



St Catherine's Catholic School

Careers Guidance

Details of our Careers Programme and Provider Access Statement

Responsible Person	N Gill
Ratified by	Governing Body
Date Ratified	September 2020
Review Date	September 2021
Review Cycle	Annually



ST CATHERINE'S CATHOLIC SCHOOL
MISSION STATEMENT



1. Aims

This policy statement aims to set out our school's arrangements for careers education, information, advice and guidance and for managing the access of education and training providers to students for the purpose of giving them information about their offer.

It sets out:

- Procedures in relation to requests for access
- The grounds for granting and refusing requests for access
- Details of premises or facilities to be provided to a person who is given access.

St Catherine's Catholic School provides high quality careers education, information, advice and guidance to its students. We are supportive of our students' aspirations, strengths and skills and use the Gatsby Benchmarks to support our work.

Although specialist support is available through key staff members and external providers, the teaching of Careers Education is the responsibility of all staff at St Catherine's and this statement further supports the school's drive for consistency across the curriculum.

Our aim is ensure all of our learners are given opportunities and support to ensure they are able to make their own informed decisions regarding their future career pathways and to ensure that all learners receive an offer post 16 and do not become non participants (NEET). This statement summarises our aims, the statutory guidance and recommendations. It then outlines the provision of work experience and provider access.

St Catherine's is committed to:

- Raising the profile of Careers Education, Information, Advice & Guidance within the School;
- Preparing students for the transition to life beyond secondary school (higher education and the world of work)
- Supporting students in making informed decisions which are suitable and ambitious for them
- Providing students with well-rounded experiences
- Developing characteristics and employability skills e.g. social skills, communication, innovation, resilience and leadership which support all abilities of students in the curriculum and in their careers regardless of background.
- Inspiring and motivating students to develop their aspirations.

2. Statutory Requirements and Recommendations:

The careers provision at St Catherine's is in line with the statutory guidance developed by the Department for Education, which refers to Section 42A and 45A of the Education Act 1997. This states that all schools should provide independent careers guidance from Years 8 -13 and that this guidance should:

- be impartial
- include information on a range of pathways, including university options or apprenticeships
- be adapted to the needs to the student

The recommendations include:

- to ensure that young people have a better understanding about career choice, subsequent progression and its impact on their long term earnings
- to assist young people in developing an understanding of the responsibilities and choices associated with parenthood
- to develop better, and more carefully planned opportunities for young women to meet professionals working in non-stereotypical roles, and to learn more about what such work entails
- to strengthen the knowledge and understanding of staff about the wide range of progression routes available so that learners can make informed choices
- to consider how to link the contents of lessons and skills to be developed more frequently to career opportunities.

This policy shows how our school complies with our funding agreement and articles of association.

3. Responsibilities

Staff will:

- Create a positive and attractive environment which encourages high aspirations of students;
- Provide role models through celebrating the successes of ex-students and motivational speakers;
- Ensure that there are activities in the curriculum to allow learners to access careers information related to their specialist area.
- Display high quality examples of careers within their curriculum area;
- Support the Work Experience programme by assisting with applications and completing monitoring visits.

The Leadership team will:

- support the development and implementation of careers education and guidance;
- monitor the effectiveness of the policy through line management of the lead teacher
- provide Professional Development opportunities for teachers and associate staff as appropriate.

The lead teacher will:

- Work with the small schools and partner agencies to ensure students are given maximum experiences to develop employability skills and make informed decisions.

- Lead staff Professional Development on common practices and methods to be adopted
- Organise careers fairs, assemblies, notices and talks to deliver information to students
- Raise the profile of careers across the whole school
- Oversee the Work Experience Programme and liaise with staff to organise monitoring visits
- Organise the Work Experience Awards Evening to improve links with our placement providers and parents as well as to reward student participation.
- Keep up to date with the current research and best practice in careers education.

We will encourage our parents to:

- Attend careers fairs and encourage conversations to help support their child with their future pathways
- Support their child with organising a work experience placement
- Support the aspirations and encourage a positive work ethic to allow their child to realise their full potential.

4. Student entitlement

All students in years 8 to 13 at St Catherine's Catholic School are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities, as part of our careers programme which provides information on the full range of education and training options available at each transition point
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships
- Understand how to make applications for the full range of academic and technical courses.

Students with Special Educational Needs or Disabilities (SEND):

- Careers is part of the annual review and action plan for a student with SEND. Annual Reviews can be attended by the careers advisor.
- Personalised support from the SENCO, Lead Teacher and external bodies is used where appropriate.

Students in receipt of Pupil Premium funding:

- Students in receipt of PP are prioritised for appointments.
- Additional funding is available for students to attend career related activities and university residential trips.

5. Provider Access Statement:

This 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.

6. Management of provider access requests

6.1 Procedure

A provider wishing to request access should contact Nikki Gill, Assistant Headteacher
Email: info@stccg.co.uk

6.2 Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers:

	Autumn term	Spring term	Summer term
Year 8	Careers Fair with employers PSHE Lessons on careers and life skills	Pathways information evening	Careers workshop
Year 9	Assembly and tutor group opportunities - employability skills Careers Fair with employers	Key Stage 4 options event	Medical Simulation Event at Oxford Brookes University
Year 10	Assembly and tutor group opportunities - employability skills Careers Fair with employers	Networking event with providers and employers STEM related workshops	Work experience preparation sessions Work experience National Apprenticeship Week
Year 11	Assembly on opportunities at 16 Careers Fair with employers Sutton Trust applications UCAS information assemblies Life skills assemblies	Sixth Form information event JPMorgan Open Door Event Allen and Overy workshops Summer school applications Assemblies from various universities	Mock interview events National Citizenship Service Award University Summer schools CV/Interview techniques

		Student Finance assembly	
--	--	--------------------------	--

6.3 Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy.

7. Premises and facilities

The school will make the halls and classrooms available between the provider and students, as appropriate to the activity. The school will also make available audio, visual and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the school's Careers Lead.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Lead

8. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students is monitored by Nikki Gill, Assistant Headteacher.

This policy will be reviewed by annually. At every review, the policy will be approved by the governing body.

-
-