

# TITUS SALT SCHOOL



## Careers Education Information, Advice and Guidance (CEIAG) Policy

## Management

Careers education and guidance programmes play a major part in helping young people choose pathways that suit their interests, abilities and individual needs. A robust careers programme helps avoid disengagement, puts school learning into a wider and more relevant context, and helps raise aspirations.

The Titus Salt School careers programme helps our pupils to plan and manage their careers effectively, ensuring progression which is ambitious and aspirational. It promotes equality of opportunity, celebrates diversity and challenges stereotypes. The policy is designed to meet the Gatsby benchmarks and conforms to statutory requirements.

Titus Salt School is committed to providing all pupils in Years 7-13 with a programme of careers activities and a support framework. 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 are as follows:

- A stable careers programme  
An embedded programme of careers education and guidance that is known and understood by pupils, parents, teachers, governors and employers.
- Learning from career and 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 have the support of an informed adviser to make the best use of the available information.
- Addressing the needs of each pupil  
Pupils have different career guidance needs at different stages. Opportunities for advice and support should be tailored to the needs of each pupil. The careers programme should embed equality and diversity considerations throughout.
- Linking curriculum learning to careers  
All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.
- 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 could be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.
- 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 to expand their networks.
- 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.
- Personal guidance  
Every pupil should have opportunities for guidance interviews with a careers adviser, who could be internal (a member of staff) or external. These opportunities 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.

Careers guidance is supported by the work form tutors do in tutor time (Life tracks). All staff are involved in guidance to an extent e.g. support during selection of KS4 options and UCAS Progress and UCAS applications. We are also well supported by our qualified and impartial careers adviser who is in school for two days each week. Careers guidance interviews takes place on a one to one basis and are impartial and confidential. Careers information and resources are available in the school's Learning Resource Centre for pupils to access.

### **Statement of Entitlement**

Pupils are entitled to Careers Education and Guidance, which is:

- independent and impartial.
- integrated within their overall education and structured to provide help at decision points and to meet their continuing needs.
- based on partnership with young people and their parents or carers.
- based on the principle of equal opportunities.
- confidential and which respects personal information disclosed by the individual.

For a full statement of entitlement at each key stage please see Appendix 1

### **Titus Salt School: 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 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.

#### **Management of provider access requests**

##### **Procedure**

A provider wishing to request access should contact the Named Careers Leader:

**Kevin Bird Tel: 0741 5273135; Email: [bir@titussaltschool.co.uk](mailto:bir@titussaltschool.co.uk)**

The school is always eager to engage with parents and carers regarding careers provision at the school. We are particularly keen to recruit individuals who may wish to share their experience of particular careers and the world of work with our pupils.

## Appendix 1

### Statement of entitlement at each key stage

#### Year 7 Careers Entitlement

- By beginning careers education early pupils can make better informed decisions at transition stages and are more motivated in school in order to follow a particular pathway.
- Pupils are encouraged to identify personal traits, strengths and skills and develop confidence and have high expectations of themselves.
- Pupils are introduced to careers resources and informed how to use them.
- Pupils are introduced to current Labour Market Information and advised about pathways into future careers, for example, University, apprenticeships etc.
- Pupils will take part in enterprise challenges, and employability sessions.
- Pupils will have meaningful encounters with representatives from businesses and employers.
- Pupils will be provided with up to date labour market information.

#### Year 8 Careers Entitlement

- Pupils build on personal strengths and begin to link skills to specific careers enabling realistic and informed decisions at transition stages.
- Pupils are introduced to the world of work and how it is constantly changing.
- Pupils are introduced to other careers software and websites available in school.
- Pupils are encouraged to think about what they might like to achieve after school.
- Pupils have optional access to independent and impartial advisers via drop in sessions.
- They are also encouraged to use careers resources available and informed where to find out more about specific courses/careers.
- Pupils will have meaningful encounters with representatives from businesses and employers.
- Pupils will be provided with up to date labour market information.

#### Year 9 Careers Entitlement

- Pupils are encouraged to reassess personal strengths with a focus on transferable skills.
- What is important in a career? Pupils are encouraged to investigate different jobs and careers and what they mean in terms of lifestyle, budgeting and a good work/life balance and develop economic awareness.
- Pupils are encouraged to challenge stereotypes within the world of work and traditional job roles.
- Pupils should begin to think about GCSE option in terms of career pathways and plan future within school.
- What is a CV, what is a cover letter and why do people applying for jobs need them?
- Pupils have optional access to independent and impartial advisers via drop in sessions. They are also encouraged to use careers resources available and informed where to find out more about specific courses/careers.
- Pupils will have meaningful encounters with representatives from businesses and employers.
- Pupils are issued with a flyer indicating the range of careers resources available in the Learning resource centre and a staffing list of who to talk to in school.
- Pupils will be provided with up to date labour market information.

#### Year 10 Careers Entitlement

- Pupils begin to explore 6th form options and interview techniques.
- Economic awareness is developed further and pupils encouraged to think about employability, which careers appeal and to identify and set themselves realistic future goals.
- Pupils agree personal action plans with careers adviser for future and identify what specific action is required to achieve goals.

- Pupils begin CV and cover letter writing.
- Pupils have optional access to independent and impartial advisers via drop in sessions. They are also encouraged to use careers resources available and informed where to find out more about specific courses/careers.
- Pupils will have meaningful encounters with representatives from businesses and employers. This will include inspirational talks from representatives of local businesses, including apprentices, employed and self-employed.
- Pupils will be provided with up to date labour market information.

#### Year 11 Careers Entitlement

- Pupils are helped with post 16 choices and encouraged to consider all their options including further study in 6th form and apprenticeships. Interview techniques further developed.
- Pupils should use careers interviews to help understand different career pathways and entry requirements and encouraged to make contingency plans should results be better/worse than expected and set personal targets for development.
- Specific mock interviews take place for those with a particular career path in mind also available. Including representatives from businesses and further education providers.
- Pupils are encouraged to think about the kind of behaviour potential employers look for. This will be supported by employer led employability sessions.
- Pupils are encouraged to attend careers talks, fairs, college open days and taster days with employers and further education providers including technical colleges.
- Pupils are assisted further with CV writing and encouraged to have a completed a CV and cover letter.
- Pupils are kept up to date with post 16 deadlines.
- Pupils have optional access to independent and impartial advisers via drop in sessions. They are also encouraged to use careers resources available and informed where to find out more about specific courses/careers.
- Pupils will have meaningful encounters with representatives from businesses and employers.
- Pupils will be provided with up to date labour market information.

#### Year 12 Careers Entitlement

- Learners are given specific help with preparing UCAS/applying for apprenticeships.
- Sessions on understanding school leaver and graduate job markets and how to look and apply for jobs.
- Learners should start to understand how world of work is changing and how it might affect individuals.
- Learners learn how to manage a career in terms of progression, budgeting and planning for the future.
- Learners are reminded of different options including higher education, jobs, gap years, apprenticeships etc.
- Learners are encouraged to attend university open days, mock interviews, careers interviews and meet potential employers to discuss future options.
- Learners have optional access to independent and impartial advisers via drop in sessions. They are also encouraged to use careers resources available and informed where to find out more about specific courses/careers.

#### Year 13 Careers Entitlement

- Learners are given specific help with preparing UCAS/applying for apprenticeships.
- Sessions on understanding school leaver and graduate job markets and how to look and apply for jobs.
- Learners should start to understand how world of work is changing and how it might affect individuals.
- Learners learn how to manage a career in terms of progression, budgeting and planning for the future.

- Learners are reminded of different options including higher education, jobs, gap years, apprenticeships etc.
- Learners are encouraged to attend university open days, mock interviews, careers interviews and meet potential employers to discuss future options.
- Learners have optional access to independent and impartial advisers via drop in sessions. They are also encouraged to use careers resources available and informed where to find out more about specific courses/careers.

The senior leadership link for careers provision at the school is Richard Foster.

The Named Careers Leader in charge of careers education and work experience is Kevin Bird ([bir@titussaltschool.co.uk](mailto:bir@titussaltschool.co.uk))