



BISHOP VESEY'S GRAMMAR SCHOOL

Careers, Education, Information, Advice and Guidance Policy

Staff covered by this procedure:	Teaching and support staff
Prepared by:	Natalie Ashby
Approved by and date:	Learning and Teaching Committee 10 February 2020
School's next review date/by whom:	Learning and Teaching Committee Summer 2021
Signed by Chair of Learning and Teaching Committee:	

INTRODUCTION

- 1.1 Bishop Vesey's Grammar School will inspire all of its students to aim high and to achieve their full potential. The school will provide appropriate support and guidance to empower every student to make key decisions about their future and to motivate them in working towards achieving their goals.
- 1.2 This policy has been written to adopt the Government's Careers Strategy and to follow the Gatsby Benchmarks, to ensure all students have access to independent careers guidance and to be informed about technical education qualifications, apprenticeships and higher education opportunities.
- 1.3 BVGS aims to provide an outstanding Careers, Education, Information, Advice and Guidance (CEIAG) programme that spans throughout the school. The CEIAG refers to the full programme of careers education supported by personalised information, advice and guidance tailored to the individual needs of the student. The aims of the CEIAG are:
 - To provide all students with an awareness of the relevance of all academic studies in the context of the working world.
 - To provide an opportunity for all students to develop an understanding of a wide range of careers and the associated career pathways.
 - To enable students to identify their strengths and interests and acquire the necessary experience in working towards a particular career goal, as well as looking to address any areas of weakness.
 - To enable students to make a fully informed choice about their future education and careers, providing full support and guidance in this regard.
 - To develop relationships with organisations, professionals and higher education establishments with a view to enabling students to secure valuable insights into potential routes of education and employment.

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 and delivering the careers programme assisted by:
 - 2.2.1 A part-time Careers Advisor who assists in conducting careers interviews with Year 11 students.
 - 2.2.2 Work Experience Co-ordinators who oversee the implementation of the programme of work-related learning involving work placements in Years 10 and 12.
 - 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 an annual basis.

DELIVERY OF THE GATSBY BENCHMARKS

In December 2017 the Government published a new Careers Strategy and, in October 2018 published statutory guidance for school leaders and school staff which provided a blueprint for building a high-quality careers system that will help young people to fulfil their potential. The Gatsby Charitable Foundation identified the elements that define an excellent careers provision, through the use of eight "Gatsby Benchmarks". The Gatsby Benchmarks now form the heart of the Government's Careers Strategy, with all schools expected to meeting all of the Benchmarks in full by the end of 2020.

The eight Gatsby Benchmarks are summarised below, along with the school's strategy for complying with these:

Gatsby Benchmark 1 - A stable careers programme

- To provide an effective, fully comprehensive and globally accessible careers programme tailored to the individual needs of the students.
 - The school has invested in the Unifrog Careers Platform, which provides each student with access to full careers information and activities, as well as enabling them and the school to record and monitor all careers activities undertaken.
 - Future Intentions Questionnaire data is collected from Years 11 and 12, with a view to identifying particular careers needs of individual students.
 - A Careers Plan for each year has been developed and is published on the school website
 - Additional activities are advertised on the School Blog, Twitter account and Website.

- To provide full details of the Careers Education, Information, Advice and Guidance (CEIAG) programme to all stakeholders through the school's website.
 - A Careers Plan for each year has been developed and is published on the school website.
 - Additional activities are advertised on the School Blog, Twitter account and Website.

- To secure feedback from stakeholders, and to undertake a full evaluation of the careers programme annually.
 - The Careers Plan is to be reviewed annually and approved by the SLT.
 - Feedback relating to careers activities is secured from students and parents (where possible).

Gatsby Benchmark 2 - Learning from career and labour market information

- To provide students and parents with access to and guidance about further education and labour market opportunities.
 - Unifrog is accessible to students and parents and provides full information and guidance about further education and labour market information.
 - The school website contains information about further online resources containing further education and labour market information.
 - The school's library contains many CEIAG based resources which can be accessed by all year groups.
 - 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.
 - The school hosts an annual Careers Fair, with in excess of 50 exhibitors and 27 speakers from a wide range of professions and industries. All students and parents are encouraged to attend.

- To provide students with the opportunity to attend Open days, Conventions, Workshops, Masterclasses and Taster sessions with Universities/Colleges and Employers.
 - Unifrog provides information about activities which will promote a student's prospects of success in a particular subject, for example MOOC's.
 - The school provides weekly details of Open Days, Conventions, Workshops, Masterclasses and Speakers from a variety of educational establishments and employers through the School Blog, Twitter account, website and Unifrog messaging.

Gatsby Benchmark 3 - Addressing the needs of each pupil

- To provide a careers programme that is tailored to the individual needs of the children, with an individual record being kept to track the progress of each student, both during school and for 3 years after completing secondary education.
 - The Careers Plan tailors careers activities to the specific needs of each school year group.
 - The 1-to-1 careers appointments and Future Intentions Questionnaires look to identify individual student needs, so that they may be signposted to appropriate resources.
 - Data is collected from group activities so that information relevant to a student's interests may be forwarded to them.
 - Subject-related societies provide speakers and activities relevant to those subjects, data of students interested is collected so as to direct further information to them.
 - The school hosts an annual Careers Fair, offering 9 seminars (incorporating 27 speakers) with students being allocated spaces to the seminars based on their preferred choices.
 - BVGS alumni are invited to support the school within careers activities.
 - Unifrog enables students and the school to record and monitor all careers activities undertaken.

- To ensure that students receive up to date, relevant and impartial resources / advice which is made accessible to them regardless of race, gender, disability, social background or sexual orientation.
 - All careers-related activities and resources are available to all students, regardless of race, gender, disability, social background or sexual orientation.
 - Pupil Premium students are offered 1-to-1 mentoring through the One Million Mentors scheme.
 - Information is provided to students who may be eligible for university outreach, pathway and access programmes, along with information about summer schools and masterclass / taster days.

- To provide a programme that is designed to promote social mobility, equality and diversity.
 - All careers-related activities and resources are available to all students, regardless of race, gender, disability, social background or sexual orientation.
 - Pupil Premium students are offered 1-to-1 mentoring through the One Million Mentors scheme.
 - Information is provided to students who may be eligible for university outreach, pathway and access programmes, along with information about summer schools and masterclass / taster days.

Gatsby Benchmark 4 - Linking curriculum learning to careers

- To provide a programme that links curriculum learning to careers, with all teachers emphasising the importance of Maths and English in achieving success, and emphasis being placed upon the relevance of STEM subjects in a wide variety of careers.
 - 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.
 - School societies (such as STEMSoc) provides speakers and activities related to specific subjects, with a focus on the importance of particular areas of the curriculum to careers.
 - Educational visits relate the curriculum to specific careers.
 - Unifrog enables reference to be made to the relevance of curriculum learning to careers, along with subject-specific career-related activities.
 - Assemblies with a CEIAG focus regularly take place for each year group. These are delivered by guests or by members of staff.

- To provide a programme of study designed to enhance student's employability.
 - Unifrog provides activities designed to promote employability skills.

Gatsby Benchmark 5 - Encounters with employers and employees

- To provide annual visits from employers and employees from a variety of industries through Careers Fairs, Visiting Speakers, Mentoring and Mock Interview Events.
 - The school hosts an annual Careers Fair, with in excess of 50 exhibitors and 27 speakers from a wide range of professions and industries.

- Visiting speakers attend school on a regular basis, representing a variety of professions and organisations.
- The school participates in the One Million Mentors programme with students receiving guidance from a variety of professionals.
- Workshops are provided by a variety of employers, with students being selected based on their particular interests.
- Students are directed to specific materials relating to degree apprenticeship programmes sponsored by employers and coached as to the selection process.
- There is an established work experience programme operating in relation to Years 10 and 12.
- Mock interview events are provided by the school for prospective Oxbridge and Medical students.
- Individual mock interviews are arranged on a 1-to-1 basis pursuant to students' requests.

Gatsby Benchmark 6 - Experiences of workplaces

- To provide a well-structured work experience placement scheme for Years 10 and 12.
 - There is an established work experience programme operating in relation to Years 10 and 12.
 - Sixth form students have time allocated within their timetable for Enrichment Activities which is often within a workplace environment.

Gatsby Benchmark 7 - Encounters with further and higher education

- To provide full information about all forms of tertiary and technical education enabling students access to institutions and education providers.
 - Students are provided with full information about technical and tertiary education, through literature provided directly to students and parents.
 - Providers of technical education are invited to attend the Careers Fair, and details of their open evenings are supplied to students & parents.
 - Providers of tertiary education are invited to give presentations to the relevant years at school, along with students with specific subject-related interests. They further attend the Careers Fair and Higher Education Fair.
 - Masterclasses and Taster Days provided by higher education establishments are promoted to students within the relevant age bracket.
 - Students are encouraged to attend Summer Schools and apply for Outreach / Access Programmes (depending on eligibility).
 - Students are encouraged to attend conferences and open days (often through trips organised by departments or pastoral leads).

Gatsby Benchmark 8 - Personal guidance

- To provide every student with an interview with an impartial careers advisor by the end of Year 11, and a further interview before the end of Year 13.

- An independent careers advisor attends school once a week, to assist the Careers Lead with interviews with Year 11 students.
- The Careers Lead looks to offer further interviews with students before the end of Year 13.
- The Careers Lead offers impromptu interview appointments to all Sixth Form students, for general careers guidance, UCAS application advice, apprenticeship applications, assistance with work experience placements and preparation of CV's.
- Records are kept of all careers interviews.