

# ST. HELENA SCHOOL



## Careers Education, Information, Advice & Guidance Policy

Document Detail	
<b>Category:</b>	Whole School
<b>Approved By:</b>	Local Governing Body
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<b>Issue Date:</b>	Feb 2023
<b>Next Review Date:</b>	Feb 2026

## Ownership and Control

### History and Updates

Version	Author	Dated	Status	Details
2020	SKA	2020	Archived	
2023	WHE SKA	Feb 2023	Archived	Updates: chapter 6 from “Provider Access” to “Stakeholders and Partners”. Update to Appendix 2, itself a linked version of the standalone Provider Access Policy, responding to updated DofE guidance Jan 2023, including adding destination data. Update to section 4 to implement new responsibilities from DofE Jan 2023 guidance.
2023	WHE SKA	May 2023	Active	Formatting changes to align document with school system.

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### Careers Team at St Helena

Contact number 01206 572253 -Please refer to School Website to see careers leader

#### 1.0 Introduction

1.1 At St Helena, we are committed to maximising the life chances of all of our young people and therefore it is crucial to prepare young people for life beyond school. The values and principals document makes direct reference to developing:

‘Knowledge, skills and attributes students need to lead successful and happy lives’

Aims of St Helena’s careers provision:

- Prepare students for life post 16
- Develop an understanding of a range of career opportunities, including academic, vocational, technical and apprenticeship routes
- Raise aspirations of students
- Guide students in finding information about a range of post 16 options
- Offer targeted support for vulnerable and disadvantaged young people

1.2 This policy statement sets out St Helena’s arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider’s education or training offer. This complies with the school’s legal obligations under Section 42B of the Education Act 1997 and makes reference to Sections 42A and 45A.

## 2.0 Policy Scope

2.1 This policy covers Careers education, information, advice and guidance given to students in Key Stages 3 and 4.

2.2 The policy has been reviewed in line with the DfE guidance document 'Careers guidance and access for education and training providers' (DfE 2023).

2.3 This policy supports the 8 Gatsby Charitable Foundation's benchmarks as set out in the DfE guidance. They can be seen in Appendix 1 of this policy

2.4 This policy covers the legal duty of schools to ensure that a range of education and training providers can access pupils in Year 7 to Year 11 for the purpose of informing them about approved technical education qualifications or apprenticeships.

2.5 All members of staff at St Helena School are expected to be aware of this policy and the importance of Careers Education, Information, Advice and Guidance (CEIAG) in the education of students; CEIAG is not the sole responsibility of the Careers Leader.

## 3.0 Objectives:

3.1 The objectives of the CEIAG policy are as follows:

3.1.1 Ensure that all students receive a stable careers programme

3.1.2 Enable students to learn from information provided by the career and labour market

3.1.3 Ensure the CEIAG programme is individualised and addresses the needs of all students

3.1.4 Provide links between the curriculum and careers learning

3.1.5 Provide students with a range of encounters with employers and employees

3.1.6 Provide students with experiences of workplaces.

3.1.7 Ensure students have a series of encounters with further and higher education

3.1.8 Provide each student the opportunity to receive impartial personal guidance.

## 4.0 School Responsibilities

4.1 The school has a series of statutory duties:

4.1.1 All registered pupils at the school must receive independent careers advice in Years 8 to 11

4.1.2 This careers advice must be represented in an impartial manner, showing no bias towards a particular institution, education or work option

4.1.3 This advice must cover a range of education or training options 4.1.4 This guidance must be in the best interests of the pupil

4.2 All pupils in years 8 to 11 are entitled:

4.2.1 to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;

4.2.2 to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through events and assemblies.

4.2.3 to understand how to make applications for the full range of academic and technical courses.

4.2.4 For pupils there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11).

4.3 The school must have a clear policy setting out the manner in which providers will be given access to pupils, see Appendix 2.

4.4 The school will base its careers provision around the Gatsby Benchmarks. A summary of these can be seen in Appendix 1, and they cross reference with the objectives of this policy cf. Section 3

## 5.0 Implementation

5.1 St Helena will ensure the following within their provision;

- Students are provided with impartial careers advice which is given in the best interests of the student taking into account their personal aspirations and needs.
- Students in years 10 and 11 will receive one to one careers advice.
- A wide range of information is available on post 16 options, including apprenticeships and vocational pathways.
- Students will be given the skills such as CV writing, job interviews, job searches
- A careers curriculum will be delivered at all Key stages
- The school will provide cross curricular links to careers in other subjects.
- Subjects will highlight relevant careers within their schemes of learning.
- Students who are SEND or disadvantaged will have a tailored programme specific to their needs.

5.2 All staff are expected to contribute to the career learning and development of students in their different roles. To meet the training needs that arise from this, we will provide directed time training to staff based on tasks being assigned or staff training needs analysis.

5.3 We will ensure that all students have access to impartial careers guidance from a qualified careers advisor.

## 6.0 Stakeholders and Partners

6.1 The school is committed to working with local partners. Our full provider access policy is a separate document, attached here in appendix 2. This may include collaboration with:

6.1.1 Further education, training and apprenticeship providers

6.1.2 Employers

6.1.3 Government funded companies for developing careers guidance 6.1.3 Local charitable organisations

6.2 The school is committed to engaging parents/carers in the careers guidance programme, through supplying information and tools to encourage discussion with young people.

## 7.0 Monitoring, Evaluation and Review

7.1 The Headteacher will ensure that:

7.1.1 the work of the Careers Leader and CEIAG events are supported and monitored

7.1.2 a member of the Senior Leadership Team has an overview of CEIAG work and reports regularly back to the Senior Leadership Team with the Careers Leader

7.2 The effectiveness of this policy will be measured using a variety of data:

7.2.1 feedback from students

7.2.2 feedback from school staff

7.2.2 feedback from external visitors to the school such as the Sigma Trust, Ofsted, post-16 providers or employers

7.2.3 feedback from parents

7.2.4 the number of students who are NEET in October having left the school in the previous summer. This figure can be compared to national figures as well as against the equivalent figure from similar schools both nationally and within the county



7.2.5 The COMPASS tool will be used to identify and report on areas of success and to inform areas for development of the careers programme in each school

7.3 The Governors of St Helena will review this policy every three years.

## Appendix 1- The Gatsby Benchmarks

<p><b>1 A stable careers programme</b></p>	<p>Every school and college should have an embedded programme of career education and guidance that is known and understood by pupils, parents, teachers, governors and employers.</p>	<p>1.1 Every school should have a structured careers programme that has the explicit backing of the senior management team, and has an identified and appropriately trained person of authority responsible for it. 1.2 The careers programme should be published on the school's website in a way that enables pupils, parents, teachers and employers to understand the school's offer in this area. 1.3 The programme should be regularly evaluated with feedback from pupils, parents, teachers and employers as part of the evaluation process.</p>
<p><b>2 Learning from career and labour market information</b></p>	<p>Every pupil, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.</p>	<p>2.1 By the age of 14, all pupils should have accessed and used information about career paths and the labour market to inform their own decisions on study options. 2.2 Parents and carers should be encouraged to access and use information about labour markets and future study options to inform their support to their children.</p>
<p><b>3 Addressing the needs of each pupil</b></p>	<p>Pupils have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each pupil. A school's careers programme should embed equality and diversity considerations throughout.</p>	<p>3.1 A school's careers programme should actively seek to challenge stereotypical thinking and raise aspirations. 3.2 Schools should keep systematic records of the individual advice given to each pupil, and subsequent agreed decisions. 3.3 All pupils should have access to these records to support their career development.</p>

		3.4 Schools should collect and maintain accurate data for each pupil on their education, training or employment destinations after they leave school.
<b>4 Linking curriculum learning to careers</b>	All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.	4.1 By the age of 14, every pupil should have had the opportunity to learn how the different STEM subjects help people to gain entry to, and be more effective workers within, a wide range of careers.
<b>5 Encounters with employers and employees</b>	Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.	5.1 Every year, from the age of 11, pupils should participate in at least one meaningful encounter with an employer.
<b>6 Experiences of workplaces</b>	Every pupil should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.	6.1 By the age of 16, every pupil should have had at least one experience of a workplace, additional to any part-time jobs they may have. 6.2 By the age of 18, every pupil should have had one further such experience, additional to any part-time jobs they may have.
<b>7 Encounters with further and higher education</b>	All pupils should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.	7.1 By the age of 16, every pupil should have had a meaningful encounter with providers of the full range of learning opportunities, including Sixth Forms, colleges, and apprenticeship providers. This should include the opportunity to meet both staff and pupils. 7.2 By the age of 18, all pupils who are considering applying for university should have had at least two visits to universities to meet staff and pupils.



<b>8 Personal guidance</b>	Every pupil should have opportunities for guidance interviews with a career adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all pupils but should be timed to meet their individual needs.	8.1 Every pupil should have at least one such interview by the age of 16, and the opportunity for a further interview by the age of 18.
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## Appendix 2 - Application for provider access

This is a copy of the St Helena School Provider Access Policy, available separately on the website.

### **St Helena School Provider Access Policy**

#### **Introduction**

This policy statement sets out the school's arrangements for managing the access of providers to the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997, the Skills and Post 16 Education Act 2022 and the Department for Education's 2023 guidance.

#### **Pupil entitlement**

All pupils in years 8 to 11 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through events and
- assemblies.
- to understand how to make applications for the full range of academic and technical courses.

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11).

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (preferably including the opportunity to meet staff and pupils from the provider)
- answer questions from pupils.

## Meaningful provider encounters

One encounter is defined as one meeting/session between pupils and one provider. Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

## Destinations of our pupils

Our year 11 pupils moved to a range of providers in the local area after school. These are the school figures:

Activity Survey Year 11 leavers 2022	Essex	Colchester	St Helena School					
	2022	2022	2022	2021	2020	2019	2018	2017
Remaining in full time education	14879	2135	180	179	183	146	121	171
Training	156	20	1	2	1	0	3	2
Full time employment (inc Apprenticeships)	456	34	3	1	3	5	8	6
Full time employment no structured training	227	21	4	1	1	4	1	1
Working not for reward & part-time activities	41	3	1	0	0	0	0	0
NEET -active in the labour market	413	33	4	2	5	3	3	2
NEET not available to the labour market	67	6	1	2	0	0	1	0
<b>NEET Total</b>	<b>480</b>	<b>39</b>	<b>5</b>	<b>4</b>	<b>5</b>	<b>3</b>	<b>4</b>	<b>2</b>
<b>NEET Total%</b>	<b>2.9%</b>	<b>1.7%</b>	<b>2.5%</b>	<b>2.1%</b>	<b>2.6%</b>	<b>1.9%</b>	<b>2.9%</b>	<b>1.1%</b>
Total Unknown	161	27	3	1	1	2	1	0
Custodial institution (juvenile offender)	0	0	0	0	0	0	0	0
<b>Total Cohort</b>	<b>16400</b>	<b>2279</b>	<b>197</b>	<b>188</b>	<b>194</b>	<b>160</b>	<b>138</b>	<b>182</b>

Pathways St Helena students have moved on to include BTEC qualifications, A-Levels and apprenticeships.

## Management of provider access requests

The school will make a suitable space available for discussions between the provider and students, as appropriate to the activity. The school will also make available ICT and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Coordinator or a member of the careers team. Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Coordinator so that they can be displayed in the Careers Section of the school library.

## Procedure

A provider wishing to request access should contact:  
Office Manager, 01206 572253