



BISHOP VESEY'S GRAMMAR SCHOOL

Careers, Education, Information, Advice and Guidance Policy

Staff covered by this procedure:	Teaching and support staff
Prepared by:	Tom Williams
Approved by and date:	Learning and Teaching Committee 15/10/18
School's next review date/by whom:	Learning and Teaching Committee October 2021
Signed by Chair of Learning and Teaching Committee:	

INTRODUCTION – A STABLE CAREERS POLICY

- 1.1 Bishop Vesey’s Grammar School will inspire all its students to aim high and achieve to their full potential. The school will provide the right support and guidance to empower every student to make key decisions about their future.
- 1.2 Careers, Information, Education, Advice and Guidance (CEIAG) refers to the full programme of careers education supported by personalised information, advice and guidance tailored to the individual needs of the student. It equips students with the knowledge and skills that they need to make realistic and informed choices about their own progression through learning and work.
- 1.3 The policy has been written with the United Nations Convention of the Rights of the Child in mind. All our policies bear in mind Articles 3 and 28 – the child’s best interests and the right of the child to an education.
- 1.4 This policy has been written to follow the Gatsby Benchmarks to ensure all students have access to independent careers guidance and to be informed about technical education qualifications or apprenticeships as well as higher education opportunities.

MANAGEMENT OF THE CAREERS PROGRAMME

- 2.1 The school has appointed a Careers Leader who, with the support of the school Senior Leadership Team, will ensure the leadership and co-ordination of a high quality careers programme. The name and contact details of the Careers Leader is available on the school website.
- 2.2 The Careers Leader is responsible for developing the careers programme supported by
 - 2.2.1 The Careers Advisor who is integral to the delivery of the programme, and in particular in conducting careers interview;
 - 2.2.2 The Work Experience Co-ordinator who is responsible for implementing the programme of work related learning involving work placements;
 - 2.2.3 Heads of Department who are responsible for building careers education effectively into their subject curriculum;
 - 2.2.4 Pastoral Staff including Heads of Year, Form Tutors, SENCO and Learning Mentors who are responsible for ensuring students receive CEIAG appropriate to their individual needs.
- 2.3 The school’s Development Director is responsible for building and maintaining links to employers, educational establishments and alumni.
- 2.4 The Governors’ Learning and Teaching Committee will monitor the delivery of the Careers Programme and will review this policy on a regular basis.

DELIVERY OF THE GATSBY BENCHMARKS

Learning from Career and Labour Market Information

- 3.1 The school hosts a Careers Fair every year. This is an invaluable opportunity for students to consider the broad spectrum of options available, ask questions of employers and in some instances, connect with the school's alumni. Students from all year groups are invited to attend with their parents. Higher education organisations and employers are available to offer advice and guidance. In addition, Years 11-13 are invited to attend seminars in a variety of fields.
- 3.2 Student led bodies such as MEDSOC and STEMSOC, supported by school staff, are proactive in recruiting speakers from the medical profession and STEM professions.
- 3.3 The school's library contains many CEIAG based resources which can be accessed by all year groups.
- 3.4 The school encourages all students to attend events such as The Skills Show at the NEC either in their own time or as part of a school trip.

Linking Curriculum learning to Careers

- 3.5 CEIAG is embedded as part of the Personal, Social and Health (PSHE) programme at Key Stage 4. Students develop personal statements and in so doing, consider their strengths, weaknesses and the options available to them.
- 3.6 Throughout the school, CEIAG is delivered through subject teaching. This enables students to build up knowledge of career opportunities related to different subjects and identify how the skills learned in school are relevant to the world of work. Subject teachers are encouraged to take opportunities to embed career inspiration into the curriculum and deliver aspects of careers education both in a structured way through inclusion in schemes of work and incidentally as they arise during the course of an activity.
- 3.7 Assemblies with a CEIAG focus regularly take place for each year group. These are delivered by guests or by members of staff.

Encounters with Employers and Employees

- 3.8 The school works together with employers and other educational establishments to broaden horizons and motivate students to develop high aspirations. There are regular opportunities for pupils to meet representatives from the workplace for inspiration and advice in a broad range of careers. Parents with specific expertise are also invited to contribute to the careers programme for the benefit of other students.

Experience of Workplaces

- 3.9 All Year 10 students prepare for, and participate in, a work experience placement intended to develop employability skills and an awareness of the world of work. The work-experience co-ordinator ensures that students are well prepared for this and that they make the most of this valuable opportunity.
- 3.10 Sixth form students have time allocated within their timetable for Enrichment Activities. Students are encouraged to undertake an EPQ project - this has proven to be very popular. Through dedicated Enrichment Weeks, sixth form students have the opportunity to organise their own work experience placement or to undertake another developmental activity.

Encounters with Further and Higher Education

- 3.11 Trips to universities are frequent for year groups 11-13. This is an invaluable opportunity to gain an insight into university life. These trips are organised by departments or by pastoral leads.

Personal Guidance and Addressing the Needs of Each Student

- 3.12 BVGS employs a Careers Advisor on a part time basis. Careers interviews are available for those students who would like one and for those students who Heads of Year feel would benefit from considered and impartial guidance.
- 3.13 BVGS has an effective and well-established system for supporting UCAS applications. Students are given a great deal of support in producing their personal statements and are advised in where they should consider applying.