

# LEICESTER GRAMMAR SCHOOL TRUST

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### 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 with a Christian foundation and ethos, and as such seeks to promote the education of the whole person, mental, physical and spiritual.

The programme of careers education and guidance aims to provide an environment and a catalyst whereby pupils/clients can discuss, evolve and make choices and decisions concerning their own future well-being, including their preparation for the national and international world of work. We seek to enable pupils to recognise their talents, have aspirations, and to 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 Career Mark Quality award.

#### **RESPONSIBILITY**

The education and guidance programme will be delivered primarily 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 Adviser, working in conjunction with the Deputy Head (Pastoral) and the Head of Sixth Form, Year Heads and the Life Choices (PSHE) Coordinator.

#### **PROCEDURES**

The following requirements apply:

The Careers Service will consist of the Careers Adviser supported by staff with appropriate expertise and external advisers and agencies.

The Careers Adviser will hold a Diploma in Careers Guidance or equivalent QCF level 6 qualification and be a Member of CDI.

The Careers Adviser will support the delivery of the Life Choices programme.

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

The Careers Adviser will use quality assurance tools to develop careers education and guidance within the school and to verify with Senior Leadership that:

In both the pastoral programme and through co-curricular interventions, the following objectives are 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 consist of those connected with the Leicester Grammar School Trust, but the Careers Adviser may at the Headmaster's discretion deal with other 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 is tendered by the internal service.

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

The guidance is pupil-focussed, whilst recognising the role of the parents.

The programme seeks to promote the profile of the school and its Careers Service both locally and nationally through the development of initiatives either independently or in partnership with other organisations or institutions.

## **EVALUATION**

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

The Headmaster and School 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 Choices Programme will be monitored by the Deputy Head (Pastoral), Careers Adviser and the Life Choices Co-ordinator.

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 Choices programme.

## **INFORMATION POLICY**

### **Responsibility**

The Careers Adviser has overall responsibility for the development and expansion of the information network. The Careers Adviser 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 Adviser's management of the careers facility.
- The Careers Adviser'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 Adviser, the Head of Life Choices and Deputy Head (Pastoral).

The Careers Adviser 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 pupils to make independent use of the resources as well as 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 and filed; anything over two years old will be discarded if still not 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 Adviser will ensure that pupils are aware of appropriate software and websites relating to careers guidance.

#### **Information in relation other policies**

This policy should be read in conjunction with the statements of entitlement.

#### **Budget**

The budget for the careers library will be agreed annually between the Careers Adviser 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.

#### **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 Adviser and the librarians.

Evaluation will include feedback from pupils.

## **Careers Guidance Work and Interviews**

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

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 staff or other service or organisation.

All pupils in Year 11 will undertake psychometric testing and receive detailed one-to-one feedback and careers guidance from an adviser 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 from time to time 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 Adviser will have overall responsibility for the work-related learning programme.

### **Aims**

To provide a coherent balanced programme of work-related learning that ties in with the rest of the CEG programme.

### **Objectives**

To better prepare young people for the opportunities, responsibilities and experiences of life after school. Pupils 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 7-11 elements within the Life Choices taught programme

### **Year 10**

- Pupils will have an entitlement to a period equating to up to three days of events.

## **Year 11**

- Pupils will have the opportunity to attend a 'Developing Skills for the Workplace' event as part of the post GCSE provision or as part of induction to the Sixth-form.

## **Lower Sixth**

- Students will be given the opportunity to take part in Inspiring Futures careers experience courses and other taster courses.
- Students will be given the opportunity to form a Young Enterprise company coordinated by the teacher connected with Young Enterprise.

## **Upper Sixth**

- Students will have the opportunity to take part in a preparation for graduate employment as part of their Life Choices programme.
- Students are offered the opportunity to take part in the Year in Industry programme, giving them the chance to have a work placement in industry before going to university.

Biennially the school will host a Careers Convention giving all students in Years 9 to Upper Sixth the opportunity to gather information and discuss careers in industry/gap years/university choices.

## **Resourcing**

The budget for the work-related learning will be agreed annually between the Careers Adviser 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.

The WRL programme will be evaluated annually.

## **Applications outside school**

### **Applications to post 16 providers**

Whilst the Head of Year 11 is primarily responsible for the management of the applications, the Careers Adviser will support the Head of Year 11 in the applications by pupils.

### **University applications**

Whilst the Head of Sixth Form is primarily responsible for the management of the application procedure, the Careers Adviser will work with them in the implementation of this process, both within and outside the pastoral programme.

The Careers Adviser will be responsible for working with the Head of Sixth Form in the delivery of guidance.

The Head of Sixth Form will call together and chair a committee to discuss university and college issues, and their implications for individual pupils.

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

### **Results service in August**

The Careers Adviser will support the provision of a results service for A-level.

The Careers Adviser will support the provision for GCSE pupils to assist them in any decisions that have to be made on results day for GCSE.

### **Interviewing and application procedures for the national work place**

The Careers Adviser will provide support as appropriate. This will include information on apprenticeships.

### **Learning Support**

The Head of Learning Support within the School will liaise with the Careers Service in the school to make staff 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 offer support.

### **Staff Development and Training**

Staff inset and training courses should be provided for staff 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.

### **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 Career Mark revalidation (every two years).

The policy review will take place by the Careers Adviser in consultation with the Deputy Head (Pastoral).