



ST PETER'S SCHOOL
CAREER EDUCATION INFORMATION ADVICE AND GUIDANCE POLICY

Date reviewed: June 2023

Date of next review: June 2025

Reviewer: Assistant Head Teacher (Anni Matthew)

Date ratified by Governing Body (Curriculum and Standards Committee): 26th June 2023

| Document ControlChnges | | |
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| Edition | Issued | Changes from previous |
| 1 | 03/07/19 | New version |
| 2 | May 2021 | Addition of job titles and final bullet point |
| 3 | June 2023 | Minor changes made to introduction to reflect changes to staffing Change to Statutory Requirements section include updated Careers guidance and access for education and training providers Changes made to section 3 to reflect: <ul style="list-style-type: none"> • changes to the agencies that we work with • Inclusion of volunteering at post 16 • Inclusion of Careers Champions |
| Policies/Documents referred to in this policy | | Post holders/Persons named in this policy |
| This policy links to other school policies and legislation: Careers guidance and access for education and training providers (January 2023) | | Careers Lead CEIAG officer IAG administrator Representative from Take Your Place Enterprise Advisor Senior Transition Advisor |

Career Education Information Advice and Guidance Policy

***Vision:** St Peter's School will raise all students' aspirations and provide them with the opportunities and skills that they need to become the successful adults of the future.*

Introduction

- The careers provision at St Peter's School has been designed to ensure that all of our students are supported to make informed decisions about their future career. We believe that excellent careers provision encourages students to raise their aspirations and to work hard to achieve the best possible grades to ensure that they can move onto the next stage of their learning. Excellent provision can have a positive impact on academic achievement across the school, developing students' confidence and self-esteem. Excellent provision can help break down gender stereotypes, and show students that all careers are open to them.

Our careers programme has been designed with progression in mind to ensure that we meet the differing needs of all students. Careers education is delivered through PD sessions, through activities and events that take place both in and out of school, and all curriculum areas make links between the learning on the lesson and careers. All of the activities and events that we

deliver are monitored and evaluated to ensure that they are relevant to the needs of every student. We constantly use the Gatsby Benchmarks to ensure that our careers provision is the very best that it can be as we want our students to be successful adults of the future.

Our careers department is a dedicated team made up of a Careers Lead, a CEIAG officer, an IAG administrator and a representative from Take Your Place who is in school 1 day a week. We have a designated office where we hold guidance interviews with students, hold meetings with local businesses and employers, and deliver small group workshops with students. We also have a careers library with up to date resources that students can access at all times of the day.

Aim and purpose

2. Our careers provision has been designed to
 - Prepare our students for the transition to life beyond secondary school, whether that be further/higher education, apprenticeships or the world of work
 - Support students to make informed decisions which are suitable and ambitious for them
 - Provide students with well-rounded experiences both in school and out of school
 - Develop essential skills (communication/presenting/leadership/resilience) which will support students in their careers
 - Demonstrate to students how their learning across the curriculum links to careers

Statutory requirements and recommendations

The careers provision at St Peter's School is in line with the statutory Careers Guidance and Access for Education and Training Providers that the Department for Education updated in January 2023 which states that schools must give approved providers the opportunity to talk to students about technical qualifications and apprenticeships.

Careers provision at St Peter's School

3. Our careers provision follows these principles of good practice:
 - We have planned a careers programme to inspire and motivate our students. The programme includes STEM events, Further and Higher education visits, careers fairs both in and out of school, application support, mock interviews, experiences involving employers and employees, and visits to local industry.
 - Careers and essential skills are delivered both within our Personal Development programme and across the curriculum. All teachers have a role to play in our provision, and can show students how relatable lessons are to future careers.
 - We promote high quality work experience to students across the school, and support students at Post 16 who need such experience for their university applications. We are also building links with local businesses to enable our year 12 students can complete an hour of voluntary work a week.
 - Our destinations at the end of year 11 and year 13 are rigorously monitored and tracked. Those students at risk of being NEET are offered further support from the IAG Officer or from the Senior Transition Advisor.
 - We work with a range of external organisations such as National Careers Service, , Take Your Place, GrowthWorks, Local Authority, Urban and Civic, The Talent Foundry, Aim a Little Higher and Form the Future, to ensure that we meet the differing needs of our students.

- We have built strong connections with local businesses and our alumni to create meaningful employer experiences. Our WoW Wednesdays continue to be popular and well attended
- We have introduced Career Champions in each faculty to help forge relationships with departments.
- We benchmark our provision against the Gatsby Benchmarks, using the Careers and Enterprise company's Compass Toolkit, monitor our provision and student destination, and we develop our provision using feedback from all stakeholders involved.
- We work hard to prevent all forms of stereotyping and discrimination in the careers provision that we provide. Males and females from all backgrounds are encouraged to consider the widest possible range of careers and educational opportunities. Our work with Anglian Water and Alconbury Weald has broken down stereotypes in STEM based professions, and our work with Take your Place has encouraged students from disadvantaged backgrounds to consider university as a route post 18.
- We work with our Enterprise Advisor who is on hand to help with CV building activities, mock interviews and how to write a letter of application. He is also able to signpost us to other external stakeholders