

## St Mark's Careers Education, Impartial Advice and Guidance Policy

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.

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### The aims of St Mark's policy for CEIAG are to:

- Ensure compliance with Statutory Duties regarding CEIAG as laid out 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.
- Ensure compliance with Statutory Duties regarding CEIAG as laid out in Section 42B inserted into the Education Act 1997 and which came into force on 2 January 2018:
  - to ensure that there is an opportunity for a range of education and training providers to access all pupils in year 8 to year 13 for the purpose of informing them about approved technical education qualifications or apprenticeships
  - prepare a policy statement setting out the circumstances in which education and training providers will be given access to pupils, and to ensure that this is followed
  - The policy statement must be published and must include: any procedural requirement in relation to requests for access; grounds for granting and refusing requests for access; details of premises or facilities to be provided to a person who is given access.

To this end, St Mark's follows the procedures laid out in the **Diocese of Westminster Academy Trust Provider Access Policy** which is available on the School's website

In order to fulfil our statutory duties regarding CEIAG, St Mark's aims to:

- implement the school's duty to provide impartial careers advice effectively in order that students are able to make informed decisions about their future

- provide a CIAG service
- make careers advice explicit
- provide quality Careers Education across the curriculum, including discrete PSHE lessons and extra-curricular activities
- prepare students for transition to life beyond school including to further and higher education, life-long learning and the world of work
- support students in making informed decisions
- develop skills necessary for participating fully in life beyond school, for example, social skills, communication skills, innovation, resilience and leadership skills
- provide a programme that inspires our young people to identify routes that will enable them to achieve their career goals.
- support all students in developing their knowledge and understanding of the variety of routes to employment
- promote the National Careers Service and other recognised providers
- work with employers to provide students with direct experience of the world of work in order to help broaden their knowledge of employment opportunities in their local area
- provide information on options available in respect of 16-18 education or training, including Apprenticeships
- ensure that Careers Education in year 8 should include information on options available at age 14 such as University Technical Colleges, Further Education Colleges, Sixth Form Colleges and Studio Schools
- liaise with the LA to provide destination information of leavers through the annual publication of Destination Measures and the September Guarantee
- ensure that the Governing Body has an employer representative and a Careers representative
- ensure quality CIAG is available to students with an EHCP
- notify the LA when 6<sup>th</sup> Form students leave the school before completion of courses
- provide careers focused activities such as: a 'Higher Education Fair' in June; two days of careers and work related learning in July for Year 10; careers activities for Year 9 in the first half of the Easter term which inform pupils about post-16 pathways, including vocational courses and Apprenticeships
- liaise with external agencies, for example Spark, Aspire, BSKyB, EPB and Apprenticeship providers, to ensure students are aware of career opportunities in the local area and beyond 6<sup>th</sup> form.

St Mark's is committed to adhering to Statutory Guidance on the duty of schools to secure independent and impartial careers guidance for young people in schools. The school is committed to providing a wide range of information to support students in making informed choices regarding their choices and routes open to them post-16 and post-18.

Students in years 8-13 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 evenings, assemblies and group discussions and taster events

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

St Mark's endeavours to follow the guidance set out in the Government's Careers Strategy, published on 4 December 2017. The aim set out in the Strategy is 'to make sure that all young people in secondary school get a programme of advice and guidance that is stable, structured and delivered by individuals with the right skills and experience'.

To achieve this aim, the Careers Strategy sets out that every school and academy providing secondary education should use the Gatsby Charitable Foundation's Benchmarks to develop and improve their careers provision. The Government's expectation is that schools begin to work towards the Benchmarks now and meet them by the end of 2020.

### **The Gatsby Benchmarks**

1. A stable Careers Programme
2. Learning from career and labour market information (LMI)
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

### **Monitoring and Evaluation**

#### **SLT**

SLT plan, develop and monitor CEIAG provision through regular meetings including those with external agencies and held by the local authority. The Careers Leader reports to SLT. The School's Destinations survey for Years 11-13 is completed and sent to the London Borough of Hounslow's Education Department. The number of NEETs is below 1%.

#### **Students, Parents and Carers**

The school surveys students, parents and carers for their thoughts and concerns regarding CEIAG provision at St Mark's. Parents are kept informed of careers activities that are provided in addition to those that are part of the curriculum.

#### **Governors**

The Governors Curriculum Committee will support the school in its provision of CEIAG by monitoring and evaluating the implementation of the CEIAG Policy. The school will follow government statutory guidance by ensuring the governing body has an employer representative. The Governing body through a designated governor, will:

- oversee the quality of the careers guidance offered
- ensure the appointment of a member of staff with responsibility for coordinating the overall provision of CEIAG
- oversee the commissioning of quality external careers advice and ensure the school makes provision for follow-up interviews for individual students, where required
- ensure funding to make sure that careers guidance professionals are available over the summer holidays
- identify and ring-fence budgets to allow students to attend external careers guidance events, including college, university or workplace ‘tasters’.

**February 2019**

**To be reviewed: October 2020**