



Cardinal Heenan Catholic High School

Careers Policy

Key staff:	C. Hackett
Key governor:	
Last reviewed:	May 2023
Approved by Governing Body:	
Date:	
To be reviewed:	May 2024

Policy Document for Careers Education, Information and Guidance (CEIAG)

Respect, Believe, Achieve

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.

1.1 Links to the School Mission Statement

"...strive to live out our God-given vocation... to respect ourselves, others and the world around us, that we may achieve our full potential"

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.

[Careers guidance and access for education and training providers - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/612222/Carers_guidance_and_access_for_education_and_training_providers.pdf)

2.1 Statutory Obligations for Careers in School

Cardinal Heenan Catholic High School's Career policy ensures that all registered pupils at the 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 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 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 plan and take control of their futures by making well informed and realistic 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, T levels, school leaver programmes, HE, FE, employment, and training opportunities.
- To help students raise their standards of achievement and to reflect their abilities, skills, aptitudes and attitudes, so they can use the knowledge to encourage development and build their self-esteem and confidence.
- To develop effective quality links with businesses and other relevant external partners and agencies via the school's Industry Days and associated activities (all Year 9, 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 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, University and Pupil mentoring.
- Industry days.
- Visits from industry and business.
- PSHE work related learning aspects. (mentioned above)
- Association availability (Medical, Engineering, Computer Science, Drama, Journalism & Law)

3. Implementation of Careers Education

These aims are achieved through the career's curriculum, which is outlined on the Careers Area of the school website. All strategies are in line with the Gatsby Benchmarks. The Compass self-evaluation framework is completed each term by the named Careers Leader, and the identified action points are a focus at Careers Hub meetings with the dedicated Enterprise Coordinator and at SLT/ Governor meetings to drive improvement. The Compass assessment tool has helped Cardinal Heenan to identify high quality delivery within the Careers programme and which areas the school needs to further develop.

The Curriculum Leader along with the Enterprise Coordinator, Careers Leader, Careers Guidance Adviser, external providers, and all staff and governors strive for continuous improvement and the achievement and sustainability of all Gatsby benchmarks.

Cardinal Heenan is strong and committed to all eight benchmarks:

1. A stable career 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, Information and Guidance

All pupils in Years 7-13 have access to an impartial Careers Adviser. Advice and Guidance includes careers, work experience, Post-14, 16 or 18 Options. Students and parents are also encouraged to use the careers section on the school website which provides them with updates and web links to support their understanding of career education. There is also a link to the National Careers Service for their own use.

5. Destination data for Year 11 and 13 pupils

All student destinations are collected in house by the school Careers Adviser in collaboration with the Local Authority. Provisional data will be collated during CEIAG meetings with the Careers Leader which informs the school return which is submitted to the Local Authority.

6. Responsibility for the development of the Careers Programme

All staff have the responsibility to contribute to the on-going development of the overall careers programme within the school, including Labour Market Information linked to curriculum areas.

6.1 Careers Management Team

Careers Leader – Carmel Hackett
Enterprise Coordinator - Kath Wyke
Enterprise Adviser - Vacant
PSHE Coordinator - Fiona Rushe

Marketing Manager - Lauren Mather
Senior Leadership & Subject Leaders
Key Stage Coordinators
Heads of Year & BSW

The careers team have the overall responsibility for overseeing the Careers Education, Information and Guidance provision.

6.2 Action Plans and Review of Policy

The CMT and SLT 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 and relevant 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 SLT are responsible for the allocation of resources and funding to implement recommendations suggested by 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 aspires for all pupils, including those with special educational needs and disabilities (SEND) and supports 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.

7. Provider Access Policy

Cardinal Heenan provide at least six encounters with approved providers of apprenticeships and technical education for all our students:

- Two encounters for pupils during the 'first key phase' (year 8 or 9) that are mandatory for all pupils to attend.
- Two encounters for pupils during the 'second key phase' (year 10 or 11) that are mandatory for all pupils to attend.
- Two encounters for pupils during the 'third key phase' (year 12 or 13) that are mandatory for the school to put on but optional for pupils to attend.

This legislation is a key mechanism to further help learners understand and take-up, not just apprenticeships, but wider technical education options such as T-Levels and Higher Technical Qualifications.

The Provider Access Legislation can be found in our policies section of our school website and in the Careers page.

Section 42B of the [Education Act 1997](#)

[The Skills and Post-16 Act 2022](#)

Guidance from the Department for Education (DfE) on [careers guidance and access for education and training providers](#)

Careers Entitlement Statement

All Students are entitled to independent and impartial external Career Guidance. Cardinal Heenan will support all students with the opportunity to develop their career aspirations. Students need to reflect and evaluate their goals and use information obtained to help make well-informed and realistic decisions about their career pathways. Lessons and Career related events will help support the Entitlement Statement (as detailed 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 the school Careers Leader.
- ✓ Be prepared to be realistic when looking for future opportunities.
- ✓ Be prepared to work hard 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 a variety of industries/employers.
- ✓ Up to date local, regional and national Labour Market Information.
- ✓ 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:

- ✓ Access to 1:1 independent and impartial Careers Guidance.
- ✓ Develop confidence in yourself and your abilities.
- ✓ Think about what your strengths are and identify the skills and qualities required to help you achieve your goal.
- ✓ Help you think about your Career aspirations and learn to plan your Careers journey to help you achieve your goal.

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

- ✓ Providing access to information on potential Career Pathways including: Apprenticeships, Technical Education, Higher Education, Further Education and Employment. This includes support for researching college courses, higher education courses and understand post-16 or 18 options.
- ✓ Access to 1:1 independent and impartial Careers Guidance.
- ✓ Access and support with relevant Careers resources to provide relevant and helpful information.
- ✓ Being able to identify your skills and strengths needed to achieve your desired profession.
- ✓ Identifying 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, including details of the Careers Programme.
- ✓ Access to computer-based Career's information via Unifrog.
- ✓ Parent/Carers can contact the school Careers Leader directly regarding any career support they require.

The Careers Leader can be contacted on: careers@cardinal-heenan.org.uk