

## Careers and Higher Education

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Where available	Website, Staff Shared Drive
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## **1 Policy Statement**

Careers information, advice and guidance is available to the whole school and is aimed at enabling pupils to

- explore their study and career options for the future
- increase self-awareness to identify their talents, strengths and weaknesses and potential
- develop employability skills
- offer 1:1 careers advice

Careers Education, in conjunction with Personal, Social, Health and Economic Education (PSHEE) is a key part of the wider curriculum and is mapped in line with the Gatsby Benchmarks. Careers education is delivered throughout the school year and aims to prepare students to make informed decisions regarding their future. Students receive resources in a variety of ways and have a variety of opportunities to engage with higher education opportunities. This includes visits and events, work related learning, work experience, access to careers and labour market information and bespoke one-to-one support through the Careers Adviser and Form Tutors.

The school is an associate of the Career Development Institute. The Careers Adviser has a Qualification in Careers Guidance (QCG). The Careers Adviser provides one-to-one careers review sessions at key decision points for students including in Years 9, 11 and 13 and as required for all other students. All students with EHCP have a one-to-one careers review with the Careers Adviser prior to annual review meetings.

The Careers Adviser maintains an open resource centre with up-to-date and objective information on opportunities, progression routes and how to access help and advice. Pupils are provided with advice through a programme of activities aimed at enabling the pupil to gather, understand and interpret information. This provision is impartial.

The School subscribes to the Morrisby suite of online careers tests and materials. Students are introduced to Morrisby in Year 9, undergo full psychometric profiling at the end of Year 10 and have free life-long access to Morrisby resources from then onwards.

## **2 Policy Development**

The objective in the future development of this policy is to continue to develop a whole School approach and to motivate the pupils to achieve self-development, career exploration and career management.

Development Plan:

- To embed careers across the whole school.
- To increase pupil evaluation of events and to continue to adapt the Careers Education programme in response
- To expand the work experience database and relationships with employers
- To develop further the programme for enrichment including workshops, presentations and visiting speakers
- To further raise the profile of careers across the school and externally with a published, publicly available annual careers plan

### **3 Careers Programme**

#### **Year 7**

- Careers assemblies in Autumn Term and Spring Term
- Optional Careers workplace visit during Summer Term
- National Careers Week Assemblies/activities in March

#### **Year 8**

- Careers assemblies in Autumn Term and Spring Term
- Optional Careers workplace visit during Summer Term
- National Careers Week Assemblies/activities in March

#### **Year 9**

- Advice regarding option choices for GCSE via tutors, subject teachers and Careers Advisor.
- School options booklet for each pupil
- Students access 'Morrisby Careers' online careers planning during ICT lessons before GCSE choices are made
- Careers Adviser on hand at Options Evening
- Careers Adviser available to advise parents and pupils on request
- Careers sessions on GCSE choices
- Students produce a CV during ICT lessons during the Summer Term
- National Careers Week Assemblies/activities in March

#### **Year 10**

- Pupils' introduction to using the careers library
- Careers Adviser on hand to assist
- Careers interviews available for pupils on request
- 'Next Steps' carousel in Summer Term to explore post-GCSE and post-18 options
- Morrisby psychometric profiling for all in summer of Year 10
- Industry speakers attend school assemblies
- National Careers Week Assemblies/activities in March

#### **Year 11**

- Interview techniques tutorials (prior to sixth form interviews)
- Pupil/parent interviews with the Principal
- Pupil meetings with Careers Adviser advice on Higher Education and Further Education
- Careers Report for every pupil with summary of meeting and online profiling
- Work Experience organised independently, and safety checked by Careers Adviser
- Meet with parents and pupils where needed
- Industry speakers attend school assemblies
- National Careers Week Assemblies/activities in March

#### **Year 12**

- Speed networking careers 'carousel' in March during 'National Careers Week'

- Oxford and Cambridge conference in March
- Higher Education UCAS Conference in Spring Term at local university
- Introduction to UCAS
- Higher Education Information Evening for students and parents (June)
- Open Days, Taster Days and Lectures publicised, and attendance encouraged
- Individual Interviews with Careers Adviser with reference to apprenticeships or Higher Education
- Enrichment Programme including development of employability skills
- Pupils take part in Careers Carousel: speed networking across a range of professions

### **Year 13**

- Individual Interviews with Careers Adviser with reference to apprenticeships or Higher Education
- Subject teachers and tutors contacted for detailed comments regarding academic performance, predicted grades, achievements, social behaviour, responsibilities etc.
- Assistance with personal statement and UCAS applications
- Mock interviews organised
- Assistance with finance (loans, bursaries, grants) applications, interviews, offers etc. monitored
- Interviews with students for assistance in deciding which university offers to accept
- Contact with universities on progress of applications
- Counselling of students
- Gap Year information
- Discussions with parents on available options
- Enrichment Programme including development of employability skills
- Pupils take part in Careers Carousel: speed networking across a range of professions

## **4 Review and Development**

### **4.1 Procedure**

This document, together with the effectiveness of it, is reviewed annually by the Executive Leadership Team and as events or legislation change requires.

### **4.2 Links with other Documents**

This policy should be read in conjunction with the following documents:

PSHEE Policy (Senior School)