

**ST AMBROSE BARLOW SCHOOL & SIXTH FORM**  
**CAREERS EDUCATION, INFORMATION, ADVICE AND**  
**GUIDANCE (CEIAG) POLICY**

**Horizons Department Lead**

**Sally Cheshire**

<p>Last Review: September 2018 Next Review: February: February 2020</p>
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**Overall Aims:**

The aim of the Careers Programme at St Ambrose is to provide students with the information and opportunities they require to enable them to make informed decisions about their future learning and career. The importance of careers education and guidance has never been greater due to significant and ongoing changes in education, training and employment opportunities. Young people face an increasingly complex and challenging employment landscape with youth unemployment and underemployment at high levels.

Research indicates that high quality careers education, information, advice and guidance can help increase social mobility.

In the foreword of the 2017 DFE document “Careers Strategy: making the most of everyone’s skills and talents,” the Rt Hon Anne Milton, the Minister of State for Apprenticeships and Skills and Minister for Women states “Our careers provision must be world class to help people understand the range of opportunities available to them in today’s economy and acquire the skills and qualifications they need to succeed in the workplaces of the future.”

Qualifications such as GCSE, A-level and BTEC have undergone significant changes in recent years. Apprenticeships linked to a much wider range of jobs and professions are now being offered and are increasingly available above level 2. Level 6 apprenticeships, which are equivalent to undergraduate level are increasing in number. Higher education opportunities increasingly extend beyond the UK. Students need help to make choices and manage transitions in a rapidly changing world.

St Ambrose’ Careers Programme consists of a range of activities that help students make choices that are right for them and will help them manage their future careers. Starting in Year 7, students are encouraged to use self-assessment to identify their strengths and areas of interest. They will be helped to review their achievements, plan their future actions, make decisions, present themselves and cope with change and transition. All students will be encouraged to make good use of the information and impartial guidance available in the school. They will learn about the changing nature of work, career choices and other relevant information which will affect their decisions.

St Ambrose aims to achieve all eight Benchmarks recommended by the **Gatsby Foundation**:

1. A stable careers plan
2. Learning from careers and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

The school evaluates its careers provision using the Gatsby Benchmarks and draws up an improvement plan to address the identified areas for development.

The 2017 Careers Strategy has set schools a target of seven encounters with employers or employees for all students, by the end of March 2020. St Ambrose is committed to providing students with high quality encounters through a range of activities, including; work experience days in Year 8 and 10 and a week in Year 12; plus some bespoke work experience placements on specific pathways; A Careers Fair taking place in each academic year; business volunteers taking assemblies and being involved in lessons; business visits and competitions.

St Ambrose is a member of the Enterprise Adviser Network and its Advisor provides strategic and delivery support to the Horizons Lead and the Senior Leadership Team.

This policy should be read in conjunction with other relevant policies of the school:

### **Commitment**

Governors and staff are committed to providing a planned programme of Careers and Employability activities for all students in the school, working in partnership with our wider school community and an extensive range of local business contacts. The programme is designed to promote equality of opportunity and no student will be disadvantaged in gaining access to education, training or work.

When students leave St Ambrose they will have received the appropriate and relevant information to enable them to progress to an opportunity in further or higher education, training or employment.

### **Management**

Mike Carroll is the Deputy Headteacher who manages and supports Sally Cheshire, the Horizons Lead at St Ambrose. Mrs Cheshire manages the Careers Education Information and Guidance programme overseeing programme delivery and liaising with external providers. She works closely with Curriculum staff and the Heads of Houses. She advises senior managers and governors; facilitates the contribution of colleagues and partners; develops the careers programme; organises resources and secures high standards of careers teaching, learning and guidance.

Simon Farmer is the Careers Advisor within the school and will see all pupils during their time at St Ambrose.

## **Resources**

Students have access to a wide range of resources. There is a dedicated area by Simon Farmers office which houses a comprehensive and up to date selection of information and a dedicated Careers Information area in the Sixth Form provides a comprehensive and up-to-date selection of books, magazines, college and university prospectuses, and is open to sixth form students at all times. Students have access to a number of online careers resources via the school's website.

Support is available for individuals with learning difficulties and/or disabilities. The SEND department work closely as a team and with Simon delivering correct information to pupils. The school is working closely with a wide range of organisations, including: The Enterprise Advisor Network, Greater Manchester Combined Authority, Manchester Chamber of Commerce, Urban Vision, to provide a comprehensive careers programme.

## **Guidance**

All guidance aims to be impartial, confidential, responsive to students' needs and based on the principle of equality.

The Careers Advisor Simon Farmer has Level 7 Qualification in Careers Guidance (QCG)

A key principle of provision at St Ambrose is that all subject areas can contribute to careers education, information and guidance. Subject teachers can help students grasp how subject skills and knowledge are relevant to particular career. Subject teachers look for opportunities to invite employers and employees into their lessons and/or to visit local businesses and organisations. Staff respond to any careers-related queries that they may receive from students and know how to obtain more specialist advice when it is required.

## **Training**

Staff training needs are identified and training is offered to all relevant staff as opportunities arise.

The Horizons Lead and Careers Advisor attend conferences, careers fairs and seminars on a regular basis, to ensure their continuing professional development. There is annual whole staff update training.

### **Monitoring, review & evaluation**

Careers & Employability programme activities are monitored, evaluated (with active involvement of students) and reviewed. Feedback is welcomed from all members of the school community who help with the programme. The service offered by our external agencies is reviewed regularly.

### **Website**

The school web-site has links to a number of different careers web-sites, articles and advice for students, parents and employers.

## Key Stage 3, 4 and 5

### Student Entitlement Statements

(How St Ambrose will help me to make an informed decision about my future options and prepare me for the world of work)

#### Year 7

- Finding out about the careers resources available to me
- Identifying my strengths and interests in PSHE lessons and during form time
- Exploring the ‘World or Work’ in PSHE lessons
- Meeting business people in assemblies and in curriculum time
- Using the drop-in lunchtime sessions if I need guidance with my career ideas

#### Year 8

- Self-reflection on my best learning experiences
- Learning more about my strengths and interests
- Using the careers resources in more detail to explore career areas
- Matching my interest areas to suitable careers
- Taking part in a 1 day work experience placement

- Meeting business people in curriculum time and assemblies
- Having the opportunity to attend a Careers Fair to listen and talk to business people, colleges and universities about the options available to me in the future
- Options discussions and Choices Evening
- Attending special assemblies and parents' meetings to help me to choose the option subjects I will do best at
- Ensuring that the GCSE option subjects I choose will keep my options open later on when I leave school and choose a career route

### Year 9

- Learning about the different routes I can take when I leave school
- Finding out about when I will need to make decisions about my future options through assembly, tutor discussion and in PHSE lessons
- Having the opportunity to attend a careers fair to chat to business people, colleges and universities about the options available to me in the future
- Meeting business people in assemblies and during curriculum time
- Using the careers resources available to help me with my choices
- Understanding the importance of developing my employability skills
- Developing decision-making skills in PSHE lessons

### Year 10

- Guidance and support to find a bespoke work experience placement
- Undertake a 1 day work experience placement
- Health and safety in the work place presentation
- Learning more about the working environment, employment opportunities and to learn about the local labour market.
- Opportunities to develop my entrepreneurial skills
- Exploring a number of different professions by speaking to local business people
- Exploring a number of different routes including apprenticeships, further and higher education
- Finding out about STEM careers I may not know about yet

- Learning about my personal finance – what I need to know now, about student finance, and what I will need to know when I go out to work
- Meeting business people in lesson time
- Using the careers resources available to help me with my choices
- Taking part in Further Education taster days
- Producing a Curriculum Vitae to use when I am applying for jobs and courses.

## Year 11

- Attending Careers and Apprenticeship Fairs
- Sampling A level subjects to help me to make my choices for the forthcoming year
- Careers interviews with Simon Farmer
- Sixth Form interviews with Sixth Form staff
- Learning about good interview technique and appropriate preparation
- Taking part in a mock interview day
- Attend open days at local colleges and FE providers.
- Using the careers resources available to help me with my choices

## Sixth Form

- Working closely with my tutor to help me to make an informed choice for my 'next step'
- Attending an HE (higher education) convention to speak to university representatives first-hand and find out about the courses they can offer me
- Attending an apprenticeship presentation/ convention
- Mock interviews with employers and university representatives
- Understanding how to make a university application on UCAS – Mr Cammann is in charge of UCAS.
- Developing my personal statement – work with Mr Cammann and subject teachers
- Finding out about alternative routes to university and how to apply to these
- Recognising how to make a good application

- Understanding student finance
- Hearing about the labour market – trends and jobs for the future
- Having a week's work experience in Year 12
- Having a work placement in certain subjects
- Having work shadowing opportunities in Year 13
- Attending open days and interviews in Year 13
- Using the careers resources available to help me with my choices
- Meeting business people in assemblies