

Careers Education and Guidance Policy

The Governing Body of Diss High School (the 'School') ratified this policy in June 2019.

Rationale

The Diss High School (DHS) careers education programme provides our pupils with the opportunity to plan and manage their careers effectively, ensuring progression which is ambitious and aspirational. It promotes equality of opportunity, celebrates diversity and challenges stereotypes. It is designed to meet the Gatsby benchmarks and conforms to statutory requirements.

Context

Each year, around 75 pupils (approximately 60% of the cohort) stay on from Year 11 into the Sixth Form. They are joined by approximately 35 pupils from other centres at the start of Year 12; of these circa 70% of the cohort go on to tertiary education. At each point where we deal with 'leavers' we ensure that appropriate advice and guidance is available, including information and support regarding apprenticeships, employment or re-commencement of study with another provider. DHS is committed to providing all pupils in Years 7-13 with a careers programme which is embedded into the curriculum and includes a variety of enrichment activities. The programme has been developed in line with the eight Gatsby benchmarks for ensuring best practice and to meet the requirements of the Department for Education's statutory guidance 2018.

The 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. Experience of work places
7. Encounters with further and higher education
8. Personal guidance

Aim

We aim to support pupils to make realistic and informed decisions about their future, by raising aspirations and providing impartial and independent information and guidance.

Objectives

To ensure that pupils:

- develop the skills and attitudes necessary for success in adult and working life
- are aware of the range of opportunities which are realistically available to them in continued education and training at 13+, 16+ and 18+
- are equipped with the necessary decision-making skills to manage those same transitions
- develop an awareness of the wide variety of education, training and careers opportunities both locally and nationally
- use effectively the paper-based, virtual and staff resources available so they can make informed and appropriate choices throughout their school journey
- benefit from links fostered between the school, local businesses and further education establishments

- experience the world of work and develop transferable skills
- wherever possible leave the school to enter employment, further education or training
- experience a culture of high aspirations, equality of opportunity, in which diversity is celebrated and stereotypes are challenged
- receive extra assistance and guidance to reach their potential, where this is necessary

Provision

Careers provision is mapped against the Gatsby benchmarks. The current careers programme is delivered through a combination of methods, including explicit lessons provided within the Tutor time programme in Years 7 through to Year 13, which is predominantly form tutor led. Careers information is available both in the library and in digital format via Unifrog, a platform which provides access to information on apprenticeships, universities, the labour market, career pathways and UCAS applications. Several special events are held, for example the careers fair evening, involving University, apprenticeship and careers representatives, to which Year 9 through to Year 13 pupils and parents are invited.

At Key Stage 3, this includes careers library research with an aim to raise pupil aspirations, exploring stereotypes in the workplace, and developing personal, social and employability skills. Assemblies and a parent and pupil information evening on choosing options are also provided.

At Key Stage 4, pupils continue research into careers and pathways into the sixth form and higher education. They develop skills in CV, letter writing, and interviews. This includes a mock interview with an employer; assemblies on apprenticeships and A-level options and an A-level open evening for parents and pupils. Individual interviews are held with a member of Senior leadership.

At Key Stage 5, a series of careers lectures are delivered from universities and employers. Some of these lectures, together with form time, are devoted to the topic of UCAS applications and interview skills. In addition, Year 12 has a week of work experience; pupils are involved in voluntary work.

Self-referral

Students may refer themselves for a careers meeting at any point, directly via the main office or via a Form Tutor, or Head of Year. An appointment with the Careers leader will then be arranged. The careers leader will record action plans. Students will receive a copy and parents and staff have the option to see this information so they can support the process. If a student is absent or fails to attend, an alternative time will be arranged.

Monitoring, Recording and Evaluation

Built into the careers programme are opportunities for pupils to self-evaluate and reflect on their learning at key points, such as following work experience and mock interviews. Pupils develop a profile on Unifrog through which their activities and skills development can be recorded and monitored by staff including form tutors and the careers coordinator. All participants in the programme complete surveys following key events including pupils, parents and employers. Leavers' destination information is also analysed.

Careers and SEND provision

Every pupil with SEND follows the same programme of careers as their peers, with adaption and support from the SEND team where appropriate.

Pupils with SEND have an interview with the internal careers leader in Year 8 before the options process to enable early identification of any necessary adaptations or interventions according to need to support their career aspirations. Pupils can self-refer and form tutors are also able to raise concerns with the careers lead. If current provision cannot fully address a pupil's additional need, advice will be sought from the National Careers Service.

The SENDCO meets with parents/carers to discuss option suitability where individual need is likely to have an impact on choices made during the option process. The SENDCO supports work experience placements, ensuring that providers are aware of individual needs, in order to promote a positive experience.

Entitlement

- Please see Appendix A outlining pupil and parent entitlement.

Partnerships

The CEIAG programme is greatly enhanced through links which help to ensure that pupils' learning is current and relevant. We work closely with local employers and employees including previous pupils, parents and other local groups. A number of events, integrated into the school careers programme, offer providers an opportunity to come into school to speak to pupils and/or their parents. This involvement enhances the provision of work experience placements, careers talks, the careers fair, workplace visits and mock interviews. In addition, we work closely with universities and the local FE College. We always strive to expand and improve our contacts. Governors are regularly updated on the careers programme and there is an active link governor.

Policy statement for provider access

A provider wishing to request access should contact Rachel Adams (Careers Leader), via 01379642424 or racheladams@disshigh.co.uk. Please see separate policy for further details.

Roles and responsibilities

All staff contribute to the implementation of this policy through their role as tutors and as subject specialists. Subject specialists embed careers into their subject area. A range of connections between Higher education providers and employers are forged and developed to support the curriculum through KS3 to 5.

Careers team

Dr Jan Hunt : SLT lead

Rachel Adams: Careers Lead

James Hurley: Head of Sixth form

Julie Botwright: Link Governor

Approved by Governors June 2019

Last reviewed September 2020

Appendix A: Careers Entitlement

Pupils attending the School are in their careers programme entitled to:

- Receive a stable careers programme from Year 7 that continues until they leave school (or attend University, if taking a gap year).
- Receive relevant careers guidance and have access to independent careers information and guidance, including labour market data where relevant.
- Receive personal advice that helps pupils to achieve their individual careers goal – whether this is Higher Education, an apprenticeship or employment.
- Be equipped with the necessary skills to prosper in HE and employment.
- Have the relevant knowledge to make realistic and achievable goals based on their own interests and skills, whilst taking into account local job market information and relevant entry requirements.
- Receive up-to-date information about careers and skill-development opportunities.
- Understand how different subjects help keep different options open.
- Have access to additional help, whether this need is generated from a change of decision, personal circumstances or additional needs.
- Have meaningful and helpful encounters with employers and other education providers.
- Have a minimum of one week's work experience, with the opportunity for a second.

Pupils are expected to:

- Fully engage with careers lessons and activities.
- Utilise the available careers resources, including the on-line Unifrog platform.
- Record careers-related skills, participation and research, reflect upon what has been learnt. • Identify and set goals for the future.
- Actively participate in workshops, presentations and visits from external employers or providers.
- Attend informative events such as Options Evening and the Careers fair.
- Use study and research spaces such as the careers and sixth form library appropriately and with respect for other users.
- Take advantage of opportunities offered outside school, such as school trips and projects. Parents are entitled to have:
 - Access to links to the National Careers Service information and other independent websites and resources via the school website.
 - The opportunity to contact the independent careers advisor, careers lead and careers coordinator.
 - Access to information and guidance through parent information evenings including choosing options, UCAS, work experience and pupil finance.

References

The Gatsby Benchmarks www.gatsby.org.uk/education/focus-areas/good-career-guidance The Career Development Institute Careers Framework <http://www.the CDI.net/Careers-Framework-2018> Monitoring, Evaluation and Review

This policy was formally approved by the Governing Body on: Monday 5 February 2018 This policy will be monitored and reviewed on an annual basis, to ensure that current legislation and best practice is recorded .

Julie Botwright: Governors

Dr Jan Hunt: Headteacher

Rachel Adams: Careers Lead

Review Date September 2020

Provider Access Policy

Staff Responsible: Rachel Adams, Careers lead

Created: June 2019

Next Review: September 2021

Provider 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:

- 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
 - Year 11: Assemblies, taster sessions, parent/carer events on alternatives to sixth form and apprenticeship options
 - Year 12: Tutor briefings throughout the year, parent/carer event on post-18 options
 - Year 13: Tutor briefings throughout the year, parent/carer event on apprenticeship options.

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

The school reserves the right to decline requests for a number of reasons, including (but not restricted to) the following:

- if such attendance would provide an imbalanced view of available provision (eg several apprenticeship providers at an event and no colleges)
- if the provider's input would not be relevant to a particular event
- if the request is not timely (eg students have already heard from similar providers during the year, or if they are involved in end of year exams)
- if the information is not seen to be in the best interest of pupils (eg if the provider is promoting a 'hard-sell' of their provision, rather than enabling students to make an informed decision; or there are concerns about the ethics or quality of the provision).

In such cases, the Careers Leader (who supports the delivery of impartial Careers Education, Information, Advice and Guidance [CEIAG] across the school) would inform the provider of this decision and the reason why.

Premises and facilities

The school will make the main hall, classrooms or smaller meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available audio-visual equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader. Providers are welcome to leave a copy of their prospectus or other relevant course literature to be used in the Careers Library, which are open to all students at lunch and break times.

Monitoring, Evaluation and Review

This policy was formally approved by the Governing Body on:

This policy will be monitored and reviewed on an annual basis, to ensure that current legislation and best practice is recorded

Julie Botwright Governors
Headteacher Dr Jan Hunt
Careers Leader Rachel Adams
Review Date September 2020