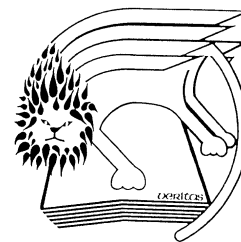


<b>Date Approved:</b>	November 2021
<b>Date of Next Review:</b>	November 2022
<b>Designated SLT:</b>	TFE
<b>Governors' Committee:</b>	Curriculum



St Mark's Catholic  
School

## Careers Education, Impartial Advice and Guidance Policy

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### School Mission Statement and Vision

The community of St Mark's believes that every individual is created by God and is precious to God. Each person is called to serve God and their neighbour and to fulfil their potential.

St Mark's is a Catholic School which has at its heart a love of God, the education of its students and a mission to serve our neighbours and community. We seek to foster a spirit of truth, reconciliation, justice and peace. We are committed to developing the spiritual, intellectual, moral, cultural, social and physical potential of all our members within a safe and supportive environment.

The school's vision and intent is to:

- provide all students with outstanding careers education, information, advice and guidance (CEIAG) to ensure they choose the 14-19 pathway that is right for them;
- to nurture ambition and raise aspirations, challenge stereotypes and ensure that the curriculum is coherently planned and sequenced in order that all students have sufficient knowledge and skills for the next stage of their education, employment or training.

All members of staff at St Mark's are expected to be aware of this policy and the importance of CEIAG in the education of students and understand that CEIAG is not the sole responsibility of the Careers Leader.

### Statutory requirements and recommendations

The careers provision at St Mark's is compliant with the statutory guidance regarding CEIAG as laid out in Section 42A of the Education Act 1997 which states that the governing body must ensure that the independent careers guidance provided:

- is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option;

- includes information on the range of education or training options, including apprenticeships and technical education routes;
- is guidance that the person giving it considers will promote the best interests of the pupils to whom it is given.

### **Provider Access**

The provision complies with the school's legal obligations under Section 42B of the Education Act 1997, which became a legal duty in 2018 (the Baker clause) that stipulates that:

- schools must allow colleges and training providers access to every student in years 8-13 to discuss non-academic routes that are available to them.

This policy has been reviewed in line with the recently updated DfE guidance document: Careers guidance and access for education and training providers – Statutory guidance for schools and guidance for further education colleges and sixth form colleges. (July 2021)

In accordance with this guidance **The Diocese of Westminster Trust Provider Access Policy** is published in the Policies section of the school's website.

### **The Gatsby Benchmarks**

The school uses the eight Gatsby Benchmarks to develop a careers programme that increases opportunities for students to be prepared for future learning and employment.

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. Experience of workplaces
7. Encounters with Further and Higher Education
8. Personal guidance

### **Equality, Diversity and Social Mobility**

All students at St Mark's are encouraged to follow pathways that suit their interests, skills and strengths. Diversity is celebrated and opportunities are offered to all.

The school recognises that excellent CEIAG supports social mobility by improving opportunities for all young people, especially those from disadvantaged backgrounds and those with special educational needs and disabilities.

Through a coordinated approach, that includes the support of external providers, the school ensures additional targeted support is provided for vulnerable and disadvantaged students, to enable them to progress to positive destinations and reduce the risk of NEET.

### **Responsibilities**

The named Careers Leader is : Mrs Therese Ferguson, Assistant Headteacher.  
Contact details: [fergusont@st-mark.hounslow.sch.uk](mailto:fergusont@st-mark.hounslow.sch.uk) 02085773600

#### **The Careers Leader:**

- ensures that the school has a stable and progressive Careers Programme, that is shared and regularly reviewed. The Careers Programme is published on the school website, under Curriculum: Careers. (See also Appendix A and Appendix B)
- will measure the progress with the Gatsby Benchmarks through the Compas report.
- engages with a range of external advisers, providers and agencies, including the Careers Hub and HEP, to ensure students in the school can benefit from the input of external sources of careers support.
- works closely with the Careers Adviser from Hounslow Connexions.
- shares information and resources with staff to support their delivery of careers education.
- liaises with staff with other specific responsibilities including: the Sixth Form Team; UCAS leader; the SEND team; Language Support teacher, Director of Pastoral Care, PPLs, Subject Leaders to ensure the careers provision covers all students from Years 7-13 .
- shares information with students, making use of Careers Google Classrooms and Student Careers Champions.
- shares information with parents and carers and St Mark's CEIAG Newsletters are published on the website.
- collect data and feedback to inform future planning.

#### **The Headteacher:**

- line manages and supports the Careers Leader and ensures there is a budget for CEIAG provision.

- is responsible for reporting annually to the Governing Body on any relevant issues.

**Heads of Department and subject teachers:**

- ensure Careers Education is embedded into schemes of work;
- incorporate National Apprenticeship Week and National Careers Week into planning;
- ensure there is a Career display that links to each subject;
- have a Careers component linked to any departmental trip.

**The Trust and the Governing Body:**

- provide clear advice and guidance on the implementation of the Careers Programme and how its impact will be measured.
- ensures that independent careers guidance is provided to all students in all Year groups and is presented in an impartial manner, showing no bias and includes information on the range of education or training options, including apprenticeships and technical education routes.
- ensures that arrangements are in place to allow a range of education and training providers to access all students in Years 8 to 13.
- will review the policy as required and make changes where necessary.

**Appendix A**

The school's Careers Programme is published on the school website, under Curriculum: Careers.

The programme **includes** the following:

	<b>Christmas Term</b>	<b>Easter Term</b>	<b>Summer Term</b>
<b>Year 7</b> Starting my St Mark's Journey!	Intro to Careers Google Classroom  Future Skills Questionnaire	National Apprenticeship week activities  National Careers Week activities  Science week	Mybnk.org Financial Education Workshop  Employer engagement
<b>Year 8</b> Recognising my potential!	Google Classroom ongoing  Future Skills Questionnaire	National Apprenticeship week activities  National Careers Week activities  Science Week	Mybnk.org Financial Education Workshop  Employer engagement
<b>Year 9</b> My choices, my future!	Google Classroom ongoing  Future Skills Questionnaire	Options Evening  Step into NHS  Career planning and GCSE Options  National Apprenticeship week activities  National Careers Week activities  Science Week	Mybnk.org Financial Education Workshop
<b>Year 10</b> Leading myself, leading others!	Google Classroom ongoing  Future Skills Questionnaire  Springpod Employability programme	National Apprenticeship week activities  National Careers Week activities  Science Week	Connexions Careers Adviser  Higher Education Evening  Business Challenge Day

	ongoing Springpod VWEX		Careers and Apprenticeship Day
<b>Year 11</b> Focusing my goals!	Google Classroom ongoing Connexions Careers Adviser ongoing Future Skills Questionnaire Into Sixth Form Day and Evening Alternative Pathways presentation Springpod Employability programme ongoing Springpod VWEX ongoing	National Apprenticeship week activities Apprenticeship assemblies National Careers Week activities Science Week Business Challenge Day Interviews	
<b>Sixth Form</b> Securing my goals!	Google Classroom ongoing Connexions Careers Adviser ongoing Future Skills Questionnaire Year 13 UCAS programme Apprenticeship assemblies	Mock interviews Speakers for Schools Employer Engagement	Year 12 Ucas programme Higher Education Evening

## Appendix B

### St Mark's Catholic School Careers Programme Strategic Objectives 2020-2023

#### Strategic Objective 1

**To improve the delivery of career education by ensuring it is embedded into the curriculum at all Key Stages.**

#### Gatsby Benchmarks

- 2 Learning from career and LMI
- 3 Addressing the needs of each student
- 4 Linking curriculum learning to careers

#### Action plan

Part of School Improvement Plan  
Staff Inset  
Resources for staff  
Produce a map showing curriculum learning linked to careers

#### Strategic Objective 2

**To create a network of employers and educational providers to support learning and provide all students with meaningful employer encounters.**

#### Gatsby Benchmarks

- 3 Addressing the needs of each student
- 5 Encounters with employers and employees
- 6 Experiences of workplaces

#### Action plan

Use staff and parental contacts  
Contact alumni  
Links with Careers Hub, Enterprise Adviser, HEP and Hounslow Careers Cluster.

**Strategic Objective 3**

**To support vulnerable students to progress to positive destinations and reduce the risk of NEET.**

**Gatsby Benchmarks**

- 2 Learning from career and LMI
- 3 Addressing the needs of each student
- 4 Linking curriculum learning to careers
- 7 Encounters with further and higher education
- 8 Personal guidance

**Action plan**

Use data to identify vulnerable students  
Liaise with key members of staff (SEND, EAL, PP, PPL, Sixth Form Team) and  
Connexions Adviser to provide tailored support for students.  
Liaise with parents/carers