

# Careers Education, Information, Advice and Guidance Policy for



# All Hallows Catholic School

## Document Control

Date	Version	Changes	Senior Leadership Team Approval	Governing Board Approval
28 <sup>th</sup> May 20	V1.0	Drafted by Luke Carney	M Baines	
23 <sup>rd</sup> Jun 20	V1.0	Approved & Adopted by FGB	M Baines	FGB
18 <sup>th</sup> Nov 21	V1.1	Updated for 2021/2022	M Baines/L Carney	FGB
30 <sup>th</sup> Nov 21	V1.1	Approved & Adopted by FGB	M Baines/L Carney	FGB

## Review Schedule:

Document Type: [Public Policy](#)

Document Reference: [PPL.037](#)

Review Cadence: [Annual](#)

Next review date: [November 2022](#)

## 1. Overall Aims

The aim of the Careers & Employability Programme at All Hallows Catholic School is to provide students with the information they require to enable them to make an informed decision about their future learning and/or career. In addition to this primary aim we intend for our programme to raise achievement through increasing motivation, and to raise student aspirations by promoting equality of opportunity.

A programme of activities will help them make choices that are right for them and will help them to manage their future careers. The programme will encourage the students to use self-assessment to understand the opportunities available to them and how to make the most of themselves. They will develop and use the skills they need to review their achievements, plan their future actions, make decisions, present themselves well and cope with change and transition.

All students will be encouraged to make good use of the information and impartial guidance available in the school. They will learn about the changing nature of work, career choices and other relevant information which will affect their decisions. All students will have an opportunity to participate in Work-Related Learning (WRL) experiences.

This policy should be read in conjunction with our Aims & Mission Statement Policy, Equality Policy, Health & Safety Policy, and Gifted & Talented and SEND policies.

## 1. Key Personnel

### Key Personnel

Designated Safeguarding Leads (DSL(s) are: [dsl@allhallows.net](mailto:dsl@allhallows.net)

**Mr Chris Rees**

Contact details: [c.rees@allhallows.net](mailto:c.rees@allhallows.net), Tel: 01252 319211

**Mrs Teresa Fanshawe**

Contact details: [t.fanshawe@allhallows.net](mailto:t.fanshawe@allhallows.net), Tel: 01252 319211

Deputy DSL(s) are:

**Head of Key Stage 3: Mr Rob Antrobus**

Contact details: [r.antrobus@allhallows.net](mailto:r.antrobus@allhallows.net)

**Head of Key Stage 4: Mrs Nicky Gill**

Contact details: [n.gill@allhallows.net](mailto:n.gill@allhallows.net)

**Head of Key Stage 5 (& Careers Guidance Counsellor): Mr Luke Carney**

Contact details: [l.carney@allhallows.net](mailto:l.carney@allhallows.net)

**Special Education Needs and Disabilities Co-ordinator (SENDCo): Miss Rebecca Peters**

Contact details: [r.peters@allhallows.net](mailto:r.peters@allhallows.net)

The nominated Child Protection/Safeguarding Governor is:

**Mrs Anne Long**

Contact details: [a.long@Governors.allhallows.net](mailto:a.long@Governors.allhallows.net)

The Headteacher is:

**Mr Mark Baines**

Contact details: [m.baines@allhallows.net](mailto:m.baines@allhallows.net)

The Chair of Governors is:

**Mr Ian Anderson**

Contact details: [i.anderson@Governors.allhallows.net](mailto:i.anderson@Governors.allhallows.net)



## **2. Commitment**

Governors and staff are committed to providing a planned programme of Careers and Employability activities for all students in the school, working in partnership with our wider school community and extensive number of local business contacts. The programme will promote equality of opportunity and no student will be disadvantaged in gaining access to education, training or work.

When students leave All Hallows they will have received the appropriate and relevant information to enable them to progress to an opportunity in further or higher education, training or employment, wherever possible.

## **3. Provision**

### Management

The Deputy Headteacher (Achievement) line-manages the Careers Education and Guidance programme at All Hallows Catholic School. The delivery of the Careers Education, Information Advice and Guidance programme is organised by the Deputy Headteacher (Achievement) and The Careers Leader, with input from the Heads of Year 7-13 and the school SENDCo. The Careers Leader manages the development of Careers & Employability at All Hallows, advises senior managers and Governors, facilitates the contribution of colleagues and partners, develops the careers programme, organises resources and secures high standards of careers teaching, learning and guidance.

### Resources

Students have access to a number of online careers resources via the school's VLE (Virtual Learning Environment), and Sixth Form students have access to post-18 option literature in the Sixth Form Study Centre.

Support is available for individuals with learning difficulties and/or disabilities. Additional information sources include participation in events and activities both in school and outside, working with our wider school community, including parents, Governors, past students, staff and local businesses/organisations. The Careers Leader informs staff about useful teaching resources where appropriate.

## **4. Guidance**

All guidance aims to be impartial, confidential, responsive to students' needs and based on the principle of equality. Mr Carney (a member of the professional register with a Level 6 qualification in Careers Guidance) helps to provide impartial careers advice for our students. All staff contribute to the Careers & Employability programme through their roles as tutors, subject teachers and support staff. Staff respond to any careers-related queries that they may receive from students and know how to obtain more specialist advice when it is required.

## **5. Training**

Staff training needs are identified and training is offered to all relevant staff as opportunities arise. Members of the Careers teams attend conferences, careers fairs, seminars on a regular basis, to ensure their continuing professional development.

## **6. Monitoring, review & evaluation**

Careers & Employability programme activities are monitored, evaluated (with active involvement of students) and reviewed. Feedback is welcomed from all members of the school community who help with our programme. This provides the basis for the programme's development plan. The service offered by our external careers consultants is reviewed regularly.



## 7. Key Stage 3, 4 & 5

### Student Entitlement Statements

*(How All Hallows will help me to make an informed decision about my future options and prepare me for the world of work)*

#### In Year 7, by...

- ✓ finding out about the careers resources available to me
- ✓ thinking about how career choices and personal strengths should be linked
- ✓ meeting with people from business/industry
- ✓ asking Mr Carney if I need guidance with my career ideas

#### In Year 8, by...

- ✓ finding out about when I will need to make decisions about my future options, and learning about the different training options that become available to me as I move through time in education
- ✓ using the careers resources in more detail to explore career areas and subjects I may be interested in
- ✓ learning about my strengths
- ✓ matching my interest areas to suitable careers
- ✓ meeting with people from business/industry
- ✓ asking Mr Carney if I need guidance with my career ideas

#### In Year 9, by...

- ✓ learning about the different routes and qualifications I can take when I leave school
- ✓ understanding the importance of developing my employability skills
- ✓ being introduced to Labour Market Information (LMI) to help me consider my future career choices
- ✓ ensuring that the GCSE option subjects I choose will keep my options open later on when I leave school and choose a career route
- ✓ attending special assemblies and parents meetings to help me to choose the option subjects I will do best at
- ✓ having the opportunity to attend a careers fair to chat to business people, colleges and universities about the options available to me in the future
- ✓ using the Year 9 Options Booklet to find out what type of careers relate to the subjects I am interested to study
- ✓ using the careers resources to continue to explore career areas and subjects I may be interested in
- ✓ finding out which GCSEs I need to study for different careers
- ✓ re-visiting where my strengths are
- ✓ meeting with people from business/industry
- ✓ asking Mr Carney if I need guidance in choosing my GCSE option subjects

#### In Year 10, by...

- ✓ visiting local businesses to explore how a business is run, the working environment and employment opportunities as part of a Work Experience week
- ✓ exploring a number of different routes (university, apprenticeships, college, Oxbridge, Year in Industry, and less familiar routes like art, performing arts and music)
- ✓ speaking to older All Hallows students to find out what routes they took and learn from their experiences
- ✓ learning about my personal finance – what I need to know now, about student finance, and what I will need to know when I go out to work
- ✓ sampling A level subjects to help me to make my choices for the forthcoming year
- ✓ hearing from specialist speakers about the different opportunities available to me post 16
- ✓ having a 1-to-1 meeting with Mr Carney (Careers Guidance Counsellor) to discuss my future plans and options (starting the summer term)
- ✓ meeting with people from business/industry
- ✓ asking Mr Carney if I need guidance with my career ideas or future possible routes



In Year 11, by...

- ✓ learning about where to find job opportunities
- ✓ producing a Curriculum Vitae to use when I am applying for jobs and courses
- ✓ learning about good interview technique and appropriate preparation with my tutor
- ✓ having a 1-to-1 meeting with Mr Carney (Careers Guidance Counsellor) to discuss my future plans and options
- ✓ experiencing what it's like to have an interview
- ✓ further exploration of Labour Market Information (LMI) to help me consider my future career choices
- ✓ meeting with people from business/industry
- ✓ hearing from specialist speakers about the different opportunities available to me post 16
- ✓ talking to Mr Carney about higher education including university and A level choices
- ✓ talking to Mr Carney about alternative routes for the future, including apprenticeships, school leaver programmes, college courses and other routes
- ✓ asking Mr Carney if I need guidance with my future options to help me to make an informed choice about my future

In the Sixth Form, by...

- ✓ attending Feature Lectures related to specific industry areas to find out about the world of work
- ✓ working closely with my tutor to help me to make an informed choice for my 'next step'
- ✓ having a 1-to-1 meeting with Mr Carney (Careers Guidance Counsellor) to discuss my future plans and options
- ✓ attending an HE (higher education) convention to speak to university representatives first-hand and find out about the courses they can offer me
- ✓ understanding how to make a university application on UCAS
- ✓ developing my personal statement
- ✓ providing practice interviews to help to prepare me for my actual interviews
- ✓ finding out about alternative routes to university and how to apply to these
- ✓ recognising how to make a good application
- ✓ understanding student finance
- ✓ visiting local businesses to explore how a business is run, the working environment and employment opportunities as part of a Work Experience week
- ✓ using the careers resources available to help me with my choices
- ✓ meeting with people from business/industry
- ✓ asking Mr Carney if I need guidance with my career ideas

## **All Hallows Catholic School Provider Access Policy**

### **8. 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.



## 9. Key Management of provider access requests Procedure

A provider wishing to request access should contact Luke Carney, Careers Lead:

Telephone: 01252 319211

Email: l.carney@allhallows.net

### Opportunities for access

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

## 10. Opportunity for Access

	Opportunity for Access
Year 8	<ul style="list-style-type: none"> <li>• Overview of post 16 options for pupils and parents/carers, to include: A levels, Applied General Qualifications (e.g., BTECs), technical/vocational qualifications, apprenticeships, traineeships and supported internships</li> <li>• Life skills – assembly and tutor group opportunities</li> <li>• Meetings with careers professional</li> </ul>
Year 9	<ul style="list-style-type: none"> <li>• Meetings with careers professional</li> <li>• Life skills – assembly and tutor group opportunities</li> <li>• KS4 options event</li> </ul>
Year 10	<ul style="list-style-type: none"> <li>• Life Skills – work experience preparation sessions</li> <li>• Life experience – work experience</li> <li>• Technical/vocational tasters at local college/s, training providers</li> <li>• Life skills – assembly and tutor group opportunities</li> <li>• Meetings with careers professional</li> </ul>
Year 11	<ul style="list-style-type: none"> <li>• Post 16 provider open evenings: opportunities to visit local Further Education and sixth form colleges, other school UTCs, Studio schools and other training providers regarding A level, Applied General, technical and vocational and apprenticeships.</li> <li>• Life skills – assembly and tutor group opportunities</li> <li>• Post 16 applications</li> <li>• Post-16 interviews</li> <li>• Confirmation of post 16 education destinations for all pupils</li> <li>• Meetings with careers professional</li> </ul>
Year 12	<ul style="list-style-type: none"> <li>• Higher Education Fair for a variety of HE providers including local Further Education colleges</li> <li>• Post-18 assembly – higher and degree apprenticeships</li> <li>• Small group sessions: future education, training and employment options</li> <li>• Mock interviews</li> <li>• Life skills – assembly and tutor group opportunities</li> <li>• Meetings with careers professional</li> </ul>
Year 13	<ul style="list-style-type: none"> <li>• Year 13 Workshops – HE and higher apprenticeship applications</li> <li>• Small group sessions: future education, training and employment options</li> <li>• Confirmation of post 18 education destinations for all pupils</li> <li>• Mock interviews</li> <li>• Life skills – assembly and tutor group opportunities</li> <li>• Meetings with careers professional</li> </ul>

Please speak to our Careers Lead to identify the most suitable opportunity for you.



## **11. Premises and facilities**

If the education/training provider is coming into school, we will work with them to find a suitable room (hall, classroom or private meeting room) for the session, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Lead and provider. Providers are welcome to leave copies of their prospectus or other relevant course literature to be included in the Careers Information available to sixth form students in the Study Centre at all times, which is managed by the Careers Lead.

## **12. Linked Documents**

- Child Protection & Safeguarding Policy

