



Cardinal Heenan Catholic High School

Careers Policy

Key staff:	A.McCabe
Key governor:	L. Hobson
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Approved by Governing Body:	<i>L Hobson</i>
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Policy Document for Careers Education, Information and Guidance (CEIAG)

1. Introduction

Cardinal Heenan Catholic High School is dedicated to the success of its students and equipping them for working life is an integral part of their learning. We work with learners who are particularly vulnerable to becoming NEET. The school collaborates with internal and external providers to build a coherent programme of careers education, to ensure that every learner reaches their full potential. The development of careers advice and guidance is a continuous priority in the school's strategic development plan.

We will support learners to help them achieve their best outcomes by raising aspirations and providing access to different, impartial and independent information and guidance about the range of options that are available.

2. Statutory Guidance and Aims of Policy

In line with the statutory guidance for governing bodies, school leaders and school staff, careers guidance and access for education and training providers.

2.1 Statutory Obligations for Careers in School

Cardinal Heenan Catholic High School's Career policy ensures that all registered pupils at this school are provided with independent careers guidance from Year 7 to Year 13. The independent careers guidance provided:

- is presented in an impartial manner, showing no bias or favouritism towards particular institutions, education or work options.
- includes information on the range of education or training options, including apprenticeships and technical education routes.
- is guidance that the person giving it considers it to be in the best interest of the pupils receiving it.

2.2 Aims of the Careers Programme

Career inspiration and guidance at Cardinal Heenan is a progressive journey from Year 7-13. The aims of the careers programme are:

- To develop positive attitudes in the pupils towards study and work and develop employability and enterprise skills, such as teamwork, communication and oracy.
- To equip students with the key skills, attitudes and qualities necessary to make a successful transition to adulthood and working life
- To help students to plan and take control of their futures by making informed choices at key points in their education.
- To provide students with the relevant careers inspiration and guidance that is suitable to their personal needs including age, ability, attitude and aptitudes.

- To provide students with a comprehensive understanding of opportunities post 16 and post 18 including traineeships, apprenticeships, school leaver programmes, HE, FE, employment and training opportunities.
- To help students raise their standards of achievement and to reflect on themselves, their abilities, skills, aptitudes and attitudes, so they can use knowledge to encourage development and build their self-esteem and confidence.
- To develop quality links with businesses and other relevant external partners and agencies via the school's Industry Days (all Year 8, 11 and 12 pupils).

2.3 Delivery of Careers Education

The school has adopted a whole-school approach to the delivery of careers education as part of the entitlement for all pupils. The school offers a wide range of activities that contribute towards work-related opportunities in order to help prepare students effectively for adulthood and working life. These activities complement subject teaching, contribute towards the development of students' key skills as well as contributing to lifelong learning opportunities.

The range of activities the school is using in order to help meet its objectives includes:

- Relevant vocational courses and qualifications.
- Careers education and guidance.
- Work experience.
- Extended work placements.
- Visits to employers.
- Problem solving and insight into work activities.
- Aspects of personal, social, health and citizenship education.
- Business mentoring.
- Industry days.
- Visitors from industry and business.
- PSHE work related learning aspects.

3. Implementation of Careers Education

These aims are achieved through the careers curriculum, which is outlined on our school website. All strategies are in line with the Gatsby Benchmarks. Career Compass is completed each term, and action points inform improvements. The compass assessment tool has helped Cardinal Heenan to identify areas in which we provide a high quality careers programme and which areas we need to focus further to gain all greens.

The curriculum leader along with the enterprise coordinator, careers advisor, external providers, Liverpool City region, and all staff and governors strive for continuous improvement and build further on each benchmark.

Cardinal Heenan is strong and committed to all eight benchmarks:

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

4. Entitlement to Careers Education and Guidance

All pupils in Years 7-13 have access to an impartial careers advisor. Advice and guidance could be regarding careers, work experience, Post-14, 16 or 18 Options. Students and parents are also encouraged to use the careers section on the school website that gives updates and web links to support their understanding of career education.

5. Destination data for Year 11 and 13 pupils

All student destinations are collected in house by the school careers advisor in collaboration with the local authority. Provisional data will be collated during CEIAG meetings with the careers leader in school, then revised, and changed accordingly.

6 Responsibility for Policy

All staff have the responsibility to contribute to the overall careers programme within the school.

6.1 Careers Team

Aimee McCabe Information and Guidance Officer

Gill Walsh Senior Enterprise Coordinator LCRCH

Phil Jones Enterprise Adviser

The careers team have the overall responsibility for overseeing the careers education provision.

6.2 Action Plans and Review of Policy

The SMT will approve curriculum and activity developments of the careers programme and will ensure that such developments are incorporated into departmental action plans and the overall school development plan.

6.3 Professional Development of Staff

To maintain a whole curriculum programme of delivery, the school will ensure that all staff receive appropriate professional development.

Teaching staff are responsible for the delivery of career education, by embedding careers into their subject and contributing to the effectiveness of the overall programme.

Staff CPD is offered to the relevant staff as opportunities arise. Key staff can also attend local career meetings to share good practice with other local secondary school and career providers.

6.4 Resources and Funding

The governing body and SMT will be responsible for the allocation of resources and funding to implement the recommendations of the manager(s) of the policy. The school will seek to access additional funds and will take up any entitlement to such funds for the implementation and delivery of this policy.

6.5 Support for pupils with Special Education Needs or Disabilities

Cardinal Heenan Catholic High School has aspirations for all pupils with special educational needs and disabilities (SEND) and will support them in preparing for the next phase of their education or training. Further information for students with SEND can be found in the SEND Policy, which is available on the school website.

Careers Entitlement Statement

All Students are entitled to independent and impartial external career guidance and, in school, we will provide you with opportunity to develop your aspirations. Students need to reflect and evaluate their goals and use information obtained to help make decision about career pathways. Lessons and events will help support the entitlement statements below.

It is your future so you have a responsibility to:

- ✓ Make the most of the opportunities offered to you
- ✓ Research your options
- ✓ Have 'post-14, 16 or 18' careers meetings with your school's careers lead
- ✓ Be prepared to be realistic when looking for future opportunities
- ✓ Be prepared to work hard in order to reach your full potential

While at school the minimum entitlement we will support you with:

- ✓ Give you the opportunity to access independent and impartial careers guidance
- ✓ Give you the opportunity to meet with different industries/employers
- ✓ Give you the opportunity to learn about the world of work
- ✓ Be treated with appropriate confidentiality

Key Stage 3 our aim is to support you with:

- ✓ Develop confidence in yourself and your abilities
- ✓ Think about what your strengths are and what skills will help you achieve your goal
- ✓ Help you think about what aspirations you have and a goal that you would like to achieve when you leave school

Key Stage 4 and 5 our aim is to support you with:

- ✓ Providing access to information regarding different college courses, higher education courses and understand post-16 or 18 options
- ✓ Have access to 1:1 independent and impartial careers guidance
- ✓ Use different resources to provide relevant and helpful information
- ✓ Be able to identify your skills and strengths needed to achieve your desired profession
- ✓ Identify and set yourself future goals

Parents/Carers entitlement:

Parents/Carers can access careers support for their child in a variety of ways including:

- ✓ Careers information on the school website
- ✓ Access to computer based careers information via Unifrog
- ✓ Parent/Carers have the opportunity to contact the school career leads regarding any career support they require.