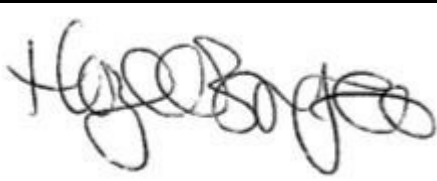




Saint Benedict  
A Catholic Voluntary Academy

## Careers Education Information, Advice and Guidance Policy

Date of Policy	June 2024
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Approved by	Hazel Boyce
Signature	
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### Introduction

In keeping with our Mission Statement at Saint Benedict Catholic Voluntary Academy, we aim to develop each individual's 'potential to the full', 'striving for excellence' and treating all with 'dignity and justice' through a programme of Careers Education Information and Guidance (CEIAG).

As a result of the Education Act of 2011 and the guidance given in Careers guidance and access for education and training providers (January 2023), we will endeavour to provide impartial and independent careers guidance with the best interests of all our pupils in mind. We ensure that all students in Year 11 receive careers guidance from Lydia Gretton our careers advisor, this includes ensuring all students who have been identified as being LAC, PP, SEND and risk of NEET receive intervention from the earliest possible stage. A small number of selected pupils may also see an external advisor.

#### Careers Education:

Helps our pupils develop the knowledge and skills they need to make successful choices, manage transitions in learning and move into work by raising opportunity awareness.

#### Careers Guidance:

Enables our pupils to use the knowledge and skills they develop to make the decisions about learning and work that are right for them.

The central concern for Careers Education Information and Guidance must be to prepare pupils for the choices, changes and transitions affecting their future education, training and life as adult members of society. Whatever their background, gender, ethnic origin or

abilities, Careers Education Information and Guidance must help produce young people who are skilled, versatile and adaptable, preparing them for responsible adulthood.

Careers Education Information and Guidance is recognised as an issue for the whole of Saint Benedict Catholic Academy. CEIAG is taught during Brighter Futures time when the timetable is temporally suspended so that all students can undertake Careers Education one hour per half term.

Staff in each curriculum area have a wealth of knowledge and expertise and pupils have opportunities to focus on possible career paths resulting from their studies. This is seen as playing an important role in helping to motivate pupils to fully appreciate what they are studying and to maximise achievement both academically and personally.

Saint Benedict CVA will ensure that it follows The Careers Strategy: making the most of everyone's skills and talents.

Saint Benedict CVA uses the Gatsby benchmarks to ensure continuous improvement of careers provision as set out in the new Careers Strategy:

Gatsby Benchmarks:

- 1) A Stable Careers Programme
- 2) Learning from Career and labour market information
- 3) Addressing the needs of each student
- 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

**Aims:** It is our intention that the pupils in our care will:

1. Understand themselves and the influences on them;
  - ★ by assessing and having an understanding and awareness of themselves and by developing their personal qualities and skills;
  - ★ by clarifying and discussing their values, attitudes and preferences in relation to work;
  - ★ by developing key skills;
  - ★ by developing career management skills including self-reliance and self-presentation;

2. Investigate opportunities in learning and work;
  - ★ by investigating the knowledge and skills which people need at work and the methods used to assess these;
  - ★ by having an awareness and investigating the opportunities available to them in education, training and possible careers through use of occupational and labour market information;
  - ★ by considering the changing patterns of work and careers and investigating the social and moral issues at work;
  - ★ being capable, after finding out about post-16 choices of education, training and work, of making choices about their own continuing education and training, and about career paths.
3. Make and adjust plans to manage change and transition
  - by using the results of self-assessment in their career planning;
  - by making decisions concerning their own post-16 choices;
  - by use of action planning and the recording of achievement to support their career development;
  - by being able to use the information and guidance to manage the transition to new roles and situations that they will meet, both in school and in the future at work and at leisure.

The Careers Strategy: making the most of everyone's skills and talents 2017 identifies two major components (outlined below) in a pupil's development and Saint Benedict Academy intends that each pupil will develop in the following areas through a planned programme.

### **Objectives:**

#### **1. Equal Opportunities**

Careers Information and Guidance in Saint Benedict Catholic Academy is available to all pupils from Year 7 through to Year 13.

Riana Wood (Kerri Delaney – Acting Careers Lead) is responsible for planning Careers education for lower school and Tracey Burrell for sixth form. Both have the support of Lydia Gretton Careers Advisor. All staff are responsible for the delivery of Brighter Futures careers sessions with the support of house leaders.

Careers Education will seek to ensure that guidance and counselling do not reinforce patterns of discrimination, and that on the contrary they reflect principles of positive action.

In liaison Derby City Council, ethnic monitoring of destination of school leavers will be addressed.

Reference to stereotyping, racism and sex discrimination in workplaces, rules and procedures on equal opportunities and codes of practice on harassment will also be explored.

## **2. Access to information**

The Assistant Headteacher responsible for careers, careers leader and careers adviser will have the responsibility of ensuring that the pupils of Saint Benedict Academy receive their entitlement according to the legislation.

There is a careers section within the main academy library which pupils can access during the school day.

Local contextual information for students and parents is available on the school website.

The academy's librarians are obviously a source of information, help and advice when our pupils are attempting to access information.

The library contains multi-media material including videos and a range of computer software. It also contains information on the full range of further and higher education opportunities available to Saint Benedict pupils. Computer assisted guidance is available through the use of IT, especially through such programmes as, UCAS and Unifrog etc. These are available on computers throughout the Academy. There is also a personal wellbeing section.

Structured events are organised for appropriate year groups. For example, pupils in Year 11 will be encouraged to visit the Derby "Skills Festival" re: Post 16 opportunities. We have forged strong links with several Training Providers and these visit the Academy on an annual basis and meet with pupils whose destinations remain uncertain. Visits out of the Academy to Training Providers are also organised and encouraged.

The Academy website is a further resource which encourages pupils to follow the links to research information.

## **3. Access to individual guidance**

As a result of the reduction of the Careers service we are now only able to offer the time with a MAT Personal Adviser for identified individuals in Year 11.

We have a system in place in identifying and targeting those pupils.

All Year 11 students are given an opportunity to access a careers session with Lydia Gretton, our school's careers advisor.

In all years Tutors provide guidance for all and/or as requested by pupils. In addition, individual guidance is provided by Senior Staff, the Special Needs Co-ordinator,

Heads of Year and Subject Teachers at the times when pupils need to make key decisions in Years 9 and 11 in particular.

We believe that all pupils should have a right to impartial information. In ALL years Form Tutors provide guidance, as requested by pupils. In addition specific opportunities are created to offer individual guidance from the Careers Co-ordinator, The Special Needs Co-ordinator, Senior Staff, Curriculum Directors, Heads of Year and Subject Teachers.

#### **4. Pupil entitlement**

In order to help pupils to develop their potential to the full and to enable all pupils, regardless of gender, ethnic origin, ability, to make realistic, well-informed decisions about their future plans, all pupils at Saint Benedict Academy are entitled to take part in a planned programme of careers education and are entitled to have access to individual guidance. The following help is available:

- Access to a Planned Careers Education Programme

See earlier information on Brighter Futures. Brighter Futures will ensure that pupils have an understanding of themselves, an awareness of the opportunities available to them and are capable of making and implementing choices about their future career plans. Pupils will track their evolving career decisions through their Brighter Futures Booklets

During Years 12 and 13 our A- Level students are encouraged to organise work experience. Some University Degree courses positively encourage this and may even in some cases insist on it, eg Veterinary Degrees.

Provider Access Legislation (Appendix A)

See Provider Access Policy

All pupils in years 8 to 13 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 options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

#### **5. Training and Staff Development**

Saint Benedict Catholic Academy ensures that staff who lead careers in the school are trained to the relevant standard. Our careers advisor is trained to a level 6 qualification in Careers Leadership and Enterprise.

#### **6. Recording Achievement and Planning**

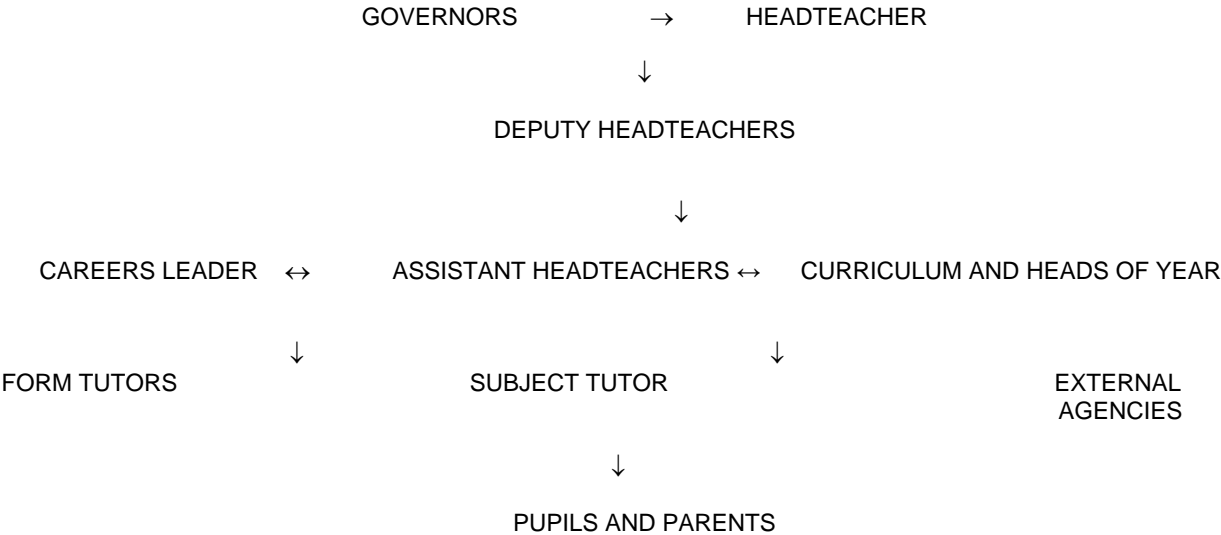
Saint Benedict Catholic Academy encourages all pupils to maintain an up-to-date record of their achievements as they pass through their academy lives on Unifrog. This record is to prepare them for such transition requirements as CVs and the gathering of information required by future employers. We set out to achieve this by encouraging our pupils to have pride in their successes whether they be academic, artistic, cultural, musical, spiritual or sporting.

**7. Working with Parents**

Saint Benedict Catholic Academy will ensure that parents are aware of the options available at key decision points for young people and they're invited to school events such as the year 9 'Steps to the Future' as well as parents evenings and open evenings throughout the year. Specialist advice and support will also be available to students and parents during these events.

**DELIVERY OF CIAG**

**LINE MANAGEMENT RESPONSIBILITIES FOR CIAG**



## **Evaluation**

Evaluation will involve the gathering analysis and interpretation of evidence about the quality of our careers provision and its impact on our pupils. A wide range of techniques, both formal and informal, will be used to answer these questions and others - observation, questionnaires and interviews. This will be undertaken by our careers lead. The findings of our evaluation will help to inform our future decisions and support our curriculum development. Teaching staff will also undertake an annual questionnaire regarding their opinion on Brighter Futures.

The CEIAG Policy will be reviewed annually with the Assistant Headteacher responsible for Careers.

## **Content of Careers Education and Guidance - Programmes of Work**

The core elements of a careers education and guidance curriculum are as follows:

1. Self awareness/self assessment, ie understanding themselves and develop their capabilities, eg compiling an Employability Passport, listening, enquiry, planning, time management.
2. Occupational awareness, ie investigating careers and opportunities, eg work experience, industry visits, talks/presentation from employers, problem-solving simulations.
3. Decision-making/transition learning, ie implementing career plans, eg options at 14, 16, 18, processes, consequences, timing, making applications, going for interviews.
4. Widening horizons input, ie all types of inputs from employers etc., eg looking at job, families.

## **Appendix A**

Introduction This policy statement sets out the school's arrangements for managing the access of providers to 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 to 13 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 options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

**For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11). For pupils in the 'third key phase' (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.**

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider)
- answer questions from pupils

### **Meaningful provider encounters**

One encounter is defined as one meeting/session between pupils and one provider.

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

Previous providers in previous terms/years we have invited the following providers from the local area to speak to our pupils:

- DHL
- Thales



- University of Lancaster
- University of Nottingham
- Navy Attract
- Balfour Beatty
- Rolls Royce
- Derby College

### **Destinations of our pupils**

Last year our year 11 pupils moved to range of providers in the local area after school:

- 2022/23: 97.4% of Year 11 leavers were in Education, Employment or Training

**Last year our year 13 pupils moved to range of providers in the local area after school:**

- 2022/23: 97% of Year 13 leavers were in Education, Employment or Training

### **Management of provider access requests**

#### ***Procedure***

**A provider wishing to request access should contact Kerri Delaney, Careers Lead, [kdelaney@ben.srscmat.co.uk](mailto:kdelaney@ben.srscmat.co.uk)**

### **Opportunities for access**

The school offers the six provider encounters required by law (marked in bold text) and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to pupils or their parents or carers.

Please speak to our Careers Leader to identify the most suitable opportunity for you.

Year 8/9:

- **Derby Magistrate Presentation**
- **Navy Attract**
- Apprenticeship and Training Fair Providers

Year 10/11:

- **University of Lancaster**
- University of Nottingham
- Apprenticeship and Training Providers Fair
- **Balfour Beatty**

Year 12/13

- Apprenticeship and Training Providers Fair

## **Premises and facilities**

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, as appropriate to the activity. The school will also make available AV 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.

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all pupils at lunch and break times.

## **Complaints:**

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk)