



Careers Education, Information, Advice and Guidance Policy

Last Review:	April 2018
Committee:	CC
Date Ratified:	26/04/2018
Next Review:	April 2021

1. Rationale/Introduction

- 1.1. Oldfield School is committed to providing Careers Education, Information, Advice and Guidance to students through the curriculum and through organised activities.
- 1.2. Oldfield School is a member of Bath Education Trust (BET) which is a partnership and collaboration of key education providers and businesses in Bath and North East Somerset whose aim is to improve the educational experience of children and young people in schools and colleges and prepare them for the opportunities, responsibilities and experiences of later life.

2. Commitment

- 2.1. Oldfield School is committed to fulfilling its statutory duty to secure independent and impartial Careers Education, Information, Advice and Guidance (CEIAG) for young people in Years 8-13 under Section 29 of the Education Act 2011 (Section 45A of part VII of the Education Act 1997). This policy also reflects the Careers guidance and inspiration in schools Statutory guidance for governing bodies, school leaders and school staff, March 2015 and January 2018.
- 2.2. A programme of careers education is delivered through Personal, Social, Health, Educational and Economic Education (PSHEE). The programme is designed to build upon previous knowledge through activities that are appropriate to the student's stages of career learning, planning and development.
- 2.3. The school has a designated member of the Senior Leadership team who is in charge of ensuring the careers programme is high quality and meets the statutory requirements.
- 2.4. The Gatsby Benchmarks are used in order to evaluate and monitor Oldfield School's careers provision and the school uses the Compass evaluation tool on a termly basis to evaluate the provision.

- 2.5. Oldfield School actively ensures students and parents/carers have access to information throughout the year through events such as Information Evenings.
- 2.6. Oldfield School endeavours to follow best practice guidance from the careers profession and from other extended bodies such as Ofsted, Department for Education, GOV UK, Bath Education Trust and Western Outreach Network.
- 2.7. Oldfield School uses destination data, both at KS4 and KS5, in order to assess how successfully students make the transition into the next stage of education, training or employment.

3. Aims

- 3.1. Oldfield School aims to promote Careers Education, Information, Advice and Guidance to all students in order for them to progress in their learning and work.
- 3.2. It is part of the vision and mission of Oldfield School that all learners have a planned programme of activities to help them choose 14-19 pathways that are right for them and to be able to manage their careers, sustain employability and achieve personal and economic well-being throughout their lives.

4. Partnerships

- 4.1. Oldfield School works in partnership with the Bath Education Trust (BET). BET is a partnership and collaboration of key education providers and businesses in Bath and North East Somerset.
- 4.2. The aim is to improve the educational experience of children and young people in our schools and colleges and prepare them for the opportunities, responsibilities and experiences of later life and ensure that all students develop the knowledge and skills for successful progression in education and employment.
- 4.3. BET seeks to provide educational services and support through the establishment of partnership working between educational providers and with the business community.
- 4.4. Oldfield School also works with University of West of England and Bath College impartial Careers Adviser who provides students with a 45 minute interview and follow-up and drop-in sessions.
- 4.5. Oldfield School hosts visitors from the business world or visits to workplaces.
- 4.6. Oldfield school has entered into a partnership with the Western Outreach Network in order to strengthen our provision and develop employer engagement.
- 4.7. All work related learning is audited bi-annually by liaising with Faculties.

5. Entitlement

- 5.1. All students are entitled to CEIAG that is impartial and confidential.

- 5.2. Careers Education is provided to all students from Year 7 to Year 13. It is integrated into their experience of PSHEE, enrichment and the whole curriculum. It is delivered and supported by tutors and subject teachers.
- 5.3. High quality, impartial careers guidance is provided through an in-house careers advisor who works two days a week.
- 5.4. Students are encouraged to follow career paths that suit their interests, skills and personal qualities with the absence of stereotypes. The programme has equality of opportunity, diversity and inclusion, whilst promoting the best interests of the student to whom it is given.
- 5.5. Students in receipt of pupil premium grant funding, students with disadvantaged backgrounds and students with special educational needs, learning difficulties or disabilities are given additional assistance where necessary.
- 5.6. Students are aware that if they do not achieve a grade C or better in GCSE Maths or English they will be required to carry on studying these subjects. Careers advice interventions are put into place for all students at risk of not achieving a C grade or better in GCSE Maths or English.
- 5.7. Oldfield School works in close partnership with local authorities through Youth Connect and AHT Safeguarding, AHT in charge of CEIAG, Careers Advisor, Heads of Year and Tutors work to identify any student at risk of NEET and intervene to support them.
- 5.8. Oldfield School is aware of the need to engage with local employers and the professional community and works with our partners to provide those opportunities for our students.

6. Provision at KS3 and KS4

- 6.1. The following key areas are promoted throughout KS3 and KS4:
 - Self-development – assessing student’s strengths and weaknesses to inform future learning and work choices to develop positive self-esteem and confidence.
 - Supporting inclusion, challenging stereotyping and promoting equality of opportunity.
 - Developing enterprise and employment skills.
 - Meeting the needs of all students through appropriate differentiation.
 - For students to focus students on their future aspirations.
 - Involving parents and carers.
 - Employer engagement so that students’ attitudes and employability skills can be developed
- 6.2. All Year 10 students have the opportunity to participate in a week of work experience.
- 6.3. All Careers Information provided includes the full range of post-16 education or training options, including Apprenticeships.
- 6.4. Students are able to explore Career choices through the Careers PSHE units; CIAG websites such as The National Careers Service, UCAS, Apprenticeships, GOV.UK and Career-pilot; books, leaflets and prospectuses in the Careers Library, posters and access to impartial careers advice from the Careers Adviser.

- 6.5. Oldfield School ensures that all students are aware of out of school opportunities that can help them with their career aspirations. The school runs a Duke of Edinburgh and World Challenge programme and has strong links with the National Citizen Service.
- 6.6. CIAG is integrated into Oldfield School's PSHE programme with specific units in each year focusing on employability skills, career options and labour market information.
- 6.7. The school hosts an annual career fair in Term 6 where students can meet and discuss employability, training and academic pathways with representatives from Further Education, Higher Education, Apprenticeship Pathways and Employers.
- 6.8. Through tutor times and PSHE days, each year group has a specific set of focuses.
- 6.9. Year 7 students focus on:
- Learning about the world of work
 - Identifying their own skills and qualities and relating them to a range of careers
 - Developing employability skills
 - Equality in the workplace
- 6.10. Year 8 students focus on:
- Financial management and the importance of money
 - Job interview and job applications
 - Equality in the workplace
 - Using Careerpilot and researching their options.
- 6.11. Year 9 students focus on:
- Making informed Options choices for KS4
 - Employability and developing research skills - e.g. using websites such as Careerpilot and National Careers Service
 - Job interview and application processes and skills
 - Leadership skills and values
- 6.12. Year 10 students focus on:
- Preparing for voluntary/part-time/full-time work
 - Interview techniques
 - Completing application forms / CVs / covering letters
 - Organising/completing a week of work experience
 - Post 16 opportunities including UCAS
 - Enterprise and economic education including health and safety
- 6.13. Year 11 focus on:
- Post-16 options including applications for Sixth Form, College and Apprenticeship.
 - Information and the benefit of different Post-16 pathways
 - Exploring stereotypes, local jobs market and economic education.
- 6.14. Every Year 11 student completes an Intention and a Destination survey to ensure they have a placement post 16. Additional assistance is offered to any Year 11 student if required.

7. Provision in the Sixth Form

- 7.1. Year 12 focus on:
- Learning effectively, managing stress, enrichment, finance, preparing for interview.
 - UCAS course search, preparation for UCAS process and UCAS launch.
- 7.2. The school has a programme of guest speakers who talk about various aspects of career and educational advice. These include student finances, apprenticeships and work experience.
- 7.3. A trip is annually organised in April for all Y12 students to the UCAS fair.
- 7.4. The Head of Sixth Form keeps information on each student's career and HE pathway. We run an advisory programme throughout the year, through a partnership with the University of the West of England, where students are given impartial advice. This consists of three whole group sections on various aspects of careers and HE advice as well as three opportunities for students to have a one to one meeting with an impartial advisor.
- 7.5. Opportunities for appropriate work experience are targeted to specific students by the Head of Sixth Form. Work experience at this level must be a facilitating opportunity in terms of applying for HE or future career plans. All students are encouraged, with support, to research and arrange their own work experience placements.
- 7.6. The school organises one trip to Bath Spa University personal writing workshops where students receive one to one advice from admissions tutors. This process continues into Year 13 where students are encouraged to attend further sessions.
- 7.7. The Head of Sixth form is responsible for promoting other opportunities, such as bursaries, open days and other career and HE opportunities.
- 7.8. Year 13 students focus on:
- Writing personal statements, UCAS applications, Gap Years
 - Financial preparation for University and independent living
 - Examination technique.
- 7.9. Through our partnership with the University of the West of England, all students are offered impartial one to one advice sessions to help support them with UCAS applications or other Post-18 pathways. Students work closely with their tutor in researching and applying for HE or for other career or apprenticeship pathways.
- 7.10. The 16 to 19 Bursary offering financial support to help students stay in education post-16 is available and all students are made aware of this support and the process through which they can apply for the bursary.

8. Provider Access

- 8.1. The school has 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.

- 8.2. All pupils 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.
- 8.3. All pupils in year 8-13 are entitled 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 and to understand how to make applications for the full range of academic and technical courses.
- 8.4. A provider wishing to request access should contact Assistant Head teacher- Careers Leader. Information is available on the school website to facilitate this process.
- 8.5. The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.
- 8.6. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.

9. Further Advice

- 9.1. The Careers Library is found in the Learning Resource Centre. It is open whenever possible at lunchtimes from 1310 - 1350.
- 9.2. Students/staff can request a Careers Interview with the independent Careers Adviser by contacting the Careers Advisor or AHT-Careers
- 9.3. There is a careers area on the school website which includes details about:
 - An overview of our programme
 - Information for parents
 - An opportunity for other providers to contact the school.
 - Useful websites including UCAS and Apprenticeships.
- 9.4. The Careers Adviser should interview all Year 11 and Year 13 students at least once in a school year. Students can also request appointments.

10. Monitoring, Evaluation and Review

- 10.1. All work related learning is audited bi-annually in consultation with Faculties.
- 10.2. Careers PSHE is updated at least once annually by the member of staff responsible for the PSHE programme.