

Careers Education and Futures Guidance



SUTTON VALENCE SCHOOL

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.

The staff responsible for careers provide independent and impartial support and guidance to students with decision-making and managing transition, preparing them for the opportunities and responsibilities of life.

Students 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; the ISI Framework 23 which states, 'pupils have access to accurate, up to date, impartial careers guidance so that they are able to make informed choices about a broad range of careers options and which helps them to fulfil their potential' 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 student
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 Pathways, the Duke of Edinburgh Award Scheme, the CCF, Junior Leadership, careers education promotes personal and social development. In accordance with statutory guidance. The staff responsible for careers offer students access to face-to-face impartial guidance from the careers team supplemented by independent and impartial mentoring, careers software, websites and careers conventions (where all students 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 Ms Lauren Austen, Assistant Head. She works in conjunction with Mrs Becci Ball, Deputy Head Academic to advise on UCAS and post-18 pathways. Students are encouraged to speak to tutors and teachers 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 Pathways programme aims to build students' awareness of the different types of work available to them through a PowerPoint presentation.

Organisation

First, Second and Third Form students have Pathways careers related sessions.

The Third Form receive careers focused Pathways sessions delivered by Mrs Maja Trachonitis, Assistant Head.

We ensure every Fifth Form student has access to bespoke guidance from Ms Austen, Mrs Ball or David Sansom, Deputy Head, Staff and Student Development so that they know what options are available to them. Students 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 as part of this. The Senior Management Team and Head of Academic Enrichment also interview all Fifth Form students, following up on their mock exam results and discussing their A Level choices or alternatives.

The careers programme in the Sixth Form is comprehensive and is designed to meet the needs of students at the school. Most of our students continue into the Sixth Form to study A Levels and CTechs then 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. In addition to our preparation for university programme, we have devised an alternative options provision to promote information on Higher Apprenticeships, School Leaver Schemes and direct employment in equal measure. In the Sixth Form, specific careers information and guidance is readily available from Mrs Ball and Ms Austen. Detailed advice is given in a dedicated UCAS Week regarding UCAS applications, finance, gap years and personal statements. The careers team guide students individually with their research of further education courses and careers information. In the Lower Sixth UCAS supervisors give individual help with personal statements and the UCAS process. Students 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 students to search for suitable placements. The School has a separate policy and procedure for this.

All Sixth Form students have accounts with Unifrog. With interactive content on university, apprenticeship, gap year and employment options, Unifrog provides students with a thorough and guided understanding of the different options available to them after School. Parents of Lower and Upper Sixth Formers are given their own unique log in so they can also access varied content. The aim is to roll out access to Unifrog for all pupils.

Implementation

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

The range of activities the School uses includes:

- Career guidance on an individual or small group basis with the careers team for all year groups;
- Careers education and work-related learning delivered through curriculum subjects e.g. Young Enterprise and Volunteering;
- 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 Open Days 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 the annual Higher Education Conference and Alternative Post-18 Options Morning;

Partnerships:

- As a Partner School with InvestIn, which can be accessed independently by pupils, 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 School has a close association with The University of Kent, the University of Cardiff and Royal Holloway (University of London) 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 students 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 the Careers Portal, Job Explore Database, Higher Ideas and Fast Tomato can be accessed on the School intranet. Unifrog provides students with a thorough and guided understanding of the different options available to them after School.

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

Evaluation

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.

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