



CHURCHER'S COLLEGE

CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG) POLICY

SENIOR SCHOOL

April 2024

1 Introduction

- 1.1 This policy relates to all pupils at Churcher's College Senior School. Throughout this document the terms "the school" and "Churcher's College" refer to Churcher's College Senior School and Sixth Form.

2 Commitment and Vision Statement

- 2.1 Our CEIAG Policy arises from and supports the school's overall vision and is linked to the School Strategic Plan. This policy has been adopted as a mark of the importance that Churcher's College places on CEIAG and Work Related Learning (WRL). It recognises their contribution to achievement and wellbeing of pupils by raising aspirations, challenging stereotypes and empowering young people to make informed choices about their futures.

3 Aim

- 3.1 To provide an impartial and effective CEIAG programme at Churcher's College which educates, inspires and motivates young people across the age range and irrespective of background, to achieve their full potential. The school: -
- is committed to preparing pupils to manage their future education and career path throughout adult life through a programme of CEIAG and Work Related Learning.
 - is committed to achieving excellence in this provision.
 - will ensure that all pupils have equity of access to impartial careers advice and guidance from external sources.

4 Policy Development

- 4.1 The school Careers Policy was developed by the Deputy Head of Sixth Form (Careers and HE) using the key documents and legislation below: -
- CDI frameworks for careers, employability and enterprise education (2023).
[CDI_90-Framework-Career_Development_skills-web.pdf \(thecdi.net\)](#)
<https://www.thecdi.net/Careers-Framework>
 - The Gatsby Benchmark Toolkit.
<http://www.gatsby.org.uk/uploads/education/reports/pdf/gatsby-sir-john-holman-good-career-guidance-2014.pdf>
 - Careers guidance and access for education and training providers. Statutory guidance for schools and guidance for further education colleges and sixth form colleges. Department for Education, January 2023.
[Careers guidance and access for education and training providers \(publishing.service.gov.uk\)](#)
 - The Education (Independent School Standards) Regulations 2014 (SI 2014/3283).
[The Education \(Independent School Standards\) Regulations 2014 \(legislation.gov.uk\)](#)

- Churcher's College Strategic Plan: 2020 – 2025

4.2 Reflecting the above key documents, it is recognised that CEIAG and WRL are important as they: -

- make a major contribution to preparing pupils for the opportunities, responsibilities and experiences of life
- empower young people to plan and manage their own future
- provide comprehensive information on all options
- raise aspirations
- promote equality, diversity, social mobility and challenge stereotypes
- support young people to sustain employability and achieve personal and economic wellbeing throughout their lives

5 **Specific Aims and Learning Outcomes**

5.1 CEIAG and WRL provision has been developed using the Careers, Employability and Enterprise framework for careers and work related learning.

5.2 A school Statement of 'Opportunities for Pupils' has then been created using this framework and may be found at **Appendix 1**.

6 **Implementation**

6.1 The Churcher's College Career/HE Progression Diagrams for the Senior School at **Appendix 2** and for the Sixth Form at **Appendix 3** details all current provision. Opportunities for external providers to access opportunities within our programme may be found in the Provider Access Policy at **Appendix 4**.

The Careers and HE online platform Unifrog is also used with all pupils. Pupils have a personal account; separate, independent, access is also available to all school parents.

There are also extensive and regularly updated careers resources on our Virtual Learning Environment 'Firefly'.

6.2 The CEIAG programme is delivered in the PSHE, Life Skills and Enrichment programmes within core school hours and also as part of the extra-curricular programme.

6.3 Teaching is delivered by the PSHE teaching team and Deputy Head of Sixth Form (Careers and HE) as part of the PSHE Programme in the Senior School and in the Life Skills and Enrichment Programmes in the Sixth Form.

6.4 Parents, Old Churcherians and other volunteers are used extensively in the extra-curricular programme including career-specific talks and workshops (Career Bites) and breakfast networking meetings (Coffee, Croissants and Careers), the Lower Sixth Networking Evening, mock interviews and the Careers Convention.

7 Key Personnel

- 7.1 The **Senior Management Team (SMT)** is responsible for the allocation of sufficient resources to enable delivery of an effective programme.
- 7.2 The **Deputy Head of Sixth Form (Careers and HE)** is responsible for CEIAG and WRL induction training for all new staff, the strategic direction and practical implementation of this policy, including procuring all appropriate resources and liaising with stakeholders about the development of the CEIAG and WRL programme.
- 7.3 The **Head of Sixth Form** and the **Sixth Form Team** liaise closely as a team with the Deputy Head of Sixth Form (Careers and HE) ensuring the most effective provision is made for Sixth Formers as they make decisions about education and employment decisions after A-levels.
- 7.4 The **Head of PSHE** is responsible for assisting the Deputy Head of Sixth Form (Careers and HE) in integrating an effective programme of careers education into the PSHE curriculum and training PSHE teachers appropriately.
- 7.5 **Heads of Department** are responsible for considering how careers education can be built effectively in to their subject curriculum to help pupils recognise the links between the knowledge and skills that they acquire in lessons and the careers possibilities linked to that subject.
- 7.6 **Pastoral Staff** including **Heads of House, Form Tutors** and **Curriculum Support** are responsible for ensuring that pupils receive high quality CEIAG.
- 7.7 **All Teaching and Pastoral Staff** liaise closely with the Deputy Head of Sixth Form (Careers and HE) regarding the referral of pupils for individual advice and guidance if it is felt that additional support is required at any point in a pupil's school career.

8 Monitoring, Review and Evaluation of the Programme

- 8.1 The Deputy Head of Sixth Form (Careers and HE) is responsible for the monitoring, review and evaluation of the programme which is done on a rolling basis using the Compass Tool [Info | Compass \(careersandenterprise.co.uk\)](http://careersandenterprise.co.uk), formal feedback surveys from the pupils, parents and staff. Additional reviews are carried out reactively if there is a change in national policy or guidelines. ISI requirements are also monitored for any changes that may impact and involve changes to our current CEIAG and WRL provision. The Deputy Head of Sixth Form (Careers and HE) is responsible for implementing these changes.

9 Partnerships / Service Level Agreements

- 9.1 We work in partnership with Unifrog and freelance Careers Advisers in the delivery of some aspects of our CEIAG and WRL programmes: -

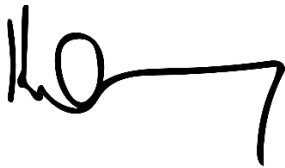
9.1.1 Unifrog provides a careers and higher education information and research platform. We also use their careers tests in our PSHE careers programme. In addition, Unifrog provide training, advice and resources for teachers.

9.1.2 Freelance Careers Advisers sees the whole of the 5th Year at the beginning of the autumn term to support pupils making their post-16 choices.

10 Policy Review

10.1 A policy review by the Deputy Head of Sixth Form (Careers and HE) will take place every 12 months unless a lesser period is deemed necessary.

Signed:



Date: 26th April 2024

Dr K Verney, Deputy Head of Sixth Form (Careers and HE)

Authorised by	Deputy Head (Academic) Delegated to: Deputy Head of Sixth Form (Careers and HE)
Date	April 2024
Date of next review	April 2025 or earlier as required

Glossary

A **Career** is an individual's journey through learning and work over a lifetime; their school career being the first step.

CEIAG refers to a coherent programme of careers education supported by personalised information advice and guidance tailored to the individual needs of the pupil. Together they equip young people with the knowledge and skills that they need to make realistic and informed choices about their progression through learning and work.

Careers Education refers to careers teaching and learning which helps young people develop the knowledge, confidence, attitudes, aspirations and skills that they need to make well informed choices and plans that enable them to progress smoothly into further learning and work.

Careers Information refers to the range of career and course related material that can readily be accessed by pupils.

Careers Advice and Guidance refers to the targeted interventions to meet the individual needs of the pupil. This includes face-to-face interviews, group work and the use of carefully selected on-line resources. This is delivered by school staff supplemented by a range of independent sources including external careers advisers, employers, educational establishments, alumni and other organisations.

Work Related Learning is planned activity that uses the context of work to develop knowledge, skills and understanding useful in work, including learning through the experience of work, learning about work and working practices, and learning the skills for work.

APPENDIX 1

CHURCHER'S COLLEGE PUPILS' CAREERS OPPORTUNITIES



Careers Opportunities

As a pupil at Churcher's College, you have many opportunities available as part of our programme of work and career related learning, careers information and impartial advice and guidance. This is designed to help you to recognise and develop your skills and abilities, know what opportunities are available in the world of work and to make plans to help you achieve your education and career goals.

Across all years you may expect: -

- access to a planned programme relevant to your year group
- to access careers and higher education resources via Unifrog (an on-line career and Higher Education platform) and via our Virtual Learning Environment 'Firefly'.
- help to recognise your likes, dislikes, influences, strengths and preferences in relation to career decisions
- information about the world of work and how the labour market is changing
- information about further and higher education, training and apprenticeships and employment routes
- to take part in activities which challenge stereotyping and raise your aspirations
- to develop skills and qualities to improve your employability
- to develop enterprise skills
- to be well prepared for different transitions
- help to develop financial capability skills
- to develop and strengthen your personal presentation skills for selection processes
- signposting to relevant up-to-date and impartial sources of careers information and advice
- to be motivated and inspired to aim high and to be educated and empowered to do so

By the end of 3rd Year all pupils will: -

- begin to develop an awareness of individual skills, strengths and preferred learning styles in relation to post 16 pathways and future career goals
- receive careers information and participate in Options Evening where you can access information about different curriculum areas and the implications of studying specific subjects at GCSE level
- participate in an enterprise event ('Green Dragon's' day)

By the end of 5th Year all pupils will: -

- experience careers education, focused on personal development, knowledge and awareness of current labour market information, educational pathways and employability skills through the PSHE programme including a careers testing and Careers Adviser meeting package
- be offered at least one individual appointment with a qualified, independent, impartial careers adviser
- devise an action plan towards career goals
- have participated in activities focusing on employability skills
- have been given the opportunity to speak to representatives from various sectors of the world of work
- have developed financial capability skills
- have produced and reviewed a curriculum vitae
- have written a formal letter, e.g. covering letter
- been given impartial advice and guidance on post-16 education, employment and training and apprenticeship options
- have received a regular newsletter, containing up-to-date information on higher education taster days, apprenticeship and job opportunities
- developed presentation and interview skills
- be able to access careers information and resources via platforms such as Unifrog, Firefly and other signposted resources
- have been given the opportunity to speak to higher education institutions such as universities
- have opportunities to evaluate individual achievements

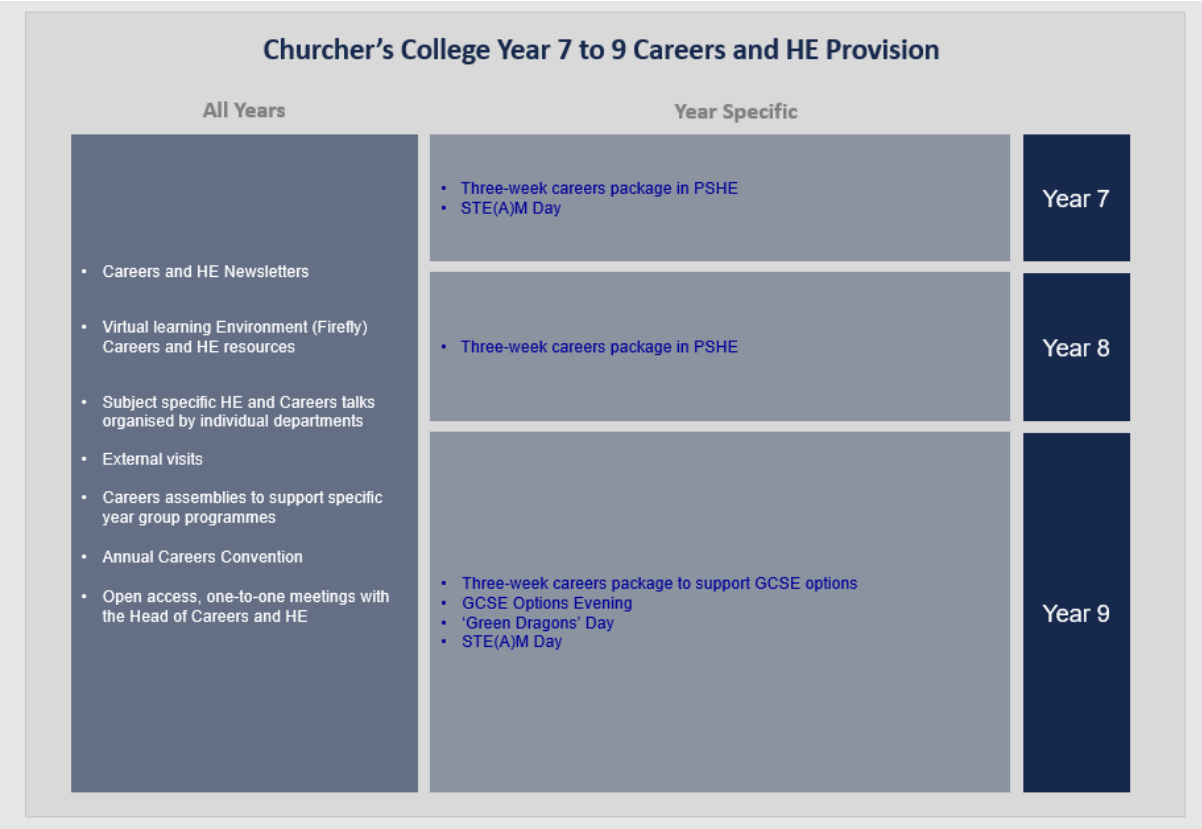
By the end of Sixth Form all pupils will: -

- have had the opportunity for a one-to-one meeting with the Head of Careers to discuss their plans after Churcher's
- have attended the in-house Futures Conference
- have good knowledge about the options available to them at 18+
- have produced and reviewed a curriculum vitae
- have written a formal letter - job application covering letter
- have attended at least one networking evening and workshop
- have had access to the Oxbridge, Medical, BioVet and other HE pathways programmes
- participate in an enrichment and tutorial programme focused on personal development
- have developed independent research skills
- have had the opportunity to meet university representatives
- have had the opportunity to meet apprenticeship providers
- have been given the opportunity to undertake work experience
- have been given the opportunity to have interview coaching
- have received a regular newsletter, containing up-to-date information on higher education taster days, apprenticeship and job opportunities
- understand the UCAS process and be able to research different universities and courses using online resources
- have information and support with financial planning for university, work and training

- write a personal statement for a UCAS, apprenticeship or job application
- have been mentored through the university application process or supported with apprenticeship, job or training applications
- have access to information on how to apply for internships, sponsorships or gap year placements
- be given the opportunity to take part in enterprise and challenge activities
- have the opportunity to undertake the Extended Project Qualification

APPENDIX 2

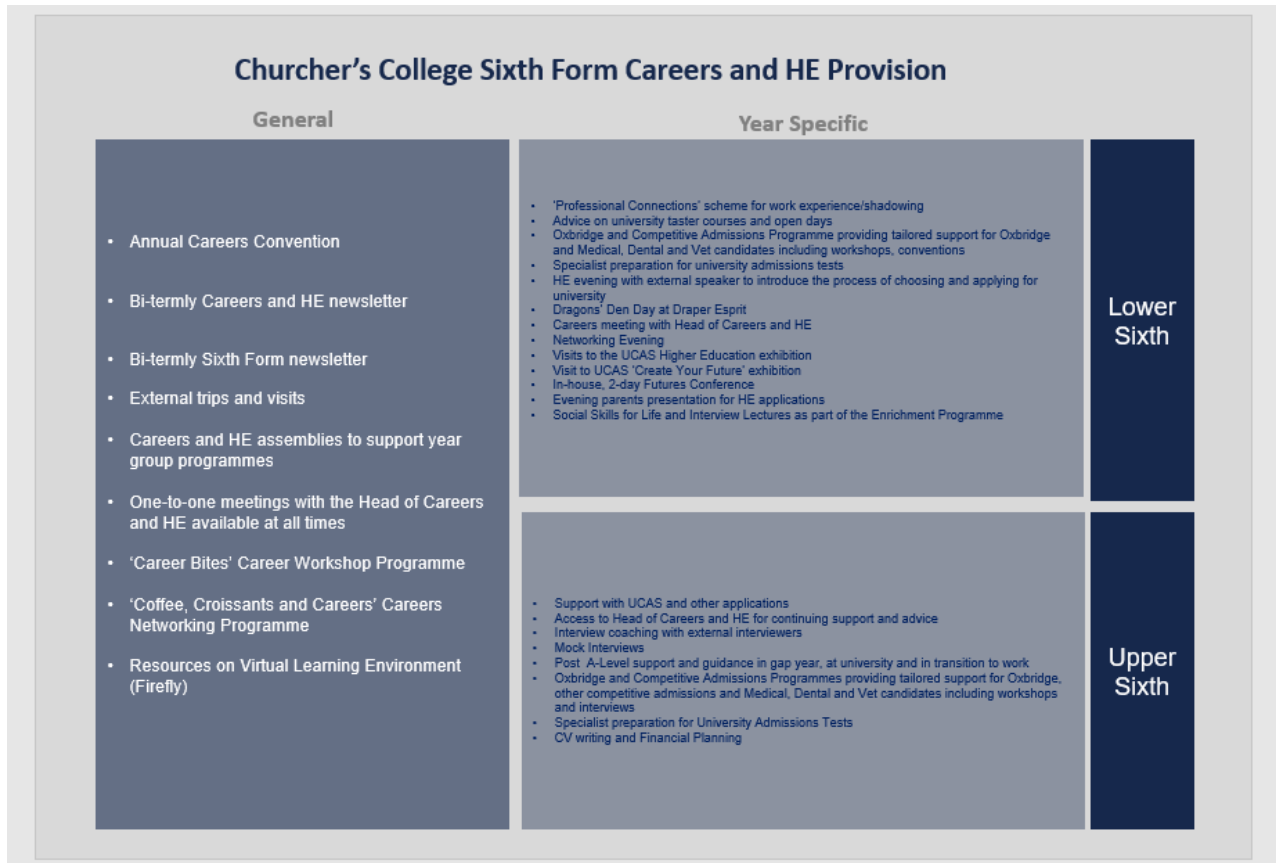
SENIOR SCHOOL CAREERS AND HE PROGRESSION DIAGRAMS



Churcher's College Careers and HE Provision for Years 10 and 11		
Both Years	Year Specific	
<ul style="list-style-type: none"> • Bi-termly Careers and HE Newsletter • Subject specific HE and Careers talks organised by individual departments • External visits • Careers assemblies to support specific year group programmes • Annual Careers Convention • Open access, one-to-one meetings with the Head of Careers and HE. • Coffee, Croissants and Careers' sector-specific networking events • 'Career Bites' series of careers talks • Work experience/shadowing support with 'Churcher's Connections' scheme • Resources on Virtual Learning Environment (Firefly) 	<ul style="list-style-type: none"> • Four-week PSHE programme 'All About Me' • Advanced, Higher and Degree Apprenticeships assembly 	Year 10
	<ul style="list-style-type: none"> • Four-week careers testing and research programme • Meeting with external Careers Adviser • PSHE – CV writing • Support with A Level/Further Education choices 	Year 11

APPENDIX 3

SIXTH FORM CAREERS AND HE PROGRESSION DIAGRAM



APPENDIX 4

CHURCHER'S COLLEGE PROVIDER ACCESS POLICY DOCUMENT 2023 - 24



Churcher's College Provider Access Policy

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.

Pupil Opportunities

All pupils in Years 8 – 13 have the opportunity 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.
- 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.
- 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 Dr Kirsty Verney, Deputy Head of Sixth Form (Careers and HE), 01730 268323, kverney@churcherscollege.com.

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/guardians.

	Years 10 – 13	Years 7 - 9
Activity	<u>Careers Convention</u> Annually in March. Exhibitor stands and mini-lecture format. <u>'Career Bites' Programme</u> Flexible dates throughout the year 7pm on Teams <u>Coffee, Croissants and Careers</u> Sector-specific networking programme – flexible dates throughout the year 7.45 –9am	<u>Careers Convention</u> Annually in March. Exhibitor stands and mini-lecture format.

Please speak to our Deputy Head of Sixth Form (Careers and HE), Dr Kirsty Verney, to identify the most suitable opportunity for you.

Premises and Facilities

The school will make the Sports Hall (Careers Convention only), Lecture Theatre, classrooms or private meeting rooms available for discussions between the provider and students, 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.

Providers are welcome to leave a copy of their prospectus or other relevant course literature.

Approval and Review

Approved by Dr K H Verney, Deputy Head of Sixth Form (Careers and HE)

Next review: April 2025

Signed:

