



The Royal School

Wolverhampton

Careers Education Policy

| | |
|--------------------------|---|
| Author | Chris Howells |
| Job title | Assistant Principal – Careers, guidance and transitions |
| Signed | |
| Date | September 2022 |
| Version no. | 1 |
| Next review date | September 2023 |
| Review frequency | Annually |
| Approving body/committee | Data, Standards and Achievement |
| Date approved | |
| Target audience | Staff, parents and pupils |

Careers Education, Information, Advice and Guidance (CEIAG) The Royal School Wolverhampton

Rationale

The Royal School Wolverhampton (RSW) careers education programme provides our pupils with the opportunity to plan and manage their future careers effectively, ensuring progression which is ambitious and aspirational. It promotes equality of opportunity, celebrates diversity and challenges stereotypes. It is designed to meet the Gatsby benchmarks and conforms to statutory requirements.

RSW is committed to providing all pupils in Years 7-13 with a careers programme which is embedded into the curriculum and includes a variety of enrichment activities. 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 last updated August 2022.

The Gatsby Benchmarks

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of work places
7. Encounters with further and higher education
8. Personal guidance

Aim

We aim to support pupils to make realistic and informed decisions about their future, by raising aspirations and providing impartial and independent information and guidance.

Objectives

To ensure that pupils:

- develop the skills and attitudes necessary for success in adult and working life
- are aware of the range of opportunities which are realistically available to them in continued education and training at 13+, 16+ and 18+
- are equipped with the necessary decision-making skills to manage those same transitions

- develop an awareness of the wide variety of education, training and careers opportunities both locally and nationally
- use effectively the paper-based, virtual and staff resources available so they can make informed and appropriate choices throughout their school journey
- benefit from links fostered between the school, local businesses and further education establishments
- experience the world of work and develop transferable skills
- wherever possible leave the school to enter employment, further education or training
- experience a culture of high aspirations, equality of opportunity, in which diversity is celebrated and stereotypes are challenged
- receive extra assistance and guidance to reach their potential, where this is necessary

Provision

Careers provision is mapped against the Gatsby benchmarks. The current careers programme is delivered through a combination of methods, including explicit lessons provided within the taught PSHE &/or dedicated careers programme in Years 7 through to Year 13, which is predominantly form tutor led. Careers is also explicitly taught through the enrichment programme (Lesson 6). Careers information is available both in the library and in digital format via 'Launch Your Career' and 'BeReady', both platforms provide access to information on apprenticeships, universities, the labour market, career pathways and UCAS applications.

At Key Stage 3, this includes careers library research, aiming to raise pupil aspirations, exploring stereotypes in the workplace, researching the various pathways at post 16 and 18 via the virtual careers fair provided by the Black Country Consortium, developing personal, social and employability skills and encounters with employers through assemblies and workshops. Assemblies and a parent and pupil information evening on choosing options are also provided.

At Key Stage 4, pupils continue research into careers and pathways into the sixth form and higher education. They develop skills in CV, letter writing, presentations and interviews. This includes a mock interview with an employer; a week's work experience at a self-arranged placement with workshops preparing pupils for work experience. There is a parent information evening; focused on 'next steps'; where apprenticeships, T-Levels and A-level options at college and sixth form. Training providers, college and employers are also invited. A-level options evening for parents and pupils. Individual interviews are held with an independent careers practitioner, who also provides guidance on apprenticeships and T-Levels. Every pupil and parent in Year 11 meets with a member of the 'Extended Leadership Team' to discuss their post 16 options as part of the 'parent and pupil surgery'. The lesson 6 enrichment programme also provides pupils with an opportunity to develop careers knowledge and employability skills.

At Key Stage 5, a series of careers events are delivered from universities, apprenticeship providers and employers. Some of these events, together with form time and PSHE, are devoted to the topic of UCAS applications and interview skills. There is also an opportunity to visit an apprenticeship and university convention. Pupils further develop their understanding of

apprenticeships through assemblies, workshops and take part in an assessment centre. In addition, Year 12 has a week of work experience. Individual careers interviews are held with an independent and impartial careers advisor.

Several special events are held, for example the annual careers fair, involving universities, apprenticeship providers, local and national employers, training providers and other local colleges, to which Year 7 through to Year 13 pupils attend.

Further opportunities include trips to universities to Russell Group Universities in Key Stage 4 and 5 to raise aspirations.

Baker Clause

During the annual careers fair, parents 'next step evening' and pupil 'next step day' local colleges, and training providers are invited into school to discuss alternative pathways and provision.

Roles and responsibilities

All staff contribute to the implementation of this policy through their role as a tutor and as a subject specialists. Subject specialists embed careers into their subject area. A range of connections between Higher education providers and employers are exploited to support the curriculum through KS3 to 5.

Careers team Chris Howells (Assistant Principal): SLT lead and strategic lead for careers

Emma Withington: Independent Careers Advisor (The Yeti)

Tba: Assistant Principal - Head of Sixth Form

Angela Nabbs : Assistant Head of Sixth form

Susanne Afifi: Assistant Principal - SENCO

Tba: Link Governor (pending governor appointments)

Monitoring, Recording and Evaluation

Built into the careers programme are opportunities for pupils to self-evaluate and reflect on their learning at key points, such as following work experience and mock interviews during Year 10. Pupils record their enrichment activities (lesson 6) and careers experiences through a central document held on Microsoft TEAMS that follows them through their journey in school. Their activities, experiences and skills development can be recorded and monitored by staff including form tutors and the careers coordinator. Pupils will complete surveys following key events, feedback is also gained from Leavers' destination information is also analysed.

Careers and SEND/LAC provision

Every pupil with SEND and/or follows the same programme of careers as their peers, with adaption and support from the SEND team where appropriate.

Pupils with SEND and/or LAC have an interview with the internal careers leader in Year 8 before the options process to enable early identification of any necessary adaptations or interventions according to need to support their career aspirations. Pupils can self-refer and form tutors are also able to raise concerns. If current provision cannot fully address a pupil's additional need, advice will be sought from the National Careers Service.

The SENCO and/or assistant SENCO meets with parents/carers to discuss option suitability where individual need is likely to have an impact on choices made during the option process. The designated teacher for looked after children also meets regularly with social worker and carers to support with careers choices.

Entitlement

- Please see Appendix A outlining pupil and parent entitlement

Partnerships

The CEIAG programme is greatly enhanced through links which help to ensure that pupils' learning is current and relevant. We work closely with local employers and employees including previous pupils, parents and other local groups. A number of events, integrated into the school careers programme, offer providers an opportunity to come into school to speak to pupils and/or their parents. This involvement enhances the provision of work experience placements, careers talks, the biennial careers fair, workplace visits and mock interviews. In addition, we work closely with universities and the local FE College. We always strive to expand and improve our contacts. Governors are regularly updated on the careers programme. School also works closely with the Black Country Consortium.

Policy statement for provider access

A provider wishing to request access should contact Chris Howells (Assistant Principapl - Careers), via 01902 341230 or ch@theroyal.school Please see Appendix B Provider Access Statement for further details.

Appendix A

Careers Entitlement Pupils attending the School are in their careers programme entitled to:

- Receive a stable careers programme from Year 7 that continues until they leave school (or attend University, if taking a gap year).
- Receive relevant careers guidance and have access to independent careers information and guidance, including labour market data where relevant.
- Receive personal advice that helps pupils to achieve their individual careers goal – whether this is Higher Education, an apprenticeship or employment.
- Be equipped with the necessary skills to prosper in HE and employment.
- Have the relevant knowledge to make realistic and achievable goals based on their own interests and skills, whilst taking into account local job market information and relevant entry requirements.
- Receive up-to-date information about careers and skill-development opportunities.
- Understand how different subjects help keep different options open.
- Have access to additional help, whether this need is generated from a change of decision, personal circumstances or additional needs.
- Have meaningful and helpful encounters with employers and other education providers.
- Develop an understanding of the different pathways at post 16 and 18 including Vocational courses, A levels, T levels, apprenticeships, degrees and degree apprenticeships.
- Have a minimum of one week's work experience, with the opportunity for a second.
- The use of sixth form non-contact time 'give back' to provide pupils with an opportunity to develop and enhance employability skills by supporting school staff with their daily responsibilities, including and not exclusive – supporting pupils with their learning or supporting non-teaching staff with their daily responsibilities.

Pupils are expected to:

- Fully engage with careers lessons and activities.
- Utilise the available careers resources, including the on-line 'Launch your career' and 'BeReady' platforms.
- Record careers-related skills, participation and research, reflect upon what has been learnt.
- Identify and set goals for the future.
- Actively participate in workshops, presentations and visits from external employers or providers.
- Attend informative events such as Options Evening and the Careers fair.
- Use study and research spaces such as the careers and sixth form library appropriately and with respect for other users.
- Take advantage of opportunities offered outside school, such as school trips and projects.

Parents are entitled to have:

- Access to links to the National Careers Service information and other independent websites and resources via the school website.
- The opportunity to contact the independent and impartial careers advisor, careers lead and careers coordinator.
- Access to information and guidance through parent information evenings including choosing options, UCAS, work experience and pupil finance.

Appendix B: Provider Access Policy Statement

This policy statement sets out the School's arrangements for managing the access of providers to the pupils at the school for the purpose of giving them information about the provider's education, training offer, or skill set and pathway needed for access to the career or education sector that the provider represents. This complies with the school's legal obligations under section 42B of the Education Act 1997, updated Sept 2022.

Pupil entitlement (see Careers Policy: Appendix A)

All pupils in Years 7-13 are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities, as part of a careers programme that 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, 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: Chris Howells (Assistant Principal - Careers) via 01902 341230 or ch@theroyal.school

Opportunities for access

We welcome input into our careers provision from employers, employees, Universities, Apprenticeship, training providers and Further education providers. Our connections include former pupils, parents and local employers and providers and we are keen to widen this participation.

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. These include an annual Careers Fair, mock interviews for Year 10, assessment centres for year 12, guess my job for year 7, speed dating for year 8, enterprise challenge for year 9, year 10 next steps event, year 11 parent surgery, next step event for parents plus other workshops that enhance employability skills; preparing for work experience, CV writing, searching for an apprenticeship and assessment centres. Employers, training providers, FE and HE providers deliver assemblies on apprenticeships; A-level, T-Level, vocational options and careers; and at Key Stage 3, 4 and 5, a series of careers lectures are delivered from universities and employers.

Outside agencies are also invited to support the curriculum in all subject areas. Some examples are The Royal Navy supporting maths lessons, local artists supporting art lessons and authors supporting English lessons.

| | Autumn | Spring | Summer |
|----------------|---|---|--|
| Year 7 | Employer assemblies Careers during form time 1 session per week | Employer assemblies Careers during form time 1 session per week Careers Fair | Employer assemblies Careers during form time 1 session per week Guess my job |
| Year 8 | Employer assemblies Careers during form time 1 session per week Pathways assembly – Apprenticeships, Degree apprenticeships, vocational, T-Levels | Employer assemblies Pathways assembly – Careers during form time 1 session per week University, Higher Education Careers Fair | Employer assemblies Speed dating Careers during form time 1 session per week |
| Year 9 | Employer assemblies Career education via enrichment programme (lesson 6) Careers education via PSHE | Employer assemblies Careers Fair Career education via enrichment programme (lesson 6) | Employer assemblies Enterprise challenge Career education via enrichment programme (lesson 6) |
| Year 10 | Employer assemblies Prep for work experience Careers education via PSHE Work experience | Employer assemblies Next Step event Careers Fair Work experience | Employer assemblies Mock interviews |
| Year 11 | Employer assemblies CV writing Careers education via PSHE | Employer assemblies Raising boys aspirations Apprenticeship assembly Pathways assembly – as year 8. Parent surgery Careers Fair Next step event for parents | |
| Year 12 | Employer assemblies Prep for work experience Interview prep Assessment centre Careers education via PSHE National Apprenticeship Show Work experience | Employer assemblies Careers Fair Apprenticeship assembly What career expo? Next step event for parents UCAS convention Work experience | Oxbridge conference UCAS – Assembly University assembly – student finance, selecting a course, university life. UCAS Prep |
| Year 13 | Employer assemblies UCAS Prep Careers education via PSHE National Apprenticeship Show | Employer assemblies Careers Fair Next step event for parents Gap year assembly | |

Refer to prior school

Please contact Chris Howells (Assistant Principal – Careers) to identify the most suitable opportunity for you.

Premises and facilities

Rooms and presentation resources will be made available for discussions between the provider and pupils, as appropriate to the activity. This will be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.