



## BISHOP VESEY'S GRAMMAR SCHOOL

### Careers Policy

<b>Review Prepared by:</b>	Aisling Orlandini – Acting/Assistant Headteacher i/c of Careers, PSHE and staff well-being
<b>Approved by and date:</b>	Approved by Chair of Governors February 2024 Ratified by Learning and Teaching Committee – 5 <sup>th</sup> February 2024
<b>School's next review date/by whom:</b>	Learning and Teaching Committee – February 2025

## 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 (supported by Aston University Engineering College and Sixth Form), apprenticeships and higher education opportunities (supported by BMET).

1.3 BVGS aims to provide an outstanding Careers, Education, Information, Advice and Guidance (CEIAG) programme that spans throughout the school, to be delivered in partnership with a 3<sup>rd</sup> party provider and our designated Enterprise Adviser, as well as businesses, alumni (Old Veseyans), further education and higher education providers, parents and academic staff. 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 enable students to develop core competencies and employability skills.

☐ 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, including the provision of labour market information

☐ 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 Careers Leader will report to the Deputy Head and will, with the support of the Senior Leadership Team, 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 (Acting/Assistant Headteacher) is responsible for developing and delivering the careers programme assisted by: Careers, Education, Information Advice and Guidance Policy

- 2.2.1 Two part-time Careers Advisors who conduct careers interviews with Year 9 and 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.
- 2.2.5 The School employs a UCAS & Apprenticeship Advisor KS5 who provides students with support and opportunities linked to post 18 careers.
- 2.3 The Careers Lead, Deputy Headteacher and UCAS & Apprenticeship Advisor KS5 are 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.
- 2.5 The School takes advice from an Enterprise Coordinator based at the Birmingham Careers Hub who provides expertise and guidance through regular meetings, in relation to all aspects of our Careers provision at BVGS. The coordinator supports the Careers lead with completing regular Compass+ audits to ensure all benchmarks are being covered.

## **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 ([https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/748474/181008\\_schools\\_statutory\\_guidance\\_final.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/748474/181008_schools_statutory_guidance_final.pdf)). 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 CDI's Career Development Framework, published in April 2021, articulates the learning aims and outcomes of the Gatsby Benchmarks, and the school is committed to adopting this framework.

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. Unifrog homework is set during PSHE lessons for years 7-10 and during form time for years 11-13. Homework is uploaded to Unifrog by each student using the 'Locker' tab.
- Future Intentions Questionnaire data is collected from Years 11 and 12, with a view to identifying particular careers needs of individual students with the implementation of Compass+ in 2023-2024
- A Careers Plan for each year has been developed and is published on the school website
- Additional activities are advertised during PSHE lessons or form time sessions, on Teams, the School Blog and in the school newsletter.

Careers, Education, Information Advice and Guidance Policy

- 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 (recently updated in January 2024).
- Additional activities are advertised on Teams and, the School Blog. .
- 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 and Governors.
- Feedback relating to careers activities is secured from students and parents (where possible). Feedback is collated from curriculum questionnaires, focus groups and parental workshops.

*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, apprenticeships, careers and labour market information.
- The school website contains information about further online resources containing further education, apprenticeships, careers 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 30 speakers from a wide range of professions and industries. All students 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 Teams, the School Blog, the school careers Twitter account and Unifrog messaging. This information is monitored by the Careers lead but led by the Head of Sixth Form, UCAS lead and sixth form careers lead.

*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. Action plans are devised for students in years 9 and 11. Each careers advisor then upload the action plans to UNIFROG using their own account, thus meaning action plans are readily accessible for students.

Careers, Education, Information Advice and Guidance Policy

- Data is collected from group activities so that information relevant to a student's interests may be forwarded to them.
- Subject-related societies (e.g. Medical Minds) 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 12 seminars (incorporating 30 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 through Linked in and our corporate connections.
- 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. Furthermore, a focus on non-STEM subjects and the value is discussed. Displays around the school site encourage all subjects by making explicit links between A-Level subjects and careers.
- CEIAG is embedded as part of the Personal, Social and Health (PSHE) programme across all Key Stages. Students learn about routines of certain careers during the PSHE strand 'Living in the Wider World'. Students in year 12 begin to develop personal statements (with the support of the sixth form team) and in so doing, consider their strengths, weaknesses and the options available to them. Personal statement workshops/working sessions are provided to support this process.
- School societies (such as MedSoc) 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.

Careers, Education, Information Advice and Guidance Policy

- 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 a wide range of professionals and industry experts.

- 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.

Careers, Education, Information Advice and Guidance Policy

- 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.
- Independent careers advisors attend school twice a week, to assist the Careers Lead with interviews with Year 9 and 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 on UNIFROG.

#### **Monitoring, Evaluation and Review**

Bishop Vesey's Grammar School is a member of Birmingham Careers Hub. An Enterprise Coordinator supports us. Their role is to support the development of in-school provision and to act as a critical friend.

Bishop Vesey's Grammar School uses 'Compass +', an online self-evaluation tool, to assess how our careers support compares against the Gatsby benchmarks and the national average. Schools should baseline themselves using this tool, consider the opportunities to improve their careers programme based on their confidential results, and track their progress against the Benchmarks over time. This information is shared with the Careers and Enterprise Company, the Birmingham Careers Hub, SLT and the Governing Body.

The Careers and Enterprise Company also provide Schools with a Careers Leader Impact Evaluation Toolkit, which guides Careers Leaders on how to approach evaluation of our Careers Programme. Impact Evaluation is based around the following model:

**Plan** – Set vision, strategic priorities and learning outcomes for students and plan evaluation approach.

**Collect** – Monitoring data on programme delivery from a variety of sources.

**Review** – Analyse the evidence, distil messages, report and share with different audiences.

**Act** – Celebrate successes and agree on adjustments for programme improvement

Students' opinions are sought via student voice questionnaires, the School Council and via online surveys following a series of careers interviews or events. Parental views are sought at Parent Evenings and at the annual Careers Fair. A report is submitted to the senior leadership and governors. Feedback is used to develop the careers programme and strategic careers plan.

Destination measures are analysed closely and used to ensure that the school is providing the right advice and guidance to head students in the right directions so that they are successful.

### **Careers guidance for vulnerable, disadvantaged and SEND students**

The designated careers leader will engage with the school's designated teacher for vulnerable, looked after and previously looked after children to 1) ensure they know which students are in care or who are care givers; 2) understand their additional support needs; 3) ensure that, for looked after children, their personal education plan can help inform careers advice.

Bishop Vesey's Grammar School aims to ensure that careers guidance for students with special educational needs and disabilities (SEND) is differentiated where appropriate and based on high aspirations and a personalised approach. We endeavour to work with parents and carers or students with SEND to help them understand what careers options are possible. This guidance will take account of the full range of relevant education, training and employment opportunities. Where pupils have EHCP plans, their annual reviews must, from Year 9 at the latest, include a focus on adulthood, including employment.