



Desborough College

Careers Education, Information, Advice and Guidance Policy

Policy reviewed and adopted	Jan 2024
Statutory	In part
Version	1
Review frequency	Annually
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Responsible officer	Andy Murdoch

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Linked policies

Work Experience Policy

Provider Access Policy Statement

Linked Documents

'Careers Guidance and access for education and training providers. Statutory guidance for governing bodies, school leaders and school staff'. DFE, January 2023

1. School Vision

The vision of Desborough College is to develop our students as ethical leaders of the future. This goes beyond academic success, and so we firmly believe in providing our students with access to the world of work and opportunities to develop the skills and personal attributes that will be essential to their success in the future.

Students equipped with clear, attainable goals for the future and the knowledge of what is required to get there will focus and engage with all areas of school life, both academic and extra-curricular. The Desborough Futures programme will show our students that nothing is impossible if they have the attitude and information needed to enable it to become a reality.

The governing body have therefore adopted this policy in order to provide a clear commitment to and framework for Careers Education, Information, Advice and Guidance

2. Policy Scope

This policy covers Careers Education, Information, Advice and Guidance given to students in Key Stages Three, Four and Five

The policy has been reviewed in line with the recently updated DfE guidance document 'Careers guidance and access for education and training providers – Statutory guidance for governing bodies, school leaders and school staff. (DfE, January 2023)

This policy accepts the 8 Gatsby Charitable Foundation's benchmarks as set out in the DfE guidance. They can be seen in Appendix 1 of this policy

This policy covers the legal duty of schools to ensure that a range of education and training providers can access pupils in Year 7 to Year 11 for the purpose of informing them about approved technical education qualifications or apprenticeships.

All members of staff at Desborough College are expected to be aware of this policy and the importance of Careers Education, Information, Advice and Guidance (CEIAG) in the education of students; CEIAG is not the sole responsibility of the Careers Leader.

3. Objectives

The objectives of the Careers Education, Information, Advice and Guidance policy are to meet the 8 Gatsby Benchmarks, detailed as follows:

- To ensure that all students at the school receive a stable careers programme
- To enable all students to learn from information provided by the career and labour market
- The CEIAG programme should be individual and address the needs of each student
- To link the curriculum learning to careers learning
- To provide students with a series of encounters with employers and employees
- To provide students with experiences of workplace(s)
- To ensure that students have a series of encounters with further and higher education
- To provide each student with the opportunity to receive personal guidance

4. School Responsibilities

The school has a series of statutory duties:

- To provide independent careers guidance to pupils throughout their secondary education (Years 7-13)
- To provide a minimum of six encounters with a provider of technical education or apprenticeships for year 8 to 13 pupils (the Provider Access Legislation, PAL, requirement):
 - Two encounters for pupils during the 'first key phase' (year 8 or 9) that are mandatory for all pupils to attend
 - Two encounters for pupils during the 'second key phase' (year 10 or 11) that are mandatory for all pupils to attend
 - Two encounters for pupils during the 'third key phase' (year 12 or 13) that are mandatory for the school to put on but optional for pupils to attend
- To publish the careers programme, provider access policy statement and name of the school's Careers Leader on the website

The school will base its careers provision around the Gatsby Benchmarks. A summary of these can be seen in Appendix 1, and they cross reference with the objectives of this policy cf. Section 3

Desborough College believes that good CEIAG connects learning to the future. It motivates young people by giving them a clearer idea of the routes to jobs and careers that they will find engaging and rewarding. Good CEIAG widens pupils' horizons, challenges stereotypes and raises aspirations. It provides pupils with the knowledge and skills necessary to make successful transitions to the next stage of their life. This supports social mobility by improving opportunities for all young people, especially those from disadvantaged backgrounds and those with special educational needs and disabilities.

The school will continuously monitor its CEIAG offer and seek further improvement. This will be done by the personnel involved in the design and delivery of the programme as well as by external stakeholders who assess the work of the school (eg. School Improvement Partner or Ofsted)

5. Governor Responsibilities

The governing body will ensure that the School has a clear policy on Careers Education, Information and Guidance (CEIAG) and that this is clearly communicated to all stakeholders. They should ensure that this policy is:

- based on the eight Gatsby Benchmarks
- meeting the school's legal requirements

The governing body will ensure that arrangements are in place to allow a range of educational and training providers to access pupils in Years 7 – 11.

There will be a member of the governing body who takes a strategic interest in CEIAG and encourages employer engagement

6. Provider Access

This section of the policy 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.

All pupils in years 7-13 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.

Appendix 3 shows the way in which education and training providers should get in touch with the school in order to gain access to pupils and/or parents to inform them about further opportunities

The school will then work with providers in order to identify the most effective opportunity for them to share information about education and training opportunities

7. Monitoring, Evaluation and Review

The Headteacher will ensure that:

- the work of the Careers Advisor and CEIAG events are supported and monitored
- a member of the Senior Leadership Team has an overview of CEIAG work and reports regularly back to the team

The effectiveness of this policy will be measured in a variety of ways:

- Feedback from stakeholders through mechanisms such as Student Voice and student and parent surveys;
- Feedback from external visitors to the school through Trust Reviews or Ofsted;
- the number of students who are NEET in October having left the school in the previous summer. This figure can be compared to national figures as well as against the equivalent figure from similar schools both nationally and within the county.

The governors of Desborough College will review this policy annually.

<p>1. A stable careers programme</p>	<p>Every school and college should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers.</p>	<ul style="list-style-type: none"> ○ Every school should have a stable, structured careers programme that has the explicit backing of the senior management team, and has an identified and appropriately trained person responsible for it. ○ The careers programme should be published on the school’s website in a way that enables pupils, parents, teachers and employers to access and understand it. ○ The programme should be regularly evaluated with feedback from pupils, parents, teachers and employers as part of the evaluation process.
<p>2.Learning from career and labour market information</p>	<p>Every student, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.</p>	<ul style="list-style-type: none"> ○ By the age of 14, all pupils should have accessed and used information about career paths and the labour market to inform their own decisions on study options. ○ Parents should be encouraged to access and use information about labour markets and future study options to inform their support to their children.
<p>3.Addressing the needs of each student</p>	<p>Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. A school’s careers programme should embed equality and diversity considerations throughout.</p>	<ul style="list-style-type: none"> ○ A school’s careers programme should actively seek to challenge stereotypical thinking and raise aspirations. ○ Schools should keep systematic records of the individual advice given to each pupil, and subsequent agreed decisions.

		<ul style="list-style-type: none"> ○ All pupils should have access to these records to support their career development. ○ Schools should collect and maintain accurate data for each pupil on their education, training or employment destinations.
4. Linking curriculum learning to careers	All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.	<ul style="list-style-type: none"> ○ By the age of 14, every pupil should have had the opportunity to learn how the different STEM subjects help people to gain entry to, and be more effective workers within, a wide range of careers.
5. Encounters with employers and employees	Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.	<ul style="list-style-type: none"> ○ Every year, from the age of 11, pupils should participate in at least one meaningful encounter* with an employer. <p>*A 'meaningful encounter' is one in which the student has an opportunity to learn about what work is like or what it takes to be successful in the workplace.</p>
6. Experiences of workplaces	Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.	<ul style="list-style-type: none"> ○ By the age of 16, every pupil should have had at least one experience of a workplace, additional to any part-time jobs they may have. ○ By the age of 18, every pupil should have had one further such experience, additional to any part-time jobs they may have.
7. Encounters with further and higher education	All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.	<ul style="list-style-type: none"> ○ By the age of 16, every pupil should have had a meaningful encounter* with providers of the full range of learning opportunities, including Sixth Forms, colleges, universities and apprenticeship

		<p>providers. This should include the opportunity to meet both staff and pupils.</p> <ul style="list-style-type: none"> ○ By the age of 18, all pupils who are considering applying for university should have had at least two visits to universities to meet staff and pupils. <p>*A 'meaningful encounter' is one in which the student has an opportunity to explore what it is like to learn in that environment.</p>
<p>8. Personal guidance</p>	<p>Every student should have opportunities for guidance interviews with a career adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made.</p>	<ul style="list-style-type: none"> ○ Every pupil should have at least one such interview by the age of 16, and the opportunity for a further interview by the age of 18.

Introduction

This document 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 7-13 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.

Management of provider access requests**Procedure**

A provider wishing to request access should contact Rachel Ellis.

Telephone: 01628 634505 (ext 590)

Email: rachelellis@desborough-college.net

Opportunities for access

The school offers a comprehensive Careers Education, Information, Advice and Guidance programme and an overview of this programme can be on the school website.

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

The school will make a suitable space available for discussions between the provider and students, as appropriate to the activity. The school will also make available ICT 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 delegated staff member.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Leader so that they can be displayed in the Careers Section of the school library.

Year Group	Activity	Benchmark(s)	Evaluation/ Measure of Success
7	Careers lessons in PSHE	1,4	Student/staff voice in QA process
	Careers module in form time	1,4	Student/staff voice in QA process FSQ questionnaire
	Futures Day participation	1,3,5,7	Follow-up conversations in form time
	National Careers week activities in form time	1,2,4,5	
	Introduction to Unifrog & personality profiles	1,3	
	Meaningful encounter with employer - HealthReach outreach on drop down day	1,5, PAL	Microsoft Form for employer & students

Year Group	Activity	Benchmark(s)	Evaluation/ Measure of Success
8	Careers lessons in PSHE	1,4	Student/staff voice in QA process
	Careers module in form time	1,4	Student/staff voice in QA process FSQ questionnaire
	Futures Day participation	1,3,5,7	Follow-up conversations in form time
	Meaningful encounter with employer & provider – Careers carousel	1,5,7, PAL	Microsoft Form for employer & students
	National Careers week activities in form time	1,2,4,5	
	Introduction to Unifrog careers library and subjects library	1,2,3	

Year Group	Activity	Benchmark(s)	Evaluation/ Measure of Success
9	Careers lessons in PSHE	1,4	Student/staff voice in QA process
	Careers module in form time	1,4	Student/staff voice in QA process FSQ questionnaire
	Futures Day participation	1,3,5,7	Follow-up conversations in form time
	National Careers week activities in form time	1,2,4,5	
	Meaningful encounter with an employer/provider – Army Elite Skills	1,5,7	Microsoft Form for employer & students
	Meaningful encounter with a provider – Reading Colleges Assembly	1,7, PAL	Microsoft Form for provider & students

Year Group	Activity	Benchmark(s)	Evaluation/ Measure of Success
10	Meaningful encounter with a provider – Reading Colleges Assembly	1,7, PAL	Microsoft Form for provider & students
	Personal Guidance – Future Smart Careers	1, 8	
	Futures Day participation	1,3,5,7	Follow-up conversations in form time
	National Careers week activities in form time	1,2,4,5	
	Careers lessons in PSHE	1,4	Student/staff voice in QA process
	Careers module in form time	1,4	Student/staff voice in QA process FSQ questionnaire

	Desborough Futures Questionnaire – first thoughts on intentions	1,3	
	WEX	1.6	

Year Group	Activity	Benchmark(s)	Evaluation/ Measure of Success
11	National Careers week activities in form time	1,2,4,5	
	Careers lessons in PSHE	1,4	Student/staff voice in QA process
	Careers module in form time	1,4	Student/staff voice in QA process FSQ questionnaire
	Futures Day participation	1,3,5,7, PAL	Follow-up conversations in form time
	Apprenticeships Week assembly	1,2,3	

Year Group	Activity	Benchmark(s)	Evaluation/ Measure of Success
12	Personal guidance – Future Smart Careers	1,8	
	(Self-arranged) University visits	1,3, 7	
	Careers lessons in PSHE/Form time	1,2,4,5	Student/staff voice in QA process
	WEX	1,6	
	UCAS Discovery expo	1,7, PAL	Follow-up conversations in form time
	Futures Day participation	1,3,5,7	Follow-up conversations in form time

Year Group	Activity	Benchmark(s)	Evaluation/ Measure of Success
13	Personal guidance	1,8	
	Careers lessons in PSHE/Form time	1,4	Microsoft Form on completion
	UCAS support	1,3	Destinations data
	Futures Day participation	1,3,5,7, PAL	Follow-up conversations in form time
	Optional attendance at UCAS Discovery Expo	1,7	