

CAREERS EDUCATION AND GUIDANCE POLICY FOR A SECONDARY SCHOOL

Introduction

St Bernard's Catholic Grammar School is committed to offering our students high quality career learning opportunities. These are provided through a programme of internal careers education and externally provided careers information, advice and guidance (IAG).

Objectives and Targets

- Our internal programme of careers education at St Bernard's Catholic Grammar School is contained within the PSHE curriculum through which we seek to help students in Years 7–11 to prepare themselves for their post-16 choices. This programme is co-ordinated by our Heads of Year, under the guidance of the Senior Teacher with responsibility for Careers Education. Our Heads of Year provide support to other members of staff (tutors) who deliver the various modules.
- In accordance with legal requirements, impartial external careers guidance is provided to all students in Years 8–13. We also provide ample opportunity for our post-16 students to access information and advice on their further and higher education, training and career options at 18+. Information, advice and guidance are provided from a range of impartial sources to ensure that students receive an inspirational and aspirational view of the opportunities available to them. This is achieved by making use of:
 - Support from Tutors, Head of Sixth Form and dedicated Sixth Form University Course Advisers. (Employed by school)
 - Speakers from the world of work.
 - Speakers from Universities and those following Apprenticeships.
 - Workplace visits and work experience placements. (Arranged by students in school holidays)
 - Access to open days at FE and HE institutions.
 - Access to creative on-line resources and labour market intelligence.
 - Help with basic career management skills e.g. CV building and writing, job searches and practise interviews. (Arranged by students with their teachers)

Action Plan

A member of staff co-ordinates the internal careers programme, which is supported by a well-resourced up-to-date careers library. The library contains a wide range of prospectuses for further and higher education as well as information on a large number of careers and training paths.

Key Stage 3

From the outset of Year 8, students are introduced to the careers library and encouraged to make use of its facilities which include access to careers computer software. Over the course of the key stage, they have a number of sessions with our

external providers. They embark on their progression through a five year programme which has the following main learning aspects:

- Self-awareness, self-determination and self-improvement as a learner.
- Exploring careers and career development.
- Investigating work and working life.
- Understanding business and industry.
- Valuing equality, diversity and inclusion.
- Showing initiative and enterprise.
- Preparing for employability.
- Developing personal financial awareness and capability.
- Learning about employment law, including health and safety.

In Year 9, all students take part in mini enterprise activities. They also are given help and advice with their GCSE and other choices by independent external providers.

Key Stage 4

Students continue to work through the learning aspects at a more sophisticated and detailed level. They are encouraged to make regular use of the careers library. The full range of post-16 possibilities are explored. Talks by employers are included as well as one-to-one career interviews for those students who want them. Parents are encouraged to be involved in and supportive of these activities. Special attention is given to the needs of students with difficult personal circumstances and with SEN.

All Year 10 students take part in an off-timetable industry and commerce day. (Amazing Events) When the GCSE results come through after the end of Year 11, staff are on hand to give additional guidance if needed.

All Year 11 students take part in a one day 'Interview Day' in which they are given a mock interview by industry professionals.

Post-16

The post-16 careers provision is part of our Sixth Form enrichment programme. Students are encouraged to reflect on their own personal development. They are kept aware of changing career processes and opportunities, as well as being encouraged to carry out their own research and to develop their personal network of support. Visits to higher education and other institutions are arranged. The best possible up-to-date impartial advice is available.

Students are offered the opportunity to take part in the local young enterprise scheme.

Monitoring and Evaluation

Our internal careers education is monitored and evaluated annually through self-evaluation processes undertaken by the Senior Teacher with responsibility for Careers Education. External careers guidance is also evaluated annually through

discussion with key staff and appropriate observation of provision by the Senior Teacher with responsibility for Careers Education.

We also make use of and contribute to the DFE Destination Measures data which helps us to assess our success in supporting our students to take up education and training opportunities when they leave the school.

Agreed by Leadership Committee 16th May 2018

Next Review: Spring 2020

