



Helsby High School

Careers Education and Guidance Policy

1. Rationale

Careers education and guidance programmes 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 pathways that suit their interests and abilities and help them to follow a career path and sustain employability throughout their working lives.

Helsby High School has adopted the Careers Guidance and statutory requirements issued by the Department of Education in January 2018. We are using the Gatsby Benchmarks to assess, review and develop our Careers Education programme.

The Gatsby Benchmarks have a key role in:

- ensuring young people can benefit from and contribute to the success of the proposed new industrial strategy for the UK
- underpinning the Department for Education guidance to schools and colleges on meeting their statutory responsibility for careers guidance
- raising young people's aspirations and promoting access to all career pathways
- enabling all young people to develop the skills and outlook they need to achieve career wellbeing, including adaptability and resilience.

2. Aims

Helsby High Schools Careers Education and Guidance policy has the following aims: -

- to contribute to strategies for raising achievement, especially by increasing motivation and self esteem
- to support inclusion, challenge stereotyping and promote equality of opportunity
- to encourage participation in continued learning including higher education and further education
- to develop enterprise and employment skills
- to reduce the risk of students not participating in education, employment or training (NEET) post 16
- to contribute to the economic prosperity of individuals and communities
- to meet the needs of all our students through appropriate differentiation
- to focus students on their future aspirations
- to develop students understanding of the changing nature of work, learning and career choices, including the full range of post-16 education or training options, including apprenticeships
- to involve parents and carers

3. Commitment

Helsby High School is committed to providing a planned programme of careers education, information and guidance for students in all years. The school works with an external Careers Advisor to ensure all students have access to impartial careers advice. All students will leave Helsby High School with the skills and knowledge required to support their entry to further education or employment. Helsby High School actively promotes parent/carer involvement through events, forums and ensuring access to information throughout the year.

Helsby High School has successfully gained the Level 2 (silver) Inspiring IAG Careers Award and are working towards the Level 3 (gold) Award.

4. Entitlement

Students are entitled to careers education and guidance that is impartial and confidential. It will be integrated into their experience of the whole curriculum, based on a partnership with students and their parents or carers. The programme will promote equality of opportunity, diversity and inclusion, whilst promoting the best interests of the students to whom it is given.

5. Equality and Diversity

Careers education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes.

All students are provided with the same opportunities and diversity is celebrated. There are specific lessons aimed at challenging perceptions and removing the gender stereo-types related to certain career paths as well as developing high aspirations for pupils.

6. Parents and Carers

Parental involvement is encouraged at all stages. There are specific areas on the website where parents and students can be kept up to date with Careers Education, up and coming Careers Events and local apprenticeship opportunities. Parents and carers also have the opportunity to attend a number of career events throughout the academic year.

7. Management

In line with the new statutory guidelines, a named person is the Careers Lead, Mr A Shelton. This information is available on the school website, along with details of the current careers programme.

8. Staffing

All staff contribute to CEIAG through their roles as form tutors and subject teachers. The development of effective Careers Education and resources is overseen and monitored by the Careers Lead. Administrative staff are assigned to support the Careers provision according to Key Stage. This is coordinated with the Admin Manager.

The Careers programme is planned, monitored and evaluated by the Careers Lead. The Careers Lead will liaise and consult with the external Careers Advisor to ensure that career guidance is available when required.

The Careers Lead will develop partner links with external providers such as training and apprenticeship providers, local colleges, employers and universities.

9. Provision

The careers programme is managed by the Careers Lead and the SLT link for CEIAG; delivered by staff and co-ordinated along with the Teacher in Charge of Personal, Social, Citizenship & Health Education (PSHE). Careers focused activities delivered through the PSHE curriculum are delivered to students in Years 7-11.

Careers resources are relevant and updated regularly. Access to careers software (Kudos, START, Fast Tomato) and the internet is easily available. Participation in activities, both in school and off-site, provide employer contact and further information.

Helsby High School is employing the services of an external Careers Advisor, Diane Schofield, who is providing individual careers interviews for students in Years 7 - 13.

The Careers Lead attends cluster meetings for Career updates as necessary.

Helsby High School aims to ensure that all students have between 5-10 encounters with employers Y7-11. These encounters will be in the form of assemblies, activities days, workshops, breakfast meetings, educational visits and the bi-annual careers convention.

10.Provider Access

As required by the Statutory Guidance Jan 2018 Helsby High School has a policy statement on the website for arrangements for alternative provider access.

11.Resources

Funding is allocated in the annual budget. The Careers Lead is responsible for the effective deployment of resources.

12.Monitoring Review and Evaluation

The Careers programme is reviewed annually by the Careers Lead and the Leadership Team Line Manager.

Students, parents, teachers and employers provide regular and systematic evaluative feedback on their participation in activities via questionnaires and surveys. This feedback is then used to inform decisions about the future development of the programme.

Destination data is tracked and evaluated by the Careers Lead with SLT and is used to work in partnership with the external Careers Advisor, CWAC Young People's Services and local colleges and training providers.

13.Overview of current Careers Programme

This is subject to additional events that are offered or purchased by Helsby High School.

Year group	Careers information	Careers advice & guidance	Careers education
Year 7	Access to careers information on the school website and START Careers Platform (including LMI).	Access to independent careers advice with the Careers Advisor if requested by student/ parent/ Form Tutor or Year Leader.	2 Career Choices Extended Registration – Form Tutor session looking at a range of career choices

	Faraday Challenge at Daresbury Laboratory (organised by the Institution of Engineering and Technology)	Careers advisor available at Year 6 opening evening	2 Allocated PSHE lessons on Careers/Employability Skills.
Year 8	<p>Access to careers information on the school website and START Careers Platform (including LMI).</p> <p>Activities Day – Urenco (focusing on engineering careers and team building), Smallpiece trust (focusing on STEM careers) and what’s my line (various careers)</p>	<p>Access to independent careers advice with the Careers Advisor if requested by student/ parent/ Form Tutor or Year Leader.</p>	<p>Career Choices Extended Registration – Form Tutor session looking at a range of career choices.</p> <p>3 Allocated PSHE lessons on Careers/Employability Skills.</p>
Year 9	<p>Access to careers information on the school website and Fast Tomato and START Careers Platform (including LMI).</p> <p>Go4SET – science project</p> <p>Essar Make it Enterprise Challenge</p> <p>Information Evening for Parents re. post-14 options</p> <p>Liverpool University, Science and Maths trip (understanding our universe and STEM careers)</p> <p>A series of guest speakers/ workshops as part of the Careers element of PSHE covering university and apprenticeships.</p>	<p>Access to independent careers advice with the Careers Advisor if requested by student/ parent/ Form Tutor or Year Leader.</p> <p>Referrals for careers appointments made by form tutors to help students who are having difficulties with their option choices.</p> <p>All PP students will be invited for an individual careers appointment with the careers advisor prior to their option choices in February.</p>	<p>Career Choices Extended Registration – Form Tutor session looking at a range of career choices</p> <p>5 Allocated PSHE lessons on Careers/Employability Skills.</p> <p>Enterprise week/ Business Studies enterprise day.</p>

Year group	Careers information	Careers advice & guidance	Careers education
Year 10	<p>Access to careers information on the school website and Fast Tomato and Kudos (including LMI).</p> <p>Bi-annual Careers Convention with over 60 guest exhibitors; including FE & HE providers, apprenticeship providers and local and national employers.</p> <p>Trip to the World Skills Show, Birmingham.</p> <p>A series of guest speakers/ workshops as part of the Careers element of PSHE covering university and apprenticeships.</p> <p>Information from local providers of post 18 education and work based training representatives</p> <p>Breakfast meetings with representatives from various career/ STEM industries (30 min career talks)</p> <p>Daresbury Laboratory Accelerator science trip</p> <p>STEM residential with RAF (careers in Engineering for Girls, RAF)</p> <p>URENCO Make-It Enterprise Challenge</p>	<p>Access to independent careers advice with the Careers Advisor if requested by student/ parent/ Form Tutor or Year Leader.</p> <p>All PP students will be invited for an individual careers appointment with the careers advisor.</p>	<p>6 Allocated PSHE lessons on Careers/Employability Skills/ Post 16 options.</p>

Year group	Careers information	Careers advice & guidance	Careers education
Year 11	<p>Access to careers information on the school website and Fast Tomato and Kudos (including LMI).</p> <p>Bi-annual Careers Convention with over 60 guest exhibitors; including FE & HE providers, apprenticeship providers and local and national employers.</p> <p>Study Skills & Future Destinations Evening for students and parents</p> <p>A series of guest speakers/ workshops as part of the Careers element of PSHE covering university and apprenticeships.</p> <p>Information from local providers of post 16 education and work based training representatives</p> <p>Information Evening for Parents re. post 16 options</p> <p>Post 16 taster sessions & the opportunity to attend a local FE college taster day.</p> <p>Local FE college "Going to College/ Apprenticeships" Talk</p> <p>List of current apprenticeship vacancies in the local area is available on school website.</p> <p>Inspire course (3 day residential) STEM degrees and Careers</p> <p>Faraday Challenge at Daresbury Laboratory, which was organised by the Institution of Engineering and Technology</p>	<p>ALL students will be offered an interview with the Careers Advisor for independent careers advice.</p> <p>Students who are identified as potential NEET or currently being on the C/D borderline in English/ Maths will meet with the Careers Advisor for a one-to-one appointment.</p> <p>College visits for potential NEET students</p> <p>Motivational work and college placements for potential NEET students identified by KSL.</p> <p>Lunchtime drop in sessions to support college/ apprenticeship applications (ASK project)</p> <p>Students at risk of NEET are provided with additional support from CWaC Young People Services</p>	<p>6 Allocated PSHE lessons on Careers/Employability Skills/ Post 16 options.</p>

Year group	Careers information	Careers advice & guidance	Careers education
<p>Years 12 and 13</p>	<p>Access to careers information on the school website and Fast Tomato and Kudos (including LMI).</p> <p>Bi-annual Careers Convention with over 60 guest exhibitors; including FE & HE providers, apprenticeship providers and local and national employers.</p> <p>Assemblies – HE and higher apprenticeship applications, UCAS</p> <p>Post 18 Options assembly/Gap Year (Projects abroad)</p> <p>Work experience placements</p> <p>Going Further Day'. Annual event for Yr12 students with HE/ apprenticeship and career guest speakers and workshops.</p> <p>Headstart (5 day residential) specific STEM courses experience</p> <p>A series of guest speakers covering university and apprenticeships.</p> <p>Targeted workshops/ talks (medicine, colleges etc.)</p> <p>UCAS Application Evening</p> <p>List of current apprenticeship vacancies in the local area is available on school website.</p>	<p>ALL students meet with the Careers Advisor for independent careers advice.</p> <p>Lunchtime drop in sessions to support college/ apprenticeship applications (ASK project)</p>	<p>Allocated sessions based upon Careers and Work Skills.</p>

14. Career Services Available to Students, Parents and Staff

Services available to students:

Services for students	Notes
One-to-one guidance interviews	Careers interviews available with the independent Careers Advisor for: <ul style="list-style-type: none"> • Year 7 students via a referral system • Year 8 students via a referral system • Year 9 students during options process (if requested by form tutor, student or parent) • Year 10 students via a referral system or for those deemed as potential NEET. • All Year 11 students will have interviews • All Year 12 and 13 students have the option for a careers interview • All PP students in years 9-11 will be offered careers appointment.
Group work sessions	<ul style="list-style-type: none"> • Year 7 & 8 Career Choices extended registration • Year 8 Careers Activity Days • Year 9 options quiz during PSHE. • Year 9 Enterprise day. • Careers workshops for Years 9 – 13. • Guest speakers in PSHE (Years 9 – 11) • Year 10 Careers/ STEM Breakfast Meetings • Year 11 Future Destinations Evening • Guest speakers in assemblies Yrs 9 -13 • A series of WRL workshops as part of the Yr12 Going Further Day.
Drop-in appointments	<ul style="list-style-type: none"> • Available with the Careers Advisor during lunchtimes on a Monday and Tuesday. • Year 11-13 Applying for an apprenticeship lunchtime drop in session – ASK project
Support on results days	<ul style="list-style-type: none"> • Careers Advisor available on examination results days/, consultation and opening evenings. • Follow up appointments available for students/parents on request

Services available to parents/carers:

Services for parents/carers	Notes
Presentations at information evenings	<ul style="list-style-type: none"> • Presentation at Year 9 options evening.

	<ul style="list-style-type: none"> • Presentation at Year 11 open evening.
Availability at consultation evenings	<ul style="list-style-type: none"> • Careers advisor available at Year 9 – 13 consultation and open evenings.
One-to-one guidance interviews	<ul style="list-style-type: none"> • Careers interviews available for parents and students on request
Other	<ul style="list-style-type: none"> • Bi-annual Careers Convention with over 60 guest exhibitors; including FE & HE providers, apprenticeship providers and local and national employers. • Study Skills & Future Destinations Evening for students and parents

Services available to school staff:

Services for school staff	Notes
Careers information support	<ul style="list-style-type: none"> • Access to careers information on the school website and Fast Tomato and Kudos (including LMI). • Information available on School website regarding apprenticeships
Support for careers education	<ul style="list-style-type: none"> • Access to careers information on the school website and Fast Tomato and Kudos (including LMI). • Resources provided for all Careers and Work Related Learning PSHE lessons (Years 7 -11)
Professional development	<ul style="list-style-type: none"> • Head of Work Related attends regular CWaC CEIAG network meetings

15.Independent Careers Advice and Guidance

The school has a statutory duty to ensure that independent careers guidance is provided from year 8 to year 13 and that it:

- is presented in an impartial manner
- includes information on the range of education or training options, including apprenticeships and other vocational pathways
- is guidance that the person giving it considers will promote the best interests of the pupils to whom it is given

Independent careers advice provider details:

Name of provider Diane Schofield
Email: Dschofield@helsbyhigh.org.uk Telephone: 01928 723551

Service

2 days' service per week (Monday and Tuesday). Based in B6

Impartiality

Independent advisor. Contracted by School.

Experience of working with schools and young people

Many years' experience working with young people and in Schools in an advisory role. Former Connections employee.

Qualifications

Post Grad Diploma in Careers Advice and Guidance (Level 6). Currently on the CDI register.

Local knowledge

Lives in local area.

Referral and support

Referrals can be made through Form Tutor, YL, KSL or Head of WRL. Students can also request interviews directly with the Careers Advisor.

Cover for absence

Additional interviews would be held upon return.

DBS checks

Completed.

16. Career Appointment Schedule

Date	Targeted Students <i>(Note: below shows those students who will be targeted during these dates. Drop in/ referral/ student requested appointments will be available to all students throughout the year)</i>
September - December	<ul style="list-style-type: none"> • Prioritise work with year 11 Disadvantaged students • Borderline 5/4? students in English and Maths • Year 9-13 FT/YL/KSL referrals
January	<ul style="list-style-type: none"> • Begin working with Year 9 Disadvantaged students • Year 9 referrals re option choices
February	<ul style="list-style-type: none"> • Year 11/13 leavers as a priority
March - April	<ul style="list-style-type: none"> • Year 13's not going to university • Any remaining Year 11 students
May	<ul style="list-style-type: none"> • Year 10 Disadvantaged students • Year 9 referrals
June	<ul style="list-style-type: none"> • Year 12 students • Year 8 Disadvantaged students • Any year 7 referrals
July	<ul style="list-style-type: none"> • Year 12/10 students • Any referrals (all years)
August	<ul style="list-style-type: none"> • Support for students/ parents at GCSE & A Level results day

17. Entitlement statement

The CEIAG programme will help you to:

- understand yourself, your interests, likes and dislikes, what you are good at and how this affects the choices you make
- find out about different courses, what qualifications you might need and what opportunities there might be
- develop the skills you may need for working life
- make realistic, but ambitious, choices about courses and jobs
- develop a plan of action for the future
- understand the different routes after Year 11 and 13 including training, further and higher education, apprenticeships and careers
- be able to make effective applications for jobs, training and further and higher education
- develop your interview skills
- improve your confidence

You will receive:

- careers lessons within your PSHE lessons
- visits in assembly time from education and apprenticeship providers and some employers
- access to the careers software (Kudos, Fast Tomato and SMART)

- interviews with a Careers Adviser
- visits to local employers and Universities
- WRL activities

You can expect to be:

- treated equally with others
- given careers information and advice that is up to date and impartial
- treated with respect by visitors to the school who are part of the careers programme
- given extra help if you have additional needs