct 2023	7
11	Year 11 CV Writing Workshop with 19 Different local businesses and employers	Oct 2023	3,4
10	Provider Access Legislation Event – Vocational Careers and Apprenticeships in the Army	Oct 2023	5,7
SEND	Specialist SEND Fair trip	Oct 2023	3,5,7
10	Black History Event Careers with the Crown Prosecution Service	Oct 2023	5
11	Tutor session with Uni Connect independent advisor re. college applications – On Site	Nov 2023	3
7/8	Careers Week – lesson delivered to all year 7 and 8 by each department area – careers relevant to their subject - On Site	Dec 2023	4
7/8	Success Fair – 15 former students visit school to give talks to all year 7 and 8 students. On Site	Dec 2023	5
11	Tutor support with post 16 application statements – On Site	Nov – Dec 2022	7
11	Tudor Sixth Form – On Site	Dec 2023	7
8	Learn2Earn – Year 8	Dec 2023	2,4
7-10	Tutor Time sessions to follow the CDI framework	Sept-Dec 2023	2,4

Year Group	Activity Description	Date	Covering Benchmark
8	Options Assembly programme – all year 8 students ON SITE	Jan 2024	3
7	Three Counties Careers Fair visit	Jan 2024	5,7
11	National citizenship Service Assembly and follow up visits. ON SITE	Jan 2024	2
7-8	School Careers Week – ON SITE	Jan 2024	4
8	Options Evening – all year 8 students. Worcestershire Apprentice Hub and local 6 th forms attend to give advice to parents and students. ON SITE	Feb 2024	3
10	Endeavour Students The Hive Coding Workshop	Feb 2024	3,4,5
9	Medical Mavericks – ON SITE	Feb 2024	4,5
8	Provider Access Legislation Event – WSFC and HOW college T Levels workshops	Feb 2024	7

7-11	National Apprenticeships Week	Feb 2024	
11	PSHCE Careers Module – ON SITE	Jan – March 2024	1
7 -10	CDI framework Tutor Time sessions – ON SITE	Jan – March 2024	1
7-8	Gender Stereotypes Day – ON SITE	March 2024	5
9	Dragons Den Enterprise Day – ON SITE	March 2024	5
7-11	National Careers Week event	March 2024	2,4
10	University of Gloucestershire Visit – OFF SITE	April 2024	7

Year Group	Activity Description	Date	Covering Benchmark
9	Provider Access Legislation Event- Apprenticeships and introduction from Worcester Bosch, Mazak and Southco	May 2024	7
10	University of Worcester Visit	May 2024	7
10	1:1 Mock Interview Day- ON SITE	June 2024	5
7-8	Speed Blind Dating – ON SITE	June 2024	5
11	Apprenticeship application workshops – ON SITE	June 2024	2 and 7
11	Higher Education Apprenticeships Talk – ON SITE	June 2024	2 and 7
11	Army post Further Education careers Talk – ON SITE	June 2024	7 and 5
10	PSHCE Careers module – ON SITE	May – July 2024	4
10	2 x Taster Days to local post 16 providers – ON SITE	June 2024	7
10	Work Experience visits – OFF SITE	July 2024	6
9-10	Post 16 Fair -ON SITE	July 2024	7

Monitoring, Assessment and Review

Collection of data will be firstly through Year 11 destination data. Monitoring will be achieved through data analysis from Worcestershire County Council and also via Compass +.

- Future skills questionnaire via Compass + will also be used to evaluate the current CIAG provision and any adaptations to the plan required.

- Student and parent voice will also be used to inform adaptations to the CIAG programme
- Liaison with Tutors and Year Leaders. Data will also be collected through the surveying of students, staff, parents and carers to review the implementation on the policy each year. Student voice will be published on the school website.
- Compass + will also be used to review the school's termly progress against the 8 Gatsby Benchmarks

NEET students will be identified and supported. NEET students will be identified by the Worcestershire County Council NEET team and the Senior Leader responsible for CIAG during the final week of each term. Following identification a programme of intervention will be put in place by Worcestershire County Council NEET team and the attainment support team. Year Leaders will be aware of students who are receiving intervention and as such may inform Form tutors who will act as learning mentors where appropriate.

The teacher in charge of Careers, Information, Advice and Guidance will meet with the Headteacher, SLT and Governors to communicate any issues and assess, plan, and evaluate provision using the Gatsby Benchmarks and the Careers Development Institute Framework and a bespoke package will be produced.

Learners will be supported through their subject teachers and tutors on a day-to-day basis.

The Careers Lead in charge of Careers, Information, Advice and Guidance will report to Governors as requested. A Governor with the remit for Careers, Information, Advice and Guidance will be invited to attend appropriate meetings.

Evaluation will be through the College Review Cycle on a yearly basis (see College Policy.) The Gatsby Benchmarks will guide evaluation as the College aims to be exemplary in each standard.

The Enterprise Advisor and representative from the Careers and Enterprise company will also on a termly review complete a review of the CIAG programme with the schools' careers lead.

Links with Outside Agencies

- Links with external agencies will be designed to enable students to make balanced and informed choices and to have a broad understanding of the diverse careers that are available.
- See School Website for a list of Further Education/ Higher Education and local industries that Bishop Perowne works with.
- In each year all students will have been exposed to a minimum of 15 external employers and industries in Year 7 and Year 8 this will be at least 45.
- Bishop Perowne works closely with the Careers and Enterprise Company and their Enterprise Advisor