



The  
**Holy Spirit**  
Catholic Multi Academy

*'With grace and humility, glorify the Lord by your life.'*

# Careers Education Information & Guidance Policy

This policy applies to St Thomas More Catholic Academy & Sixth Form College part of The Holy Spirit Catholic MAC

This Careers Education Information and Guidance Policy has been approved and adopted by The Holy Spirit MAC on 12<sup>th</sup> July 2021

Policy Ratified on: 12<sup>th</sup> July 2021

Signed by the Chair of the  
Education Standards  
Committee

Signed by the Principal

Next Review: July 2022



## Rationale and commitment:

Careers and Guidance learning make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned progressive programme of activities supports them in choosing their post-16 and post-18 pathways to suit their interests, abilities and to help them develop a sustainable career path through their working lives. Information, Advice and Guidance (IAG) refers to information, advice and guidance in the context of Careers Education. It is about helping students to plan and prepare for their futures and assisting them to make choices and decisions that are carefully considered and well informed.

St Thomas More School is committed to:

- Commissioning an external specialist careers guidance provider currently this is Prospects (this is reviewed yearly)
- Providing independent and impartial careers advice based on the students' individual needs.
- Providing a planned programme of lessons, employability learning and activities to which all students from years 7 to 13 are entitled and which will help them explore, plan and manage their careers
- Demonstrating a commitment to improving and raising standards of careers and employability learning
- Ensuring appropriate extra support is provided to those students with additional support needs
- Ensuring that we give all our students access to our Holy Spirit Experiences, which are:
  1. A skills show visit demonstrating what employers have to offer them.
  2. A Career Fair where providers come in to demonstrate what is needed of the students post16-post18.
  - 3 A series of Mock interviews so students have a practical experience of the expectations of them to future employers.
  4. An experience of the work place in KS4(yr10) and KS5(yr12)

St Thomas More School's approach to CEG and careers and guidance learning reflects current legislation and guidance including:

- the Education Act 2011 and the statutory guidance 'Careers Guidance and Inspiration in Schools' issued by the DFE in April 2017
- the Ofsted Inspection framework 2016
- Gatsby Benchmarks of Good Career Guidance 2014

The Raising of the Participation Age has been implemented. Students must stay in education or training until their eighteenth birthday and the school has an increased responsibility to track their progression and for logging their destinations.

Aims of the careers and employability programme are to:

- raise aspirations and contribute to a framework which are:
- Developing yourself through careers, employability and enterprise education.
- Learning about careers and the world of work
- Developing your Career management and employability skills

## Roles and resources:

The Principal has overall responsibility for careers and employability learning.

The Careers Leader provides staff with information and resources to support their planning for and enhance their delivery of careers and employability learning. Through PD the careers Leader develops career and employability related content for the Vocation of their careers.

The Careers Adviser (prospects) provides careers guidance, group activities and organises special events.

The role of Careers Leader and Careers Adviser is combined to facilitate development and raising standards of careers education.

All staff contribute to careers and employability through their roles as tutors and subject teachers.

There is a link governor for careers who visits staff responsible for careers and employability to discuss their work and advise on improvements.

Funding is allocated through the annual budget planning. The Principal is responsible for the effective deployment of resources with support and advice from the Careers Leader/ Careers Adviser.

## Implementation:

The careers and employability learning programme is a whole school approach and is delivered to students through:

- Sessions to introduce careers resources and how to use them
- PD lessons
- Presentations on GCSE options and post-16 and post-18 pathways/apprenticeships
- Careers themed assemblies
- One to one guidance interviews with the careers adviser for planning and supporting applications
- Information, exploratory and research activities
- Careers noticeboard displays and activities
- Enterprise activities
- Careers fairs and exhibitions
- College and university visits
- Encounters with employers and visits from outside speakers
- Experience of work at KS4 and 5
- Linking curriculum learning to future career planning and opportunities
- Parents information evenings
- Making use of theme weeks across the years such as STEM (Science, Technology,

Engineering and Maths) week, National Careers Week and National Apprenticeships week

Entitlement:  
Our students are entitled to careers and employability learning activities that meet professional standards of practice is Christ centred, personal and impartial. The programme is progressive taking students through activities that are appropriate to their stage of learning, planning and development.

#### Access to information:

All students have access to a range of impartial, up to date careers information through the Library and through access to a range of both free and licensed specialist careers resources. All students are provided with information about all routes, pathways and qualifications post-13, post-16 and post-18 including apprenticeships, traineeships, further and higher education as well as job opportunities and employer training schemes.

The school purchases an annual licence for Cascaid products including the interest guide Kudos. There are links to these and other resources from the careers page on the school web site links and virtual learning environment.

The careers leader/ adviser maintains careers notice boards to display details on labour market information, open days and opportunities.

#### CPD:

The careers leaders/ careers adviser advises on staff training needs in conjunction the (PD) leader to ensure that teachers and tutors are equipped to deliver schemes of work and curriculum related careers learning and this information is disseminated.

#### Partnerships and encounters:

To ensure an effective programme, the school is developing and maintaining links with a range of local, national and international employers, training and apprenticeship providers, colleges and universities. Such partnerships enable the school to provide students with encounters with employers, FE and HE both at on-site events at schools such as the annual careers and HE fair and the planned programme of careers talks and by taking students to events such as the Skills show and Apprenticeships fair.

#### Equality and diversity:

St Thomas More Catholic Academy & Sixth Form College is committed to an inclusive approach that ensures that all students, born in the image of God regardless of their circumstances are given equal opportunities to achieve their full potential, have positive outcomes and feel valued members of the Catholic community.

Careers and employability activities are provided to all students and provision made to enable all students to have appropriate access. Our inclusive approach aims to meet the needs of specific groups including looked after children, young carers, students from economically-deprived backgrounds and students with special educational needs and disabilities.

Those with Education Health Care Plans (and Statements of Special Educational Needs) will be offered specialist careers guidance in preparation for transition.

The careers leader/ adviser undertakes a needs analysis with the head of years and special needs department to identify those in need of targeted additional interventions, e.g. pupil premium students and those at risk of unsuccessful transitions.

Students are encouraged to follow careers paths that suit their interests, skills and strengths without restrictions of stereotyping.

Parents and carers:

The school encourages parental involvement. Through use of online resources, such as the Career website, parents can keep up to date with careers related information. The careers leader/ adviser is available to attend parents information evenings and can arrange appointments with individual parents and carers.

Monitoring, review and evaluation

Evaluation of the effectiveness of the careers and employability programme is the responsibility of the careers leader. Accessibility and impact assessment of careers guidance is the responsibility of the careers adviser.

Careers and employability activities are monitored, reviewed and evaluated with active involvement of students, parents/carers and staff members. A range of methods is used including evaluation forms, discussion, focus groups, destinations data and evidence of improved transition to next steps.

The careers leader and PD leader carry out an annual review of the scheme of work and lesson plans for careers and employability Learning.

The careers leader monitors delivery of entitlement and part of that is to coordinate an annual curriculum audit.

Destinations data is collected for the annual activity survey and reported on to governors.

The careers leader develops and maintains an annual review and development plan to give structure to monitoring of progress and regular reporting to the Principal.

The Careers Leader reviews the partnership and service delivery plan with the specialist external guidance provider annually. The service provider submits an annual impact assessment report.