



Careers Education, Information, Advice and Guidance (CEIAG) Ermysted's Grammar School

This policy was updated by Pippa Davies July 2021. To be reviewed and updated July 2022.

Rationale

The Ermysted's Grammar School (EGS) 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 110 pupils (approximately 90% of the cohort) stay on from Year 11 into the Sixth Form. They are joined by approximately 30 pupils from other centres at the start of Year 12; of these circa 90% 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.

EGS 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

In July 2018 EGS obtained a 'Careers Quality Award' with Prospects, which is valid for three years.

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 14+, 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 taught PSHCE programme in Years 7 through to Year 13, which is predominantly form tutor led. Careers is also explicitly taught through the enrichment programme. 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.

At Key Stage 3, this includes careers library research, aiming to raise pupil aspirations, exploring stereotypes in the workplace, researching the history of the workplace, and developing personal, social and employability skills. Assemblies and a parent and pupil information evening on choosing options are also provided. In enrichment week, Year 8 and 9 pupils have a half day enterprise experience from an external provider.

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, presentations and interviews. This includes a mock interview with an employer; a week's work experience at a self-arranged placement, supported by a parent information evening; assemblies on apprenticeships and A-level options and an A-level options evening for parents and pupils. Individual interviews are held with an independent careers practitioner, who also provides guidance on apprenticeships. Every pupil in Year 11 meets with a member of the SLT to discuss their A-level options.

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. There is also a UCAS evening event and a Student Parents' Roadshow held for parents and pupils. In addition, Year 12 has a week of work experience; pupils are involved in voluntary community and charity work; and there is a drop down RS day which includes visits from external speakers. Individual careers interviews are held with an independent, Level 6 qualified careers practitioner.

Several special events are held, for example the biennial careers fair evening, a joint venture with Skipton Girls' High School involving University, apprenticeship and careers representatives, to which Year 9 through to Year 13 pupils and parents are invited. School has also created a directory of careers on Sharepoint for pupils and parents to access. These include recorded presentations by employers and information about career pathways collated from providers.

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 exploited to support the curriculum through KS3 to 5.

Careers team

Pippa Davies (DHT): SLT lead and strategic lead for careers

Nina Rose: Careers Co-ordinator and KS4 Pastoral Assistant Lead

Peter Soroczan: Independent Careers Advisor

Adam Jackson: Deputy Head Pastoral including Sixth form

Tom Hodgson and George Barrett: Assistant Heads of Sixth form

Sean Flanagan: Link Governor

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 during Year 10. 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. 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, the Old Boys Association, 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 biennial 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. School also works closely with North Yorkshire Business and Education Partnership (NYBEP)

Policy statement for provider access

A provider wishing to request access should contact **Nina Rose** (Careers Coordinator), via **01756 792186** or **admin@ermysteds.uk** Please see [Appendix B Provider Access Statement](#) for further details.

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.

Appendix B: Provider Access Policy Statement

This policy statement sets out the School's arrangements for managing the access of providers to the pupils at the school for the purpose of giving them information about the provider's education, training offer, or skill set and pathway needed for access to the career or education sector that the provider represents. This complies with the school's legal obligations under section 42B of the Education Act 1997.

Pupil entitlement (see Careers Policy: Appendix A)

All pupils in Years 8-13 are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities, as part of a careers programme that provides information on the full range of education and training options available at each transition point.
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships through options events, assemblies, group discussions and taster events.
- 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: Nina Rose (Careers Co-ordinator) via **01756 792186** or admin@ermysteds.uk or Pippa Davies (Careers Leader)

Opportunities for access

We welcome input into our careers provision from employers, employees, Universities, Apprenticeship and Further education providers. Our connections include former pupils, parents and local employers and providers and we are keen to widen this participation.

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers. These include a biennial Careers Fair in October; mock interviews for Year 10 in January; enrichment weeks in July when pupils in KS3 and 4 receive enterprise and career focused workshops; a week's work experience for Year 10 in May and Year 12 in July; assemblies on apprenticeships; A-level options and careers; and at Key Stage 5, a series of careers lectures are delivered from universities and employers. There is also a UCAS evening event and a Student Parents' Roadshow held for parents and pupils; and a drop down Year 12 RS day which includes visits from external speakers.

Outside agencies are also invited to support the curriculum in all subject areas. Some examples are performance poets and authors; visits from the Environment Agency and fieldwork connected to the environment; Economics hosts a Bank of England visiting speaker; and company employees have delivered talks to Computing students. Please see table on the next page.

	Autumn Term	Spring Term	Summer Term
Year 7	Explore different types of careers throughout PSHCE sessions.	Life skills – assembly and tutor group opportunities including research into the Labour market historically, currently and in the future.	Life skills – assembly and tutor group opportunities. A key topic is career stereotypes.
Years 8 & 9	Life skills – assembly and tutor group opportunities	KS4 options event January Workshops by external provider on water and impact on the physical environment to Year 9.	Geography fieldwork.
Year 10	Assemblies on CVs, letter writing, interview skills, applying for work experience.	Life Skills – work experience preparation sessions. Mock interviews (January)	Life skills – assembly and tutor group opportunities Work Experience.
Year 11	Life Skills – assembly on opportunities at 16.	Post 16 evening and interviews.	
Year 12	Biennial Careers Fair (next one Oct 2022) for years 7-13. In addition there is a regularly updated directory on Sharepoint with recorded presentations and information on career pathways contributed by employers. A lecture programme runs throughout the year for Y12 and Y13 covering a range of professions and education providers. Topics also include managing personal finance. A range of external speakers contribute to this programme.	Life Skills – work experience preparation sessions. Oxbridge outreach programmes and mock interviews. Gap Year activities, such as volunteering, and working abroad are presented. Meetings with careers professionals including medics.	Small group sessions: future education, training and employment options. Work experience. Visiting speaker on UCAS.
Year 13	Workshops – HE including UCAS and higher apprenticeship applications.	Meetings with careers professionals.	Confirmation of post 18 education destinations for all pupils.

Please contact our Careers Coordinator, Nina Rose, or our Careers Leader, Pippa Davies DHT, to identify the most suitable opportunity for you.

Premises and facilities

Rooms and presentation resources will be made available for discussions between the provider and pupils, as appropriate to the activity. This will be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant literature in the library to be made available in the careers resource section, which is managed by the School Librarian. This resource is available to pupils before, during and after school.