



## **Careers Education – Information, Advice and Guidance**

Reviewed 01.9.23

### **Careers Policy**

Impartial and independent Careers Education, Information, Advice and Guidance (CEIAG) is available to all students from Years 7-13, in compliance with The Education (Careers Guidance in Schools) Act 2022. Students are made aware of and can access the full range of education, training and employment opportunities available to them. The Careers Programme is designed to individually inspire and motivate students to fulfil their potential. The programme raises aspirations, challenges stereotypes and promotes equality and diversity. Careers Education is delivered via links to the curriculum, through the PHSE programme and also in 1-1 sessions.

### **Aims**

The aims of the CEIAG programme are:

- To enable students to develop knowledge and understanding of education, training and employment through investigating opportunities available to them at a local, national and international level. This includes technical education qualifications and apprenticeship opportunities.
- To support students in making applications to appropriate and often highly competitive education, training and employment opportunities.
- To help students develop an understanding of their own potential, personal qualities, attributes and values.
- To help facilitate opportunities to develop employment and enterprise skills.

Information, advice and guidance comes from a variety of sources at King Edward VI School. The CEIAG programme is delivered by the Careers and PSHE team as well as by tutors, external speakers, employers and K.E.S. alumni. Up to date careers specific resources are available to all students in the careers library. The range of digital resources includes Unifrog, Microsoft Teams and the Careers Twitter feed - @kes\_careers. Relationships with employers provide independent information to students about the range of roles and opportunities available. The CEIAG Programme is at Appendix A.

## **Careers Leader**

Mrs Fiona Roberts  
Careers Coordinator

If you wish to access information about the careers programme, please contact Mrs Fiona Roberts [fjr@kes.net](mailto:fjr@kes.net). Telephone: 01789 869124. The policy statement on Provider Access is at Appendix B.

The school careers programme aims to meet the expectations of the Gatsby Benchmarks of Good Career Guidance:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
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

The impact of the programme is measured in a number of ways, for example by: examination results and destinations of school leavers at 16+ and 18+ and university and apprenticeships offers. Further external assessment of the careers programme is provided by termly completion of the Compass+ benchmarking tool.

## **Review**

This guidance shall be reviewed annually. The next review will be in September 2024.

# Appendix A - CEIAG Programme

All students are encouraged to develop their employability and enterprise skills throughout their school life through timetabled PSHE lessons, curriculum related careers information, 1-1 careers guidance and extra-curricular activities. The Careers programme is differentiated and personalised to ensure progression and is appropriate to the students' stages of career learning, planning and development.

Lower and Middle school students are encouraged to participate in a wide range of extra-curricular activities and their involvement is monitored as part of the King Edward VI Award.

## **Lower School**

### Year 7

CEIAG is delivered through the weekly PSHE and tutorial programme.

Topics covered include:

- The world of work – including developing a product. (Gatsby Benchmark 1, 2,4)
- Achievements – reviewing individual's progress. (Gatsby Benchmark 3)

Additionally:

- The Real Game Careers Programme – develops the students' skills and understanding of the connection between school studies and adult life beyond school. (Gatsby Benchmark 2,4)
- Duty Boy Work Experience – gain an insight into the role of Student Services, and develop experience of a workplace. (Gatsby Benchmark 6)
- Weekly 'Drop-in' Careers Clinic – Tuesday 1.45pm - 2.15pm (Gatsby Benchmark 8)

### Year 8

- GCSE Options Evening – exploring the full range of 16+ Further Education and Apprenticeship options. (Gatsby Benchmark 7)
- Employer Talks – external speakers and apprenticeship providers offer an insight into career opportunities and the skills required. (Gatsby Benchmark 5)
- Weekly 'Drop-in' Careers Clinic – Tuesday 1.45pm - 2.15pm (Gatsby Benchmark 8)

## **Middle School**

Building on activities from Years 7 and 8, students are encouraged to create opportunities to volunteer within or outside the school environment.

## Year 9

- STEM Day – skills utilised in Science, Technology, Engineering and Maths careers. (Gatsby Benchmark 2,4)
- Study Skills Day – strategies to support GCSE studying. (Gatsby Benchmark 7)
- The Big Bang Fair – Careers information from Science, Technology, Engineering and Maths professionals and Apprenticeship providers. (Gatsby Benchmark 2,4,5,7)
- Weekly 'Drop-in' Careers Clinic – Thursday 1.45pm – 2.15pm (Gatsby Benchmark 8)

## Year 10

- Work Experience programme, including a 3-day work experience placement. (Gatsby Benchmark 2,5,6)
- All students will utilise Unifrog and individual career assessments to explore Post 16 options. (Gatsby Benchmark 2,3,4,8)
- Post 16 Careers Options – information sessions presented by employers, apprenticeships and entrepreneurs. (Gatsby Benchmark 2,3,5,7)
- University Taster Days – introduction to university life, including a university visit. (Gatsby Benchmark 7)
- Weekly 'Drop-in' Careers Clinic – Thursday 1.45pm – 2.15pm (Gatsby Benchmark 8)

## Year 11

- All students receive a personal independent career guidance review session for post-16 options. Students are made aware of options available to them to continue in education or training until at least their 18<sup>th</sup> birthday. (Gatsby Benchmark 3, 4, 8) These can include:
  - Full time study in a school, college or training provider;
  - An apprenticeship, traineeship or supported internship;
  - Full time work or volunteering (20 hours or more) combined with part time accredited study
- GCSE Study Skills Seminar – review revision techniques. (Gatsby Benchmark 3, 4, 8)
- External Speakers – Personal Development e.g. National Citizen Service and Apprenticeship providers. (Gatsby Benchmark 5,7)
- Careers support on GCSE Results Day. (Gatsby Benchmark 3,4,8)
- University Talk – information session on University options. (Gatsby Benchmark 3,4,7,8)
- Sixth Form Open Evening – presentation of A Level subjects and Sixth Form expectations. (Gatsby Benchmark 2,3,4,8)
- Weekly 'Drop-in' Careers Clinic – Thursday 1.45pm – 2.15pm (Gatsby Benchmark 8)

## **Sixth Form**

Objective and impartial advice and guidance in the Sixth Form is essential for students to be aware of, and successfully apply for, the increasing range of opportunities available to them post-18. All students are welcome to drop into the Careers Office or can arrange individual appointments.

All Sixth Form students are strongly encouraged through the enrichment programme to develop their employability and enterprise skills. The Young Leaders in Service programme requires all students to complete at least 50 hours of volunteering. In addition, there are further opportunities through industry specific activities, for example: Engineering Education Scheme, Bar Mock Trial, Young Enterprise, BASE competition, E-Sports, and Robotics Club. There are also more general opportunities to develop teamwork, leadership and public speaking skills, for example: LAMDA, Sports Leaders Award, Duke of Edinburgh, and NCS. There are also opportunities for students to become involved in the local business environment either through one-off projects (e.g. Shakespeare Birthplace Trust), internships or through attending business events.

There are a myriad of career, higher education and apprenticeship opportunities on offer from external providers for sixth form students. These are advertised via Microsoft Teams (Careers), Careers Twitter account @kes\_careers and displayed in the Careers Office. These include higher education taster sessions or residential courses, employer insight days, work experience opportunities, apprenticeship or school leaver schemes, mentoring sessions, talks etc.

Students have access to on-line resources to support Post-18 decision making, including Unifrog. Students are also made aware of the opportunities to participate in MOOC courses, to enable them to explore options and subjects outside of the curriculum.

### Year 12 (Gatsby Benchmark 1,2,3,4,5,6,7 and 8)

In Year 12 all students participate in fortnightly, timetabled careers sessions. During these sessions students receive IAG on all post-18 options (school leaver schemes, higher and degree apprenticeships, sponsored degrees, gap years and employment) in addition to university and course choices and student finance.

Sessions also focus on identifying the skills required in employment and higher education and the application procedures for the full range of academic and technical courses. All students are given the opportunity to complete the psychometric career matching tests available on Unifrog or startprofile.com.

Groups of students interested in particular professions are invited to participate in talks given by employers, apprenticeship providers and alumni, usually run in an informal seminar format at lunchtimes.

In order to facilitate the higher education application process parents and students are invited to attend a Post 18 Options evening in January. This is an opportunity to disseminate information regarding the UCAS procedure, apprenticeships and student finance. Presentations on how best to prepare for making a competitive application and the Oxbridge application process are delivered by specialists. This is supplemented by advice given in the fortnightly career lessons and information sessions in the summer term. Additional Oxbridge specific advice and preparation is offered by the Oxbridge Coordinator to students who are considering applications to these institutions.

Specialist advice and assistance is also offered to those students who wish to make applications to higher education institutions outside the United Kingdom. This may include in School presentations by individual institutions and external information providers.

Vocation specific IAG is provided for those students intending to apply to medicine, dentistry and veterinary courses in the form of fortnightly sessions offering UCAT and BMAT preparation, discussion of current issues, advice on work experience, volunteering requirements and interview practice.

The end of Year 12 is a particularly pertinent time for students to think about taking part in relevant work experience and indeed may be an essential requirement for those applying for vocational degree courses. All students are encouraged to look for placements and help and advice is available in order to facilitate this.

### Year 13 (Gatsby Benchmark 1,2,3,4,5,6,7 and 8)

In Year 13 the CEIAG focus shifts from exploration to applications. Individual help is offered to all those making applications whether this is advice on personal statement writing or assistance with job application forms and preparation for testing. Members of academic departments run subject specific sessions for tests required by particular universities and the Careers Coordinator can provide assistance with employer-based test practice. Oxbridge specific IAG is given by the Oxbridge Coordinator.

During the autumn term Year 13 students are given interview practice. Additional interviews are organised wherever possible for those students requiring subject specific or employer specific practice.

IAG continues throughout the Lent and summer terms with presentations on student finance, accepting and declining UCAS choices, apprenticeship preparations, decision making and preparation for results day and beyond.

Individual support is available for students on A-Level results day.

# **Appendix B – Policy Statement on Provider Access**

## **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 apprenticeships, T Levels and other approved technical education qualifications, 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 carer routes these 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.

## **Management of provider access requests**

### **Procedure**

A provider wishing to request access should contact Fiona Roberts, Careers Coordinator.

Telephone: 01789 869124; Email: [fjr@kes.net](mailto:fjr@kes.net)

### **Opportunities for access**

The school offers the six provider encounters required by law 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/carers.

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