



Sutton Valence
Senior School

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Careers Education and Guidance



This policy is to provide an overview of Sutton Valence School's provision of Careers Education, Information, Advice and Guidance (CEIAG). It provides a framework of support, activities and experiences to help students plan and manage their transition beyond school, to manage their careers, sustain employability and achieve personal and economic wellbeing. In July 2018, the School was independently assessed and awarded the National Quality in Careers Standard. www.qualityincareers.org.uk/documents/the-guide-to-the-standard.pdf.

This award acknowledges that the School's careers provision is fully aligned with the eight Gatsby benchmarks for good career guidance and fully complies with the Department of Education's statutory guidance.

Purpose of the Careers Department

The Careers Department exists to provide independent and impartial support and guidance to pupils with decision-making and managing transition, preparing them for the opportunities and responsibilities of life.

Pupils follow a structured careers guidance programme which is appropriate to their age and follows the Gatsby Charitable Foundation's Benchmarks which are used to develop and improve careers provision within schools. It is informed by the revised national criteria and statutory guidance from the Department of Education's *Careers Guidance and Access for Education and Training Providers* updated on 5th January 2018 and the Gatsby Charitable Foundation's Benchmarks, to develop and improve careers provision. The eight Gatsby benchmarks of good careers guidance which the School aims to meet are:

1. A stable careers programme
2. Learning from career 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

Alongside and embedded in related curriculum activities such as PSHE, the Duke of Edinburgh Award Scheme, the CCF, Junior Leadership and the Crest Award, careers education promotes personal and social development. In accordance with statutory guidance the Careers Department offers pupils access to socially distanced face-to-face impartial guidance from the head of careers supplemented by independent and impartial mentoring, careers software, websites and careers conventions (where all pupils have the chance to meet a broad range of professionals, employers and organisations).

Careers education is essential to the preparation of young people for adulthood, equipping them with the knowledge, skills and attributes needed for the world of work. Careers education should provide the connection between learning and employment so young people see the relevance of what they are learning at school and contributes to their employability. Effective CEIAG provides students with an introduction to the world of work coupled with information and guidance to know about the opportunities available to them. Work-related learning and careers

education helps develop a young person's confidence to make informed choices about their future learning or work.

Sutton Valence School aims to follow best practice guidance from

- *Statutory Guidance: Impartial Careers Education (2009)*
- *The Careers Education Framework (2019)*

The School's Careers Leader is Mrs Becci Ball, who is a member of the Senior Management team and the Academic Deputy Head. The Head of Careers offers pupils professional career counselling on an individual bespoke basis and works in conjunction with the Head of Sixth Form to advise on UCAS and post-School careers. Pupils are encouraged to speak to her about any career-related issues and use the comprehensive and easily accessible, careers section located within the school library.

Commitment

Sutton Valence School recognises that it has a statutory duty to give students access to impartial careers information, education and guidance (*Section 42A of the 1997 Education Act, 2008 Education and Skills Act*)

The School is committed to providing impartial careers education and information, advice and guidance (CEIAG) for all students and to provide extra support, as required, for students with additional needs, including those who are gifted and talented.

Objectives

The School follows the six principles of impartial careers education:

- Empowers young people to plan and manage their own futures;
- Responds to the needs of each student;
- Provides impartial information and guidance;
- Raises aspirations;
- Promotes equality of opportunity and challenges stereotypes;
- Assists students to progress.

The School's PSHE programme aims to build pupils' awareness of the different types of work available to them through a PowerPoint presentation.

Organisation

First, Second and Third Form pupils are introduced to Job Explorer Database and Fast Tomato (careers guidance software), have PSHE careers related sessions and complete a Morrisby profile.

In the Fourth Form, pupils continue to use Job Explorer Database, Fast Tomato and other careers related software. We aim to provide careers focused PSHE sessions delivered by tutors and the

head of careers. Pupils are also offered the opportunity to participate in Morrisby psychometric tests held on site.

We ensure every Fifth Form pupil has the option to have an individual interview with the head of careers so that they know what options are available to them. Pupils are encouraged to form an action plan for the future and are given guidance on researching careers, training opportunities, apprenticeships, A Level choices and work experience. The senior management team also interview all Fifth Form pupils, following up on their mock exam results and discussing their A Level choices or alternatives.

The School have developed their own 'Next Steps' course. It is an online course intended to bridge the gap for our Sixth Form students between School and the next step in their careers. The purpose of the course is to give our Sixth Form students the opportunity to explore life beyond SVS and to equip them with some of the knowledge and skills they will need, or will find useful, as they take their next steps and beyond. The course has several compulsory aspects to it, these are: Personal Profile, Employment Skills and Life Skills. There are four optional sections to choose from, these are: Employment, University, Apprenticeship and Gap Year. Students must choose at least one of these to work through. The course content is designed to be as interactive as possible. There are videos, quizzes and tests to complete along the way. The course is intended to be completed independently, with some directed learning as appropriate, throughout the Lower and Upper Sixth Form years.

Our careers programme in the Sixth Form is designed to meet the needs of students at this school. Most of our students continue into the Sixth Form to study A Levels and then on to higher education. However, this is not every student's preference and the programme is differentiated in order to respond to all students' individual needs. Information on Higher Apprenticeships, School Leaver Schemes and direct employment are equally promoted. In the Sixth Form specific careers information and guidance is readily available from the head of careers and the head of Sixth Form. Detailed advice is given in a dedicated UCAS Week regarding UCAS applications, finance, gap years and personal statements. The head of careers guides pupils individually with their research of further education courses and careers information. She also gives individual help with personal statements and the UCAS process. Pupils are encouraged to arrange a work experience placement during the school holidays relevant to their future career. The School, through the alumni database, www.svsfoundation.org.uk enables pupils to search for suitable placements. The School has a separate policy and procedure for this.

Implementation

- All staff contribute to CEIAG and through their roles as tutors and subject teachers;
- Specialist sessions are delivered by external agencies and the head of careers;
- Careers information is available in the school Careers Library that is maintained by the head of careers;
- Specialist careers guidance is provided by the head of careers.

The range of activities the School uses includes:

- Career guidance on an individual or small group basis with the head of careers for all year groups;
- Careers education and work-related learning delivered through curriculum subjects e.g. CSI Forensic Science Day;
- Presentations on careers related topics, such as studying in the USA;
- Information and research activities using the school careers library, careers software and websites;
- Encouragement to seek work experience or shadowing from Fifth Form onwards (help from alumni database which students can access online);
- Specialist talks from visiting speakers, e.g. universities, employers, gap year organisations and apprenticeships providers;
- Visits to external events, e.g. Oxbridge days, University of Sussex Taster Day and the Apprenticeship Fair;
- Morrisby Profile Psychometric Testing offered to all students;
- Business links (through curriculum subjects and enterprise related activities, e.g. ICAEW Base competition);
- Careers notice boards and displays both subject related and more general information regarding Higher Apprenticeships, Higher and Further Education, STEM careers, employment and work experience opportunities;
- Parents Evenings and events aimed at keeping parents informed about key events and processes, such as UCAS;
- Focused events such as the Careers Convention and Next Steps.

Partnerships:

- As a Partner School with InvestIn, who offer immersive career experience days, we are involved in new initiatives to help our students' succeed in professional life. InvestIn also provide us with presentations and workshops on employability skills, interview skills, networking and graduate recruitment;
- The School has links with local employers e.g. BAE Systems and AXA PPP who offer specific work experience programmes. The head of careers liaises with local STEM ambassadors who attend careers events;
- The School has a close association with The University of Kent and the University of Sussex who deliver HE presentations in School on university related topics;
- There is a long-standing link with the armed forces, who come in to School to deliver careers related presentations;
- We have a partnership with the Morrisby organisation who provide psychometric testing and impartial careers guidance, information and planning for our pupils at a discounted rate;
- The School website has a link to alumni called the SVS Foundation www.svsfoundation.org.uk which has a dedicated careers section including a database of Old Suttonians who offer current students mentoring and work experience opportunities;
- Parents and guardians are actively encouraged to participate in the biennial careers convention and some provide advice and work experience.

Resources

The Careers Library is situated in the main Library and is accessible to students throughout the school day. Resources are continually monitored and updated.

Careers software, including Job Explore Database, Higher Ideas and Fast Tomato can be accessed on the School intranet.

Higher Education, apprenticeship, gap year and employment information can also be found in the Sixth Form Study Centre.

Evaluation

Careers and HE activities are evaluated and the information is used to inform planning for the following year. We use different evaluation methods, including information questioning, student focus groups and questionnaires completed by students.

We ensure that any personal information related to higher education and careers is dealt with correctly and securely and in accordance with the Data Protection Act 1998, and other related legislation. It will apply to information regardless of the way it is collected, used, recorded, stored and destroyed, and irrespective of whether it is held in paper files or electronically. It also takes into account the expected provisions of the General Data Protection Regulation which has come into force during 2018.

Author: Rebecca Ball

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