



# St. OSCAR ROMERO CATHOLIC SCHOOL

Document Title	Careers Education, Information, Advice and Guidance Policy
Web or Internal	Web (on website)
Review frequency	
Approved by Governors	Spring 2023
Signed by Chair of Governors	
Review date	Spring 2026
Member of staff responsible	Headteacher

## **Mission Statement**

The mission of St Oscar Romero Catholic School is to help every individual to achieve the best that they can through giving witness to the way of life inspired by Christ and taught by His Church. In our journey we aim:

- to pray and worship together
- to develop a happy community where we achieve and experience friendship and respect
  - to love, help and support individuals in learning and faith.  
So that each day we show that God is:
    - in our heads and in our understanding
    - in our eyes and in our looking
    - in our mouths and in our speaking
  - in our hearts and in our caring for our friends and family  
as we continue to build God's kingdom.

## **Philosophy**

The curriculum should ensure that our students know God and will develop a relationship with God to enable them to develop as Catholics with a strong faith underpinned by Gospel values which support their life choices and create lifelong learners with the skills, abilities and attitudes necessary to take an active part in a rapidly changing world. Our curriculum will continually and coherently support the development of the School as a worshipping community where students take an active role in shaping the future of our School community and the community of the wider world. We want to create an exciting, vibrant and challenging learning community where expectations are high.

The responsibility for learning rests with the learner.

## **CONTENTS:**

- 1.0 School Vision**
- 2.0 Policy Scope**
- 3.0 Objectives**
- 4.0 School responsibilities**
- 5.0 Governor Responsibilities**
- 6.0 Provider Access**
- 7.0 Monitoring, Evaluation and Review**

*Appendix 1 – The Gatsby Benchmarks*

*Appendix 2 – Careers Offer at St Oscar Romero*

*Appendix 3 – Arrangements for Provider Access*

This policy to be read in conjunction with 'Careers Guidance and access for education and training providers. Statutory guidance for governing bodies, school leaders and school staff'. DfE.

### **1.0 School Vision**

- 1.1 St Oscar Romero Catholic School seeks to maximise the life chances of all of our young people and so it is crucial to prepare them for life beyond school.
- 1.2 The governing body has therefore adopted this policy in order to provide a clear commitment to and framework for Careers Education, Information, Advice and Guidance.

### **2.0 Policy Scope**

- 2.1 This policy covers Careers Education, Information, Advice and Guidance given to students in Key Stages Three and Four.
- 2.2 The policy also applies to year 11 students after they finish their examinations in June of their final year and before they start at their next place of education, employment or training. Although not necessarily in school regularly, and attending lessons in July and August of Year 11, the policy is still applicable.
- 2.3 The policy has been reviewed in line with the recently updated 2018 DfE Guidance document 'Careers guidance and access for education and training providers – statutory guidance for governing bodies, school leaders and school staff' (2022 update).
- 2.4 This policy accepts the 8 Gatsby Charitable Foundation's benchmarks as set out in the DfE guidance. They can be seen in Appendix 1 of this policy.
- 2.5 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.
- 2.6 This policy refers to events and opportunities as part of the CEIAG and Pillars of Opportunity programme and how these events will impact upon all the school's students.
- 2.7 All members of staff at St Oscar Romero Catholic 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.
- 2.8 It is important therefore that students leave school aware of themselves as individuals, aware of the opportunities available to them, and able to make some decisions about their own life. They should be prepared for the transition from full time education to the world beyond. It is to these aspects of personal and social development that this policy will contribute.

### **3.0 Objectives**

- 3.1 The objectives of the Careers Education, Information, Advice and Guidance policy are as follows:
  - 3.1.1 To ensure that all students at the school receive a stable careers programme
  - 3.1.2 To enable all students to learn from information provided by the careers and labour market
  - 3.1.3 The CEIAG programme should be individual and address the needs of each student

- 3.1.4 To link curriculum learning to careers learning
- 3.1.5 To provide students with a series of encounters with employers and employees
- 3.1.6 To provide students with experiences of workplace(s)
- 3.1.7 To ensure that students what students have a series of encounters with further and higher education
- 3.1.8 To provide each student with the opportunity to receive 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 7-11
- 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 and training options
- 4.1.4 This guidance must be in the best interests of the pupil
- 4.1.5 There must be an opportunity for education and training providers to access pupils in Year 7 – Year 11 in order to inform them about approved technical qualifications or apprenticeships. Cf. section 6 of this policy
- 4.1.6 The school must have a clear policy setting out the manner in which providers will be given access to pupils. Cf. Section 6 and Appendix 3. This policy and these arrangements must be published

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

4.3 St Oscar Romero Catholic School believes that good CEIAG connects learning to the future. It motivates young people by giving them a clearer idea of the routes to jobs and careers that they will find engaging and rewarding. Good CEIAG widens pupils' horizons, challenges stereotypes and raises aspirations. It provides pupils with the knowledge and skills necessary to make successful transitions to the next stage of their life. This supports social mobility by improving opportunities for all young people, especially those from disadvantaged backgrounds and those with special educational needs and disabilities.

4.4 The school will continuously monitor its CEIAG offer and seek further improvement. This will done by the personnel involved in the design and delivery of the programme as well as by external stakeholders who assess the work of the school (e.g. Careers and Enterprise Company or Ofsted)

#### **5.0 Governor Responsibilities**

5.1 The governors will ensure that the school has a clear policy of Careers Education, Information and Guidance (CEIAG) and this this is clearly communicated to all stakeholders. They should ensure that this policy is:

- 5.1.1 based on the eight Gatsby Benchmarks
- 5.1.2 meeting the school's legal requirements

5.2 The governors will ensure that arrangements are in place to allow a range of educational and training providers to access pupils in Years 7-11

5.3 There will be a member of the governing body who takes a strategic interest in CEIAG and encourages employer engagement

#### **6.0 Provider Access**

6.1 Introduction – This section of the policy sets out the school'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 schools' legal obligations under section 428 of the Education Act 1997.

6.2 All pupils in Years 7-11 are entitled:

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

6.3 Appendix 3 shows the way in which education and training providers should get in touch with the school in order to gain access to pupils and/or parents to inform them about further opportunities

6.4 The school will then work with providers in order to identify the most effective opportunity for them to share information about training and education opportunities

### **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 and reports regularly back to the team

7.2 The effectiveness of this policy will be measured in a number of ways

7.2.1 feedback from stakeholders through mechanisms such as parent surveys

7.2.2 feedback from external visitors to the school as the School Improvement Partner (SIP) or Ofsted

7.2.3 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 school both nationally and within the county

7.3 The governors of St Oscar Romero will review this policy every three years.

## **Appendix 1 – The Gatsby Benchmarks**

### **1. A Stable Careers Programme**

The requirement: Every school and college should have an embedded programme of careers education that is known and understood by students, parents, teachers, governors and employers

### **2. Learning and Career and Market Information**

The requirement: Every student 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

### **3. Addressing the needs of each student**

The requirement: Students have different careers guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. The school's careers programme should embed equality and diversity considerations throughout.

### **4. Linking curriculum learning to careers**

The requirement: All teachers should link curriculum learning with careers. STEM teachers should highlight the relevance of STEM subjects for a wide range of future career paths.

### **5. Encounters with employers and employees**

The requirement: Every student 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.

### **6. Experiences of Workplaces**

The requirement: Every student 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.

### **7. Encounters with further and higher education**

The requirement: All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes in schools, colleges, universities and the workplace.

### **8. Personal Guidance**

Every student should have opportunities for guidance interviews with a careers 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 careers choices are being made

## Appendix 2 – See separate attachment

## Appendix 3 – Arrangements for Providers Access

### INTRODUCTION

This policy 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 1987

### PUPIL ENTITLEMENT

All pupils in Years 8-11 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 options events, assemblies and group discussions and taster events;
- To understand how to make applications for the full range and technical and academic courses.

**We understand that 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 qualifications 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 (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

### PREVIOUS PROVIDERS

In our previous terms/years we have invited the following providers from the local area to speak to our pupils

<i>Adur and Worthing Rivers Trust</i>
<i>Alley Cats Cattery</i>
<i>AMC Sheet metal</i>
<i>Angmering School</i>
<i>Applemoon Interiors</i>
<i>ASDA</i>
<i>ASK</i>
<i>Bald Designs</i>
<i>Bennett Griffin</i>
<i>BHESCO</i>

<i>BlueLight Group</i>
<i>Bowers &amp; Wilkins</i>
<i>Careers &amp; Enterprise Company</i>
<i>Chichester College</i>
<i>Collingwood &amp; Batchelor</i>
<i>Collyers Sixth form</i>
<i>Cyber 123</i>
<i>David Lloyds</i>
<i>Demon Designs</i>
<i>Discovery Day Nursery</i>
<i>DJ and music therapy</i>
<i>Dofe - LOTC West Sussex</i>
<i>Elev8 Careers</i>
<i>English Martyrs</i>
<i>Equiniti</i>
<i>Evolution Sussex</i>
<i>Eye Project</i>
<i>FDM</i>
<i>Ferring Primary</i>
<i>FIN TECH</i>
<i>Fusion Business Solutions</i>
<i>Gatwick Airport</i>
<i>GB Electronics</i>
<i>GBMET</i>
<i>Ginger May</i>
<i>Goring Primary</i>
<i>Grand Hotel Brighton</i>
<i>Grove Lodge Vets</i>
<i>GSK</i>
<i>Highdown Rotary</i>
<i>HOP</i>
<i>HSBC</i>
<i>Jace Training</i>
<i>JJ&amp;H accounting</i>

<i>John Moss Consulting</i>
<i>Kamelia Kids</i>
<i>Kardinal Health Care</i>
<i>KC Controls</i>
<i>Kreston Reeves</i>
<i>Leader of Worthing Council</i>
<i>MOD</i>
<i>NHS</i>
<i>OFMG</i>
<i>Peak Adventure</i>
<i>Physiodent Dental</i>
<i>Plastic free Worthing</i>
<i>Protak Scientific</i>
<i>Rewards</i>
<i>Ricardos</i>
<i>Richard John</i>
<i>River Beach Primary School</i>
<i>Rossetts</i>
<i>Royal Holloway University</i>
<i>Safe in Sussex</i>
<i>Safety Mode</i>
<i>Schneider-electric</i>
<i>Shoreham Port</i>
<i>Sigta</i>
<i>Sir Phillip Howard school</i>
<i>Southern Water</i>
<i>SPH</i>
<i>St John's ambulance</i>
<i>Stellar Vets</i>
<i>STEM Innovation</i>
<i>Steve Rooke</i>
<i>Steve Wills Training</i>
<i>Turning Tides</i>
<i>Varndean Sixth</i>



Waitrose
Willmott Dixon
Worthing College
WSCC
WSP

## DESTINATIONS OF OUR PUPILS

In 2023 our Year 11 pupils moved to a range of providers in the local area after school:

<b>Destinations 2022</b>	<b>Course</b>
Adfield Electrics	Apprenticeship
Angmering 6th Form	A Levels
Bhasvic	10 Students To Study A Levels
Brighton College	2 Students To Study A Levels
Brinsbury	2 Students To Study Animal Care
Brit School	Performing Arts
Cardinal Newman	Arts/It
Chichester College	36 Students To Study Vocational Courses Or A Levels
Collyers	9 Students To Study A Levels
David Lloyd	Apprenticeship
Gb Electronics	Apprenticeship
Gbmet Broadwater	Graphics
Gbmet Broadwater	Uniformed Services/Paramedic
Gbmet Northbrook	19 Students To Study Vocational Courses
Gbmet Shoreham	7 Students To Study Vocational Courses
Richard John Hair	Hair Apprenticeship
Sir Phillip Howard	Maths/ Geography /Btec Pe
Varndean	Ib Diploma
Willmott Dixon	Apprenticeship
Worthing College	44 Students To Study A Levels

## MANAGEMENT OF PROVIDER ACCESS REQUESTS

### Procedure

A provider wishing to request access should contact Mr Phil Dean, Careers Leader. Email address: [pdean@stromeros.co.uk](mailto:pdean@stromeros.co.uk)

### Opportunities for access

The school offers the four provider encounters required by law and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to pupils or their parents or carers.

Please speak to our careers leader to identify the most suitable opportunity for you.

### **Premises and facilities**

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils as appropriate to the activity. The school will make available AV and other specialist equipment to support provider presentations. This will all be discussed in advance of the visit with the Careers Leader.

Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our pupils.

Providers are also welcome to leave a copy of their prospectus or other relevant course literature with the Careers Leader and librarian.

### **Complaints**

Any complaints concerning provider access can be raised via the school complaints procedure, a copy of which is on the school website.