CAREERS EDUCATION, INFORMATION AND GUIDANCE POLICY AND PROCEDURES
incorporating Work-Related Learning

This is one of the policies concerned with the curriculum. It should be read in conjunction with the Curriculum policy and the Equal Opportunities policy.

STATEMENT OF POLICY

Leicester Grammar School is an Independent School which teaches in accordance with the principles and traditions of the Church of England and as such seeks to promote the education of the whole person, both physical and spiritual.

The programme of careers education and guidance aims to provide an environment and a catalyst whereby students/clients can discuss, evolve and make choices and decisions concerning their own future well-being, both physical and spiritual, including their preparation for the national labour market. We seek to enable students to recognise their talents; have aspirations; identify pathways and opportunities open to them, so that they are well prepared for the changing nature of life and work and are proactive and enterprising.

Our programme is designed to meet the criteria necessary to maintain the national Quality in Careers Standard.

RESPONSIBILITY

The education and guidance programme will be delivered in two ways:

i) through the pastoral programme
ii) through co-curricular interventions

The responsibility for this Careers Education and Guidance Policy is with the Headmaster and the School Leadership Team.

The implementation of this policy is primarily the responsibility of the Careers Leader, working in conjunction with the Deputy Head (Pastoral) and the Heads of Sixth Form, Year Heads and the Head of Life Education.

PROCEDURES

The following requirements apply:

The Careers Service will consist of the Careers Leader, supported by staff with appropriate expertise and external advisers and agencies.
The Careers Leader will hold a Diploma in Careers Guidance or equivalent QCF level 6 qualification and be a Member of the Career Development Institute.

The Careers Leader will support the delivery of the Life Education Programme by providing a framework of lessons for each year group.

The Careers Leader will negotiate for a core provision of independent and impartial careers guidance from external providers who will hold or be working towards the Matrix Award and with careers advisers qualified to equivalent QCF level 6 qualification or equivalent. The Careers Leader will also negotiate for the enhanced provision beyond the core provision of careers guidance support from external providers, who will hold a QCG or equivalent and preferably will be members of the Career Development Institute.

The Careers Leader will be responsible for drawing up a budget for the Career Development Department. This will include the Careers Library. This will be agreed annually between Careers Leader and the Director of Finance and Operations.

The Careers Leader will draw up a plan to develop careers education and guidance within the school, using quality assurance tools to ensure relevance.

In both the pastoral programme and through co-curricular interventions, the following objectives will be sought to be achieved with regard to the pupils:

- the development of self-awareness and self-development
- the development of decision making and action planning
- the development of career and work exploration
- the development of transition, career management and employability skills

The normal client base will be that of those connected with Leicester Grammar School, but the Careers Leader may at the Headmaster's discretion deal with external clients as appropriate.

The equal opportunities outlined in the full school policy on equal opportunities are recognised as an essential feature of the service.

Impartial advice will be tendered by the internal service.

Although the service is school-centred, it recognises the importance of the individual.

The guidance is student focussed, whilst recognising the role of parents/guardians.

The Careers Leader will seek to promote the profile of the School and its Careers Service, both locally and nationally, by the development of initiatives either independently or in partnership with other organisations or institutions.

EVALUATION

The Careers Leader is responsible for an annual evaluation of the implementation of policy and should request the Headmaster and Senior Leadership Team to consider amending policy if deemed necessary.

The Headmaster and Senior Leadership Team should at appropriate times undertake a review of the policy in the light of the demands of circumstance, both internal and external.

CAREERS EDUCATION WITHIN THE PASTORAL PROGRAMME

Careers Education within the Life Education Programme will be developed and monitored by the Deputy Head (Pastoral), Careers Leader and the Head of Life Education.
The Head of Sixth Form, and other Heads of Year will ensure that Form Tutors implement careers education in tutor time, as outlined in the pastoral programme, from time to time as appropriate.

The Careers Education programme will be developed in line with national frameworks and good practice guidelines as appropriate and integrated into the wider Life Education programme.

INFORMATION POLICY

Responsibility

The Careers Leader has overall responsibility for the development and expansion of the information network. The Careers Leader will ensure that information is made available to enable the four main objectives to be achieved, as outlined above in the section 'Procedures'.

The information will be made available through:
- The Careers Leader's management of the careers service
- The Careers Leader's networking
- The School's negotiated relationship with other careers education and guidance providers
- Meetings and conventions called for this purpose

Day to day management of the Careers Library falls to the two fully qualified school librarians in consultation with the Careers Leader, the Head of Life Education and Deputy Head (Pastoral).

The Careers Leader will also liaise with the Deputy Head (Academic) over staff training needs.

Procedures

The Careers Library will:
- Be at the centre of a widening network of information points
- Provide a full and up-to-date range of information, enabling students to make informed choices and decisions
- Be accessible to all
- Enable students to make independent use of the resources, as well as to benefit from group guidance

The Careers Library will use the CRCI method of managing information with the information split into two sections: General Information and Occupational Area Information.

All of the Careers Library stock will be catalogued onto the main library system, so annual resource purchases can be found on this. Other resources will be ordered when needed.

All information will be up-to-date and as such will be dated, filed and anything over two years old will be discarded if not still current.

The library online catalogue will provide a search facility so that materials can be found not only from within the library but from any computer that is attached to the network.

The Careers Leader will ensure that pupils are aware of appropriate software and websites relating to careers.

Information in relation other policies
This policy should be read in conjunction with the Entitlement Statement.

Budget
The budget for the Careers Library will be agreed annually between the Careers Leader and the Director of Finance and Operations as part of the wider careers budget.

Resource awareness/promotion
Introduction to the careers information will begin in Year 7 when students will be introduced to the information held in the Careers Library as part of their wider library induction. In subsequent years students will be introduced to a range of information and resources, including websites and on-line software.

Careers events will be published in the termly diaries enabling parents to be fully informed of activities and events.
Information will also be available and updated on the Careers section of the LGS website, as well as via the Careers@LGS termly newsletter.

Evaluation
The plan drawn up to develop CEIAG will make reference to the Careers Library and its continuing development where relevant.

Evaluation of the impact of Careers Library provision takes place between the Careers Leader and the librarians. Evaluation will include feedback from students.

Careers Guidance Work and Interviews

These will be made available to pupils through the standard procedure of booking appointments with the Career Development Department via the Careers Leader.

All pupils from Year 7 will have the opportunity to draw up basic careers Action Plans, either with their tutors utilising the student planner, or through the guidance process with a member of the LGS Career Development Department or other service or organisation.

All students in Trinity term of Year 10 or Advent term of Year 11 will undertake psychometric testing and receive detailed one-to-one feedback and careers guidance from a commissioned external IAG provider who meets the requirement of the Matrix Standard.

Sixth Formers will have access to individual support through both individual and commissioned services.

The School will commission independent IAG Careers Advisers to offer access to drop in support for any student.

Provision will be made for pupils with SEND or EHCP requirements.

Work Related Learning

Responsibility
The Careers Leader will have overall responsibility for the Work-Related Learning programme.

Aims
To provide a coherent, balanced programme of work-related learning that dovetails with the rest of the careers education programme.

Objectives
To better prepare young people for the opportunities, responsibilities and experiences of life after school. Students to be involved through learning about work, for work and through work.

Activities on offer from Year 7 should fit into any national, non-statutory guidance or frameworks.

Entitlement
Year 7-13 will benefit from careers/work related learning elements within the Life Education taught programme, underpinned by the CDI key themes for Career Development as well as the Gatsby Benchmarks for careers learning

Year 9
- Students will be offered ad-hoc opportunities to take part in various careers talks; online and virtual work experience placements across a range of occupational areas

Year 10
- Students will have an entitlement to a period of two days of Work Related Learning, including a 'Speed Networking' style industry event; talks from local Post 16 providers including T Levels, BTEC Diplomas and Apprenticeships and will undertake the Morrisby Aptitudes assessment
- Students will be offered ad-hoc opportunities to take part in various careers talks, as well as online and virtual work experience placements across a range of occupational areas

Year 11
- Students will have the opportunity to attend a 1-1 guidance meeting with an IAG Morrisby trained external careers adviser
- Students will be offered ad-hoc opportunities to take part in various careers talks; online and virtual work experience placements across a range of occupational areas

Lower Sixth
- Students will be given the opportunity to take part in a range of careers/work related experiences such as a 'Dragons Den' style enterprise event and talks from recent OLs
- Students will be given the opportunity to form a Young Enterprise company co-ordinated by the teacher connected with Young Enterprise
- Students will have talks from universities to prepare them for university and other Post 18 options, including Degree Apprenticeships during the UCAS Launch
- Students will be offered ad-hoc opportunities to take part in various careers talks; online and virtual work experience placements across a range of occupational areas
- Students will be given the opportunity to attend trips related to university, apprenticeships and the workd of work

Upper Sixth
- Students will have the opportunity to take part in a Mock Interview event with industry volunteers, parents and OLs
- Students will be offered ad-hoc opportunities to take part in various careers talks; online and virtual work experience placements across a range of occupational areas

Biennially, the School will host a Careers Fair giving all students in Year 9 to Upper Sixth the opportunity to gather information and discuss career options with representatives from industry, gap year providers, training providers, further education providers and universities.

Resourcing
The budget for the Work-Related Learning will be agreed annually between the Careers Leader and the Director of Finance and Operations as part of the wider careers budget.

Evaluation
WRL will be in a review process of planning, design and delivery to enable students to get the best possible use out of what is on offer to them. Students are encouraged to find work experience in their own time and with their own contacts, however Year 12 students can apply and compete for one of a number of placement opportunities through local employers that is launched annually to them, in a range of professions including Legal, Business, Medical, Civil Engineering, IT and Finance.

The WRL programme will be evaluated annually.

Applications Outside of School

Applications to post 16 providers
Whilst the Head of Year 11 is primarily responsible for the management of the applications, the Careers Leader will support the Head of Year 11 in the applications by students.

University applications
Whilst the Head of Sixth Form is primarily responsible for the management of the application procedure, the Careers Leader will work with them in the implementation of this process.

The Careers Leader will work with the Head of Sixth Form with regard to the provision of and delivery of guidance.

The Head of Sixth Form, with the Careers Leader will arrange support for students in preparing for interview, using resources both internal and external to the School.

Results Services in August
The Careers Leader will provide a Results Service for A-level to support them with Clearing or other requirements.

The Careers Leader will make provision for GCSE students to assist them in any decisions that have to be made on Results Day for GCSE.

Interviewing and application procedures
The Careers Leader will provide support to enable students to manage applications and develop interview skills as appropriate and relevant to the current labour market. This will include information on apprenticeships.

Learning Support

The Head of Learning Support within the School will liaise with the Careers Leader, making her aware of specific needs.

Special needs materials will be developed or purchased to fulfil the needs concerned.

An appropriate outside adviser may be invited to be present at any meeting concerned with EHCPs. The Careers Leader will endeavour to be present at Annual Reviews for students from Year 10 to Year 13 or provide a report regarding the student, if not able to attend.

Staff Development and Training

Staff inset and training courses should be provided in consultation with the Deputy Head (Academic).

Staff involved in careers education should be encouraged to take modules in appropriate qualifications to support their development in this field.

Members of staff appointed to the Careers Development Department will undertake either one of the two qualifications outlined above, ie. the Diploma in Careers Guidance, or the Qualification in Careers Guidance.

Policy Evaluation

The policy will be reviewed as part of the School's cycle of policy reviews and when legislative or local changes to policy necessitate review.

The policy will be reviewed in preparation for revalidation of the national Quality in Careers Standard (every two years).

The policy review will be led by the Careers Leader in consultation with the Head of Sixth Form.