

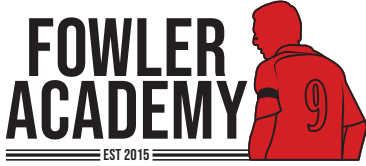
**RAINHILL  
HIGH SCHOOL**



**RainhillSixth**

# CAREERS GUIDANCE





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<b>STATUS</b>	<b>NON-STATUTORY</b>
<b>RESPONSIBLE COMMITTEE</b>	Local Governing Board
<b>APPROVAL DATE</b>	23/03/24
<b>RENEWAL DATE</b>	23/03/25



SCHOOLS IN PARTNERSHIP  
**STEPHENSON**  
MULTI ACADEMY TRUST

## CAREERS EDUCATION, INFORMATION, ADVICE & GUIDANCE POLICY

### Principles

Young people's careers are forged out of their experience, progress and achievements in learning and work. All young people will benefit from a planned curriculum or programme of activities to help them make curriculum choices that are right for them. Schools have a statutory duty to secure independent and impartial careers guidance for pupils in Years 7-13. Ensuring that the CEIAG and Employability programme follows local, regional and national frameworks for good practice and other relevant guidance, such as: Section 19 Education Act (2011), the Technical and Further Education Act (January 2017), Careers strategy: making the most of everyone's skills and talents (December 2017), Careers guidance and access for education and training providers: Statutory guidance for governing bodies, school leaders and school staff (January 2018); updated Statutory guidance (October 2018) as well as guidelines from Ofsted, the Career Development Institute and the Gatsby benchmarks for good career guidance.

The Gatsby Benchmark is a framework outlining the best careers provision in schools and colleges, the school's Careers Strategy is founded on these. As well providing a framework for a holistic careers programme across Years 7-13, these guidelines are also embedded within curriculum and enrichment activities.

Research tells us that careers education is fundamental to school improvement – pupils are motivated when they know what they want to achieve in their lives and how to go about it. The publication of Careers Guidance and Access for Education & Training Providers in January 2018 clearly states: "A successful careers guidance programme will also be reflected in higher numbers of pupils progressing to positive destinations such as apprenticeships, technical routes, sixth form colleges, FE colleges, university or employment."

The eight Gatsby Benchmarks are:

1. A stable careers programme	Every school and college should have an embedded programme of career education and guidance that is known and understood by pupils, parents, teachers and employers.
2. Learning from labour market information	Every pupil, and their parents, should have access to good-quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.
3. Addressing the needs of each pupil	Pupils have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each pupil. A school's careers programme should embed equality and diversity considerations throughout.
4. Linking curriculum learning	All teachers should link curriculum learning with careers.

to careers	For example, STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.
5. Encounters with employers and employees	Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes
6. Experiences of workplaces	Every pupil should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks
7. Encounters with further and higher education	All pupils should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace
8. Personal guidance	Every pupil should have opportunities for guidance interviews with a career's adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all pupils but should be timed to meet their individual needs

## **Objectives**

Rainhill High School, Rainhill 6th Form & FEFA are committed to providing careers education, information, advice and guidance (CEIAG), we believe that CEIAG should:

- Inspire young people about their future prospects
- Raise aspirations, level the playing field, broaden horizons and raise awareness opportunities available
- Enable students to make realistic and well-informed career decisions and transitions
- Equip students with the employability skills and study skills they need to succeed beyond school life
- Be relevant, timely and sufficient to meet students' needs and integrated into the overall curriculum.
- To understand the context of both the students and the local area in terms of career opportunities and ensure that guidance is appropriate to these contexts
- To provide CEIAG in partnership with students themselves, their parents / carers and our chosen professional and community partners.

## **Provision**

Rainhill High School, Rainhill 6th Form & FEFA are committed to providing a planned programme of CEIAG for all pupils and students in Years 7-13 in partnership with independent and impartial guidance services provided. There is comprehensive information available for both students and parents on the careers section of our school website.

Our whole school community is also committed to achieving a range of outcomes for young people including the careers and work-related learning outcomes identified in the Gatsby Benchmarks as well as practical outcomes such as positive destinations, successful transitions and on-going development of employability skills.

The School will work closely with external partners to ensure that specific groups of pupils get appropriate careers advice and guidance. This includes targeted work for SEND funded students at KS4 alongside the local authority. This process ensures that all future learning providers are equipped with the information they need to ensure that students receive appropriate levels of support in their new learning environment after leaving school.

We believe that skills for careers and employability should start in Year 7 and so we have introduced a Skills Builder programme through the Personal Development Tutorial slot each week. This framework covers eight key life skills (Listening, Speaking, Problem Solving, Creativity, Staying Positive, Aiming High, Leadership and Team Work) in a structured series of activities which builds up student's employability skills over time. This will roll through all year groups over the next five years.

We will also pay regard to relevant guidance on improving outcomes for young people that appears from DfE, Ofsted and other agencies as appropriate.

More information about the provision can be found in Appendix 1.

### **Leadership and management**

To ensure coherence and the quality delivery of CEIAG, leadership and management are secured through the careers coordinator who plans and co-ordinates the day-to-day delivery of the careers programme and works closely with the Head of Sixth Form and his staff team. This area is also supported by a named link Governor, Sophie Sudworth who is responsible for CEIAG.

### **Staffing**

All staff are expected to contribute to CEIAG delivery through their roles as tutors, subject teachers and support staff. Specialist careers education sessions are delivered by form tutors through the personal development and PSHE programme. The CEIAG programme is planned, monitored and evaluated by the career's coordinator in consultation with appropriate members of staff including staff across all three key stages.

### **Curriculum**

The careers programme for each year group is constructed around taught careers education, assemblies, events (such as the Careers Convention, Enterprise workshops and Apprenticeship Workshops), work-related learning, online and printed information, personal tutoring, group work and individual interviews.

Careers is embedded through the formal taught academic curriculum where appropriate. Each subject area includes links appropriate careers and life skills built into their schemes of learning and students are taught about opportunities for employment based on the skills they learn. Students are involved in the evaluation of activities; feedback is collated and fed in to the CEIAG development plan and the overall school development plan.

## **Partnerships**

Rainhill High School works with a range of partners to deliver the CEIAG programme. Careers connect advisors deliver an independent and impartial careers guidance service. We also work closely with the Chamber of Commerce, local universities and a range of employers who meet our students in different settings. All pupils in years 7-13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, 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.

Any provider wishing to request access should contact Peter Roberts (Assistant Head: Raising Aspirations). This complies with the school's legal obligations under Section 42B of the Education Act 1997.

## **Resources**

Funding is allocated in the annual budget planning. This is planned around the level of funding related to whole school priorities and particular needs in the CEIAG area. The Deputy Head – PD, Behaviour & Welfare is responsible for the effective deployment of resources.

## **Staff development**

Staff training needs are identified by making use of the training needs analysis for CEIAG. The CPD at Rainhill High School & FEFA endeavours to meet training needs within an agreed period of time.

## **MONITORING, REVIEW AND EVALUATION**

The annual CEIAG development plan It is reviewed termly by the career's coordinator and annually by the senior leadership team. Aspects of the programme are regularly evaluated by students.

The Careers Quality Standards and Gatsby Benchmarks for CEIAG will be used to identify desirable improvements.

## **KEY PERSONNEL:**

Lindsay Munro: Deputy Head -PDBW

Peter Roberts- Assistant Head- Raising Aspirations

Greg East - Head of Social Sciences Faculty [including responsibility for Careers Education]

Anthony Cunningham – Director of Sixth Form

Kara Banks- RH6 Progression Mentor

Catherine Jackson – Link Governor

Andy Allen - FEFA Careers Lead

## **Links with other policies**

The policy for CEIAG is related specifically to our policies for Curriculum, Assessment, Equality, Gifted and Talented, Disadvantaged Pupils and the SEND Policy.

# Appendix 1

From September 2020, students from Yr7 to 11 will complete a career's learning journey with the use of UNIFROG, PSHE sessions and our Careers Connect Adviser. The programme is in line with achieving all GATSBY benchmarks (with the exception this year benchmark 6 – work placements due to COVID restrictions).

**Job of the Month** – Each form group will discuss different jobs role from across all subject areas.

**Year 11** – Careers Connect advisor interviews being held every Monday.

**SEND and DIS Careers study group** – small group focus for identified students every Thursday in the library. Research and support with alternative carers paths. Trips to industry (pending COVID restrictions).

**Student voice is concluded via an online survey:**

After form time careers sessions

After Yr9 Careers day

After Yr10 MOCK interview day

**Careers Audit** completed July 2020 to assess how careers is signposted across all faculty subjects. Careers raised during Head of Faculty meetings. Audit to be completes July 2021.

## Year 7

- Assemblies from Career Connect and other external providers.
- Advice from teachers – subject and Key Stage career notice boards.
- Careers Corner (in the library) – Prospectuses and Future Careers

**UNIFROG careers guided sessions will run during form time which include:**

- *Introduction to UNIFROG*
- *What are skills?*
- *What is your dream job?*
- *A to Z of Universities*

**Skills Builder Partnership** session will also begin in Year 7 starting with a series of mini sessions with the form tutor. These include:

- Teamwork
- Staying Positive

## Year 8

- Assemblies from Career Connect and other external providers.
- Careers Connect –Drop-ins (lunchtime every Wednesday).
- Unifrog, Careers Connect Portal and other on-line websites.
- Advice from teachers – subject and Key Stage career notice boards.
- Careers Corner (in the library) – Prospectuses and Future Careers.

**UNIFROG careers guided sessions will run during form time which include:**

- *Identifying Interests*
- *University V Apprenticeships*
- *Skills for careers*

**Year 9**

Year 9 students will be involved with a range of Careers Education, Information, and Guidance (CEIAG) over the duration of your school year. To support GCSE option choices, Yr9 Careers Day (February) will give students the opportunity to meet over 50 employers, professionals and post16 providers.

Y9 Careers Day will involve a Careers Fair where you will engage various post16 providers and industries such as the Army, Barclays Bank, Myerscough College and many universities. Within the career's day will be a job interview carousel with employees from a wider selection of job roles such as Veterinary nurse, The Police and Scientists. During PSHE students will focus on the job market and how their GCSE subjects match these job roles. They will also understand different career pathways such as apprenticeships and new technical qualifications. Assemblies from Aspirational Speakers, Career Connect and other external providers.

- Advice from teachers – subject and Key Stage career notice boards.
- Assemblies from Career Connect and other external providers.
- Careers Corner (in the library) – Prospectuses and Future Careers.

**UNIFROG careers guided sessions will run during form time which include:**

- *Leadership Skills*
- *Your skills, your team*
- *CV writing*

**Year 10**

Year 10 students will be involved with a range of Careers Education, Information, and Guidance (CEIAG) over the duration of your school year.

Y10 will complete planning for the future sessions during PSHE scheme of learning. This includes goal setting but also personal marketing and branding. During July, Year 10 students will focus on how to represent themselves professionally and key interview techniques. Year 10 will prepare for a MOCK interview day where they will come face to face with professionally visitors. Students will also understand relevant Labour Market Information delivered within an assembly by local industries. You will also have full access to all our CEIAG Resources:

- Assemblies from Career Connect and other external providers.
- Careers Connect –Drop-ins (lunchtime every Wednesday) and individual or group appointments.
- Advice from teachers – subject and Key Stage career notice boards.
- Careers Corner (in the library) – Prospectuses and Future Careers.
- Careers Fair (February) – invited to Year9 marketplace event where you can collect information from a wide range of employers, colleges, universities and apprenticeship providers.

**UNIFROG careers guided sessions will run during form time which include:**

- *Teamwork and Communication*
- *Independency*
- *Behaviour at work*



## Year 11

During Year 11 students will receive one to one career's advice from our Careers Connect Advisor Paul Williams. During September, students will also have guided session with form tutors who will demonstrate effective use of UNIFROG giving students autonomy over their own careers planning journey.

You will also have full access to all our CEIAG Resources:

- Assemblies from Aspirational Speakers, Career Connect and other external providers.
- Careers Connect Interview (every Monday) and individual or group appointments.
- Unifrog, Careers Connect Portal and other on-line websites.
- Advice from teachers – subject and Key Stage career notice boards.
- Careers Corner (in the library) – Prospectuses and Future Careers.

### **UNIFROG careers guided sessions will run during form time which include:**

- How to use UNIFROG
- *Post16 options*
- *BTEC and A Levels*
- *Apprenticeships*

Year 11 will also be invited to the yearly Yr9 Careers Fair with the opportunity to meet over 50 visitors from post16 providers, Universities and people from industry.

## Year 12/13

As a Sixth Form/FEFA student, your Post 18 and career choices become even more important as your start Year 12.

### Rainhill 6th Form

You will receive a wide range of useful information during form time, assemblies and tutorials. Topics covered by internal and guest speakers include:

- University choices and application processes
- Higher and Degree level apprenticeships and application processes
- Gap year and student travel
- Student finance and budgeting

You will also take part in week work experience placement in February, in order to develop your understanding of the world of work and support your future choices.

'Employability Days' are also a key part of CEIAG throughout Year 12. Here, you will experience small group sessions with lots of different employers and employees in your field(s) of interest. You will also get the chance to visit a university, hear from apprenticeship providers and receive excellent support and guidance on your next steps.

Students will also be allocated a one-to-one Progression Advisor to support them through their Post 18 decisions or apprenticeship or UCAS applications and interviews.

The 'Scholars Programme' is also in place to support our highest achievers with their Post 18 decisions around Russell Group and Oxbridge university choices. This programme includes monthly meetings which focus on researching choices, career pathways, scholarships, summer schools and also include talks from Russell group universities themselves. Students also visit a Russell Group university and have

the opportunity to take part in the Oxbridge national conference. Links have also been made with representatives from both University of Cambridge and the University of Oxford to provide external workshops at key points of the year around applications and interviews.

You will also have full access to all our CEIAG Resources:

- Careers Connect – Individual or group appointments available on a Monday.
- Unifrog and other on-line websites.
- Advice from teachers – subject and career notice boards.
- Careers Resources (in the study area) – Prospectuses and careers publications.
- Aspirations Evening – a market place event where you can collect information from a wide range of employers, colleges, universities and apprenticeship providers.

#### FEFA

Students at Melwood will have access to the following -

- Careers workshops
- Mock interview workshops
- Employability workshops
- University choices & application support
- University visits
- USA Scholarship careers advice
- Elite sport careers workshops
- LFC career options & pathways workshops
- LFC Foundation provide workshops on careers coaching in schools and opportunities with the Foundation