



# Archbishop Holgate's School

A Church of England Academy

## Careers Education, Information, Advice and Guidance (CEIAG) information document Policy

*This policy explains how the school provides Careers Education, Information and Advice*

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Member of staff responsible:

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Archbishop Holgate's School is committed to developing to the full, the potential of each member of the school community, within the context set by its mission, its strategic aims, and its Christian values as a Church of England Academy.

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## Vision and Values of Archbishop Holgate's School

As a Church of England school we strive to ensure that all of our young people are cared for, given every opportunity to develop through academic study, to grow personally and spiritually and to live into being those Values we hold dear in our community and in wider society. Our role as a Church school is to help nurture both academic excellence and to help shape young people who can make a significant contribution to the community they serve. Key to this is a clear recognition that all students have individual gifts and talents and with support every young person can flourish.

Archbishop Holgate's School is distinctive and effective as a Church of England school because our Christian vision and values are very explicit and drive all areas of school life. Our Vision is one which combines Values, Care and Achievement.

**“A threefold cord is not easily broken.” Ecclesiastes 4:12**

Through this vision we seek to be a Church of England School which is deeply Christian. As such, the three themes of our vision, Values, Care and Achievement are deliberately expressed in that order, our distinct Christian Values help ensure that every child is cared for as an individual and this in turn will help them to succeed academically.

Our school values of **Justice**, **Compassion**, **Forgiveness** and **Trust** have been embedded across our school community and permeate all areas of school life.



This policy is to complement our vision and values and to enable the school to allow all members of Archbishop Holgate's community to live them into being every day.

## Introduction – CEIAG at Archbishop Holgate’s School

CEIAG refers to the activities, interventions and programmes that help young people make informed, positive choices about their future pathways, offering particular support at key points in their 11-18 education. At all points, our careers education fits within our whole- school mission of values, care and achievement and aims to allow all students to make a positive contribution, feel valued and cared for as individuals and be well-informed about their options at each stage of their school life. We place particular emphasis on ensuring that students can access fully impartial advice (as referenced in DfE guidance) and guidance, with our fully qualified Level 6 careers lead and access to a wide range of external providers. At all points we seek to engage with the wider community, offering students experiences and advice from a wide range of employers and education providers in our local community and beyond, in keeping with the best practice set out in the April 2014 DfE publication ‘Careers Guidance and Inspiration in Schools’. Indeed, we believe that our engagement with a wide range of employers and external agencies is a key strength of our provision as an outstanding school. The CEIAG policy is designed to comply with the Gatsby Benchmarks and meets all statutory requirements as set out by the DfE in 2018.

Our aims for CEIAG are embedded within the school development plan, linked into every department area and are an intrinsic part of the work we do to inspire and motivate students to achieve their very best. In addition to encouraging students to think about and plan their future pathways, CEIAG provides an invaluable opportunity for us to motivate and inspire our young people to really fulfil their potential, it is for this reason that CEIAG is embedded within every key stage, across every subject. As a learning community, we are fully committed to providing the students in our care with the very best educational opportunities, helping guide them to make the best choices with regards to their personal, social and educational development. We want all of our young people to make informed choices and be equipped to make wider contributions to our local community. Our policy promotes equality of opportunity, celebrates diversity and challenges stereotypes.

### Aims of the Careers Education programme at Archbishop Holgate’s School

- Encourage aspiration, ambition and positive choices, Enable students to develop their self-confidence and recognise the value of their own skills and abilities
- Equip our students with the knowledge and skills to evaluate their own performance, review and evaluate to make informed decisions and manage the transition periods at KS4 and KS5 effectively and positively, ensuring that students are informed about the specific opportunities available locally
- Ensure that all students, careers and parents are aware of the opportunities open to our young people, raising aspiration and continuing to develop our school’s culture of excellence in everything we do
- Allow all students the chance to access impartial careers guidance, so that they can make the best choices possible for their futures, from a fully informed position
- Help our students to develop the skills and confidence necessary to develop resilience, excel in new situations and make a positive contribution to our wider community
- Consistently and positively promote equal opportunity in regards to race, ethnicity, gender, religion and special needs
- Encourage students to investigate careers opportunities locally and nationally, with direct experience of the world of work at key stages 4 and 5. Support students in reviewing their experience, implementing aspirational career plans that meet their needs and individual aims and abilities
- Fully comply with the Gatsby Benchmarks:
  1. A stable careers programme
  2. Learning from career and labour market information
  3. Addressing the needs of each student
  4. Linking the curriculum to careers
  5. Encounters with employers and employees
  6. Experience of work placements
  7. Encounters with further and higher education
  8. Personal guidance

Careers guidance at AHS integrates impartial advice with a full programme of careers education, embedded in each department area. It allows students to develop their skills and understanding necessary to make positive and informed decisions about their future pathways. Our careers education programme fully meets statutory guidance set out in the 2015 DfE publication 'Careers Guidance and Inspiration in Schools' and the updated 2018 DfE guidance.

### **Expectations for students, staff and parents**

#### ***Students can expect:***

- To access independent and impartial careers advice from a L6 qualified advisor, working at AHS full-time
- To be told about key people who can help support them with education, careers, personal, health and financial queries or problems
- To understand the financial support they can access to help them to stay in full-time education
- To enjoy a comprehensive work experience or internship programme in both KS4 and 5
- To work with a wide range of local and national partners, to support their careers education
- To be advised on their own personal pathways at key transition points during their school careers

#### ***Parents can expect:***

- To have clear and straight forward communication about how their child may access further careers advice and guidance
- To understand how their child can access further information and support
- To have clear lines of communication with school around work experience and internships
- To take an active part in the CEIAG of their children, including participating in whole-school events

#### ***Staff can expect:***

- To participate in the delivery of careers education through their subjects areas
- That students will have timely and easy access to impartial careers advice, through their referral if necessary
- To be clear on how all students can access interviews with our L6 careers advisor
- To be regularly updated on the provision for CEIAG within school

### **CEIAG Delivery in the Curriculum**

CEIAG is currently delivered through the form tutor programme, the Post-16 enrichment programme, whole school curriculum enrichment days, the work experience programme at Ks4 and KS5 and through PSHCE education in KS3 and KS4. A full break down of opportunities can be found in the curriculum audit completed by each department.

## Opportunities for Access

Year Group	Provision
Year 7	<ul style="list-style-type: none"> <li>• STEM Day – Nestle, IEC, Rolls Royce, FERA, Portakabin, NYBEP</li> <li>• Disadvantaged student mentoring</li> <li>• Parent information booklet</li> <li>• Form time programme that covers decision making, consequences, saving, budgeting, role of work in society and range of jobs available</li> <li>• Access to Careers information through the student Hub.</li> <li>• Careers in the News – Each Week</li> <li>• Guest Speakers in Assembly</li> <li>• Brilliant Club</li> </ul>
Year 8	<ul style="list-style-type: none"> <li>• The Real Game enrichment day</li> <li>• Business studies trading game</li> <li>• 1:1 IAG interviews for guidance with options choices</li> <li>• Options assembly</li> <li>• Mentoring of disadvantaged students</li> <li>• External Enterprise assembly</li> <li>• York University assembly</li> <li>• Careers in the News – Each Week</li> <li>• Guest Speakers in Assembly</li> <li>• Brilliant Club</li> </ul>
Year 9	<ul style="list-style-type: none"> <li>• Industry day</li> <li>• Green Apples programme</li> <li>• Job Centre Plus initiative</li> <li>• National Career Advice website</li> <li>• York University assembly</li> <li>• Careers in the News – Each Week</li> <li>• Guest Speakers in Assembly</li> <li>• NYBEP Employability Skills Presentation</li> <li>• Local Job Market Information Presentation</li> <li>• Preparation for Work Experience Presentation</li> <li>• Brilliant Club</li> </ul>
Year 10	<ul style="list-style-type: none"> <li>• Preparation for Work Experience –assembly, parents evening, careers interviews and 1:1 support</li> <li>• Work experience (2 weeks) and WEX evaluation</li> <li>• Green Apples programme</li> <li>• Assemblies highlighting different careers – Drax, FERA, focus on STEM opportunities</li> <li>• Careers Fayre – St John’s Ambulance, NHS, Engineers and law firms, Police, Fire Service, Lloyds Bank, IT hairdressing</li> <li>• Health and Safety Workshop</li> <li>• Careers Enrichment Day</li> <li>• Guest Speakers in Assembly</li> <li>• NYBEP Employability Skills Presentation</li> <li>• Local Job Market Information Presentation</li> <li>• Preparation for Work Experience Presentation</li> <li>• Brilliant Club</li> </ul>
Year 11	<ul style="list-style-type: none"> <li>• York College attendance at Open Evening and results day</li> <li>• Bishop Burton attendance at Open evening</li> <li>• Apprenticeship assembly</li> </ul>

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|  | <ul style="list-style-type: none"> <li>• Apprenticeship fair</li> <li>• LA mentors</li> <li>• IAG assemblies</li> <li>• Weekly apprenticeship bulletin</li> <li>• York College Taster Days</li> <li>• IAG meetings</li> <li>• 1:1 meetings with L6 careers advisor</li> <li>• Green Apples</li> <li>• Widening Participation</li> <li>• Brilliant Club</li> </ul> |
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### **Work Experience**

Work experience form an integral part of the CIEAG programme at AHS. Our aim is to offer students a high quality and meaningful engagement with employers, to give them a valuable experience of work and to develop their employability. We aim to fully engage students in this process by encouraging them to seek out their own relevant work experience placement,

Students in KS4 (Year 10) and KS5 (Year 12) participate in work experience annually. These placements take place in the spring term for Year 10 and the summer term for Year 12. Students are encouraged to find their own meaningful placements that help contribute to their future ambitions. Health and safety checks for all placements are carried out by NYBEP and all placements are coordinated through the NYBEP websites. Where eligible, students in Year 12 also participate in the Sutton Trust 'Pathways to Law' programme, allowing them to gain significant placements with top 5 law firms and a mentor to support their transition from Sixth Form to university study. All placements are planned and checked by AHS staff, students receive individual input into their placements, ensuring that students are matched appropriately.

#### ***Procedure for Work Experience***

- Students are issued with their WEX booklet through the form tutor programme
- All parents are written to and invited to a WEX information evening in October of Year 10
- All students are given a username and password to the NYBEP website
- Parents receive and information booklet and permission slip to return to school
- Students use the NYBEP website to contact employers and arrange a work placement
- Placements are confirmed with NYBEP after Christmas
- Students commence WEX fortnight, visited by AHS staff
- Students complete a log book whilst on their work experience placement
- Student evaluate the programme upon their return to school

The working time regulations applies to students under the age of 16 on work experience placements; and as such:

- They should not work more than 5 consecutive days in any 7 day period
- NYBEP will put in place clear guidelines to placements to ensure that students do not work excessively long hours
- Students under the age of 16 are only permitted to work between 7am and 7pm

### **Key Staff**

The CEIAG programme is coordinated by the Careers Education Advisor (Sarah Robinson), supported by the Link Governor for carers and line managed by the Assistant Headteacher (Supporting Students). The Deputy Head teacher has overall responsibility for the quality of careers education and is line managed by the Head teacher. Individual departments and teachers contribute to the Careers Education Programme, as outlined in the department careers audits. Form tutors support the delivery of Y10 and Y12 WEX, overseen by the Careers Lead. PSHCE teachers deliver the curriculum to all key stages, overseen by the Careers Lead. The Sixth Form Enrichment Coordinator oversees a full progression programme for Post-16 learners, working in conjunction with the Careers Lead

### **Monitoring and Evaluation of the Careers Education Programme**

Review and evaluation is carried out on an informal basis between the Careers Lead and the Assistant Head, who meet weekly. The Assistant and Deputy Head meet half termly to review strategic priorities for CEIAG and assess progress against the Gatsby Benchmarks. Feedback from staff, students and external provisos helps to evaluate the effectiveness of the CEIAG programme and allows rigorous targets to be set each year. The Careers Development Plan is reviewed through SLT and Curriculum Governors Committee Meetings.

Student voice takes place after each curriculum enrichment day, after WEX and during Pastoral Quality Assurance each half term. Student and parent feedback is also sought via the parent and student feedback table on the school website.

## **Careers Provision during Covid 19**

*During the Covid 19 pandemic, the careers department has the potential to be hindered through a variety of factors which could lead to students having less access to careers advice or become less focused on their future careers. In the continued effort to build a world class careers provision, it is important to proactively address where the students might have less access to careers opportunity, and proactively resolve this in order to give students the best possible advice and guidance under the current circumstances.*

## **Risks to Careers Provision During Covid 19**

- *Students not having access to external speakers in school*
- *Students not having access to careers based trips such as Greenapples, Apprenticeship fairs and careers fairs.*
- *Students not being able to access employability skills*
- *Students being unable to take part in careers focused enrichment days.*
- *Students not having access to information regarding higher level apprenticeships*
- *Students not being able to take part in work experience*

## **How AHS Will Adapt Provision 2020 2021**

- Students will have access to specialist speakers through remote presentations.
- School will work with providers to re arrange trips to later in the year, and still give access to University visits and careers fairs.
- Employability Skills will be run by teaching staff in school, using resources provided by expert external agencies.
- Enrichment days will run later in the year, when visitors are allowed in school, or will be run by staff.

- Rb will send out weekly information the school newsletter and half termly information in the careers newsletter, to keep students updated of career opportunities despite the limitations of Covid 19.
- Employers will be written to requesting them to honour WEX places for students who missed out last year in the summer of 2021. WEX has been moved to later in the year to accommodate the best possible opportunity to complete WEX in 2021.