St Michael’s Catholic Grammar School

A Voluntary Aided School in the Trusteeship of St. Michael’s Catholic School Trustee, a Member of the Loreto Education Trust

Founded by the Sisters of the Poor Child



Careers Education Information Advice and Guidance

Policy & Procedure

January 2022

Vision and Purpose

St Michael’s Catholic Grammar School is committed to enabling our students to become the person God intended them to be; supporting them to make sense of this complex world and to seek out their unique purpose in life.

Our careers education programme is aimed to equip our students with the qualifications which will lead them to success but also the skills and attitudes which will enrich their lives and the lives of others.

Careers education, information, advice and guidance (CEIAG) is an essential part of the holistic support we give to our high achieving and ambitious students throughout their time with us from Year 7 to Year 13.

St Michael’s CEIAG policy is underpinned by the Catholic ethos of our school and is integrated into our curriculum of teaching and learning, formed in partnership with students and their parents or carers, and from the expertise of our staff and external professionals working in the school.

Entitlement

Every student at St Michael’s is entitled to a personalised, impartial and inspirational programme of careers education. The programme is delivered through varied activities and methods, such as assemblies; tutorials; PSHE; Citizenship; occupational, educational and training themed presentations; visits to universities and careers fairs; employer-led events; work experience, and confidential and impartial meetings with our careers adviser. Additionally, several events are arranged for students and their parents, on topics such as higher education, student finance, apprenticeships, STEM careers and employability.

Pupils attending the School are in their careers programme entitled to:

* Receive a stable careers programme from Year 7 that continues until the end of Year 13
* Receive relevant careers guidance and have access to independent careers information and guidance, including labour market data where relevant
* Receive personal advice that helps pupils to achieve their individual careers goal – whether this is Higher Education, an apprenticeship or employment
* Be equipped with the necessary skills to prosper in Higher Education and employment
* Have the relevant knowledge to make realistic and achievable goals based on their own interests and skills, whilst taking into account local job market information and relevant entry requirements
* Receive up-to-date information about careers and skill-development opportunities
* Understand how different subjects help keep different options open
* Have access to additional help, whether this need is generated from a change of decisions, personal circumstance or additional needs
* Have at least one meaningful and helpful encounter with employers in every year that they are at the school
* Have meaningful and helpful encounters with other education providers
* Have a minimum of two weeks’ work experience

Pupils are expected to:

* Fully engage with careers lessons and activities
* Utilise the available careers resources
* Use Unifrog to record careers-related skills, participation and research, and reflect upon what has been learnt
* Identify and set goals for the future
* Actively participate in workshops, presentations and visits from external employers or providers
* Attend informative events such as Options Evening, Careers Fair and Post-18 Progression Evening
* Use study and research spaces such as the library and Sixth Form Careers Library appropriately and with respect for other users
* Take advantage of opportunities offered outside school, such as school trips and projects

Parents are entitled to have:

* The opportunity to contact the independent careers advisor and careers lead to discuss the School’s provisions
* Access to information and guidance on careers, including choosing options, UCAS, work experience and pupil finance, through informative events for parents and the Careers section of the school website

Objectives

Our careers programme seeks to:

* Inspire and motivate students to fulfil their full potential and develop high aspirations
* Develop their skills of leadership, communication, innovation and resilience
* Prepare students for transitions and experiences in a world of rapid change
* Encourage students to make well informed decisions which are life enhancing and ambitious

Gatsby Benchmarks

The careers programme at St Michael’s is informed by the latest guidance from the Department for Education’s statutory guidance issued in 2019, encouraging best practice in line with the eight Gatsby benchmarks:

1. A stable careers programme
2. Learning from labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of work places
7. Encounters with further and higher education
8. Personal guidance

Staffing Responsibilities

Management for CEIAG at St Michael’s is the responsibility of the Assistant Headteacher: Head of the Sixth Form. As the Careers Lead, the role includes, in conjunction with other staff, overseeing, planning, coordinating, monitoring and reviewing careers work across the school.

Careers Education

**KS3**

Tutorials – You and Your Decisions, Introduction to Unifrog

Yr7 Careers Panel

Yr8 Careers Panel

Yr9 Mentoring

Yr9 Finance Conference & Business Education Event

Year 9 Options Evening/Zoom

Year 9 Assembly where Year 10 talk about their options

**KS4**

Yr10/11 Careers Convention – 20 careers presentations

Y10 work experience (2 weeks)

Lessons on personal statements,

Writing a CV

H&S in workplace

Equal opportunities and careers

Yr11 feedback to Yr10

Business Education Event

Interview technique

Apprenticeship assembly

Individual careers interviews

**KS5**

Post-18 Progression Evening

Yr12 Work Experience, Community Service, University days – week

Student Finance Assembly

Enrichment – Personal Finance

Open Day Visits

Open Days – Oxbridge

Yr12 – Individual careers interviews

What Careers Live – Autumn term

15 tutorials on careers/higher education

Personal Statements morning

London Excel Centre –Careers/UCAS Exhibition

Gap Year presentations

Apprenticeship presentations

The Labour Market assembly and workshops

All 6th Formers complete work experience

European Work Experience

**Student Provision Timeline and Links to Gatsby Benchmarks**

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| --- | --- |
|  | **Gatsby Benchmark** |
| **Yr8 – Summer Term**Unifrog | 3, 8 |
| **Yr9 – Autumn Term*** How to make decisions
* Career paths/choices
* Tutorial – GCSE option discussions
* Parents Evening
* Options Evening
* Yr10 talks to Yr9 in assembly (each GCSE option represented)
* Individual mentoring - SLT
 | 4443, 82, 3, 4, 81, 43, 8 |
| **Yr9 – Summer Term*** Mentoring with D/H re option clashes
* Personal Finance Conference/Enterprise
 | 3, 85 |
| **Yr10 – Autumn Term*** Talks by Year 11 students (in tutorial)
* Work experience assembly
* Internationalism Conference
* Introduction to KS4 Evening
 | 1, 45, 654 |
| **Yr10 – Spring Term*** World of Work Conference
* Careers Convention
 | 2, 4, 5, 62, 4, 5, 6 |
| **Yr10 – Summer Term*** Taste of 6th Form Day (including taster lessons)
* 2-week work experience
 | 1, 43, 5, 6, 8 |
| **Yr11 – Autumn Term*** Careers interviews
* Individual Mentoring
* Talks by current Yr12 students (in tutorial)
* Talks by Mr Roberts (in tutorials)
* Assembly about life in St Michael’s Sixth Form by Mrs Sheehy and 6th Form students
* Sixth Form Open Evening
* Assembly about the university application process and how St Michael’s can support you best *(this didn’t happen this year for obvious reasons!)*
 | 2, 3, 4, 83, 4, 81, 41, 41, 43, 4, 82, 4, 7 |
| **Yr11– Spring Term*** Individual mentoring
* Careers Convention
* Apprenticeship assembly
 | 1, 3, 82, 4, 5, 62, 5, 6 |
| **Yr11 – Summer Term*** Subject Fair hosted by Yr12
* A Level Taster mornings
 | 1, 3, 41, 2, 3, 4, 8 |
| **Yr12 – Autumn Term*** Individual Mentoring
* Sixth Form Induction – Bright Futures
* Subject specific inductions
* September tests and follow-up interview
* November tests
* Community Service
* Head Girl/Boy nominations and elections
* Speech Night
 | 3, 4, 81, 41, 2, 43, 83, 83, 5, 63, 84, 5, 8 |
| **Yr12 – Spring Term*** January exams and follow-up interview
* Enrichment
* Intro to HE/UCAS website – tutorials
* Higher Education Convention – Excel London
* Individual careers interview
* Individual mentoring
* Year of service begins
* Higher Education Evening for parents/students
* European Work Experience
 | 3, 84, 82, 3, 7, 82, 3, 5, 71, 2, 3, 51, 3, 832, 73, 4, 5, 6, 8 |
| **Yr12 – Summer Term*** Apprenticeships presentation
* Assemblies/tutorials on Applying to universities (9 tutorial sessions)
* Community service/work experience/university lectures week
* Individual mentoring
* Personal Statements morning
* Oxbridge applications day
* Summer exams and follow-up interview with BR
 | 2, 41, 3, 7, 81, 3, 5, 6, 7, 81, 3, 81, 3, 81, 3, 7, 83, 8 |
| **Yr13 – Autumn Term*** November tests and follow-up interview
* Individual Mentoring
* Year of service
* Community service
* UCAS deadlines
* Finance England presentation
* Tutorial on interview techniques
* University Links – mock interviews
 | 81, 3, 83, 53, 5, 63, 82, 71, 3, 83, 8 |
| **Yr13– Spring Term*** January exams and follow-up interview
* Individual mentoring
* Assembly on student debt
* Tutorials on budgeting at university
 | 81, 3, 83, 7, 83, 7, 8 |

Recording and Tracking Pupil Engagement

Every student at St. Michael’s has access to Unifrog (unifrog.org), an online platform that provides both access to the world’s largest database of post-16 and post-18 opportunities (including careers and higher education) and a tool for students to record their engagement with the school’s careers curriculum.

Students will be introduced to Unifrog in Year 7 and will use this platform throughout their time at St. Michael’s to:

* Search for higher education and careers information
* Record their interactions and engagement with the careers curriculum, including: one-to-one interviews with the school’s Careers Adviser; relevant school trips; work experience; attendance at careers/higher education events both in and out of school.
* Map their curricular, super-curricular and extra-curricular achievements against competency-based assessments

Form tutors, under the guidance of Heads of Key Stage, will monitor students’ use of Unifrog and engagement with the careers curriculum.

Evaluation

The careers curriculum and provision at St. Michael’s will be reviewed by the SLT at least once annually and will include:

* Student voice
* Parental voice
* An audit of the careers curriculum using the Compass Careers Benchmark Tool from The Careers and Enterprise Company (https://tools.careersandenterprise.co.uk/oauth/login/classic)

The purpose of the evaluation will be to ensure the careers curriculum:

* Remains relevant in light of changes in higher education provision, the labour market and students’ needs
* Meets the Gatsby Benchmarks
* Meets the statutory guidance for schools on providing careers education (https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/1002972/Careers\_statutory\_guidance.pdf)
* Is continually improved to provide the best education for students

St. Michael’s is also committed to working towards and achieving the national Quality in Careers Standard.