



Careers Education Information and Guidance Policy

Everyone Matters

We expect our community to be polite and respectful

Everyone Helps

We expect our community to make sensible choices

Everyone Succeeds

We expect our community to work hard

Policy Owner	Principal
Scope of the Policy	Rainford High
Written/last reviewed	June 2023
Next review due	June 2024
Summary of key changes	Re-drafted.

Rationale

Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities, and experiences of life. A planned programme of activities supports them in choosing 14 – 19 pathways that suit their interests and skills and inspire them to consider a range of career pathways to help ensure sustained employability throughout their working lives. Careers Education Information, Advice and guidance is central to the ‘Everyone Succeeds’ component of the whole school ethos (Everyone Matters, Everyone Helps, Everyone Succeeds) and Sixth form motto of ‘Everyone Succeeds’, in which we support all students to achieve their life goals.

Statutory duties

Rainford High has a statutory duty to secure independent careers guidance for all year 7 to 11 students (The Education Act 2011 /Careers guidance and access for education and training providers January 2023) and aim to meet the eight Gatsby Benchmarks for Good Career Guidance by 2020.

The governing body must ensure that the independent careers guidance provided: -

- is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option.
- includes information on the range of education or training options, including apprenticeships and technical education routes.
- is guidance that the person giving it considers will promote the best interests of the pupils to whom it is given.

Commitment

Rainford High is committed to careers provision that aims to raise our students’ aspirations; to broaden their horizons; to inspire and to empower them to make informed, realistic decisions at key transition points in learning and work.

We want students leaving Rainford High with the skills, knowledge and resilience to achieve their aspirations, reach their full career potential, meet the needs of employers and to contribute to economic growth, both locally and nationally.

Careers advice is presented in an impartial manner, showing no favouritism towards a particular institution, pathway, or work option. The advice provided covers the full range of education and training options, including apprenticeships and technical routes. The guidance promotes the best interests of the student. We are committed to providing a stable, structured and planned programme of advice and guidance with clear student outcomes. This is based on the ‘Inspiring IAG Code of Practice’, Gatsby Benchmarks for Good Career Guidance and the CDI Framework for Careers, Enterprise and Employability Education.

We do this directly through our ‘Everyone Succeeds’ programme, Y12 Employability Days, National Careers Week (March), Aspirations Day, via our use of Unifrog the ‘24/7 one stop shop’ for all career related learning / UCAS applications and through established links with Liverpool City Region Careers Hub and Career Connect.

We commission independent, impartial advice and guidance for students via Career Connect and the Liverpool City Region Careers Hub. The primary focus is on Years 10, 11 & 12, but students in Years 7-9 will benefit from this service in assemblies, Everyone Succeeds days, GCSE option evenings and 1:1 Careers Guidance Interviews on request.

Everyone Succeeds Programme

The vision of the school's 'Everyone Succeeds' Programme is that:

'Students leaving Rainford High will have the skills, knowledge and resilience to achieve their aspirations, reach their full career potential, meet the needs of employers and to contribute to economic growth, both locally and nationally'.

This programme involves Years 7-11 being involved in Careers / Employability themed drop-down days involving a range of employers and external providers and school staff. The Everyone Succeeds days for Years 9 and 11 are also followed by a Parent Information Evening focused wholly around IAG.

Year	Theme
7	Soft skills through Dragon's Den sustainability task
8	World of Work
9	Post 14 Choices, Apprenticeships, Higher Education and Further Education
10	Entrepreneurship / Interview and CV Writing Skills
11	Post 16 / Post 18 Course Choices / Interview Skills

Aims

Our Careers Information, Advice and Guidance Policy has the following aims:

- provide excellent, independent careers advice to students which inspires them and motivates them to fulfil their potential.
- provide personal advice and guidance which is in the best interests of, and meets the needs of, all students.
- achieving 100% of the 8 Gatsby Benchmarks for Good Careers Guidance.
- to contribute to strategies for raising achievement, especially by increasing motivation and aspiration of all students.
- to support inclusion, challenge stereotyping and promote equality of opportunity
- to encourage participation in continued learning including Further Education and Higher Education.
- to develop enterprise, employability and citizenship skills.
- to reduce drop out from and course changes in education and training.
- to contribute to the economic prosperity of all students, their families and communities

Management Roles, Responsibilities and Accountability

Rainford High has a statutory duty to secure independent careers guidance for all Year 7 to 13 students (The Education Act 2011 / Careers guidance and access for education and training providers January 2023) and to meet the eight Gatsby Benchmarks for Good Career Guidance by 2020.

- The Director of Attendance and CEIAG has overall responsibility for all aspects of the CEIAG programme.
- They are accountable to the principal.
- The office administrator coordinates 1:1 careers appointments in liaison with Career Connect and also supports in the marketing and publicity of careers related opportunities and events.
- The sixth form team has responsibility for all careers related learning and opportunities within the 6th Form; with input from the Director of Attendance and CEIAG.
- Learning Leaders and Learning Tutors (Y7-13) also support careers related learning and opportunities via the Personal Development / Careers curriculum and other enrichment opportunities.
- All staff contribute to careers information, advice and guidance through their roles as faculty leaders, learning tutors, subject teachers or pastoral support.
- Specialist sessions are delivered by trained staff or outside agencies.
- The principal has an overall responsibility for the provision of careers education

Student Entitlement

By the end of KS5 students we want our students to:

- have completed a CV by Year 11 and have a competencies portfolio
- be able to effectively apply for the next stage of their education/employment.
- be able to access a variety of sources of information about careers.
- have applied for and completed work experience or other work-related activities.
- have gained interview skills and practice. This will include during the Y11 Everyone Succeeds day, with an independent careers advisor in Year 11 and with senior members of staff for Post-16 courses. In Year 13 all students are given the opportunity to practice their interview skills with sixth form staff and during tutorials and Oxbridge candidates get additional support through practice with the Learning Leader for Y13 and external workshops.
- be able to explain the options open to them Post-18, decide upon a course of action and justify their choices rationally.
- have completed a money management course accredited by Open University and AAT.
- have been involved with employability days (3 of) one university based, skills sessions with university staff, one employer based, with workshops delivered by a range of professionals, one is based on applications to UCAS with a focus on personal statements.
- have attended the “National Apprenticeship Show” and a UCAS discovery day which allows pupils to meet and discuss their futures with employers and university providers.

- have attended Progression Evening with their parents, with ASK apprenticeships and a variety of universities that discuss future prospects.

Rainford High works closely with Career Connect to provide additional careers guidance interviews, work related learning opportunities and one to one support for targeted / vulnerable students and those at risk of not participating post-16. This includes students with additional needs, such as special educational needs and disabilities and those who may leave care between the ages of 16 and 18.

Students in KS4/5 who are disadvantaged (in receipt of 16-19 Bursary/Pupil Premium) or those who have a SEND statement are given priority when scheduling Career Connect 1:1 Careers Guidance Interviews. **The school also targets those on intervention programmes in Y8/9 or who are referred by Learning Leaders.*

*Specific entitlement opportunities may alter based on the specific needs of the students and the year group.

External partnerships

The Academy works with a range of local employers, education and training providers to provide independent advice to students.

This provision includes:

- Aspiration days / careers fairs
- Work Experience (for all Year 12 students)
- Virtual Work Experience (for all Year 10 students)
- Apprenticeship workshops and presentations (Years 8-13)
- Career insight talks / employer engagement opportunities
- Mentoring
- Collapsed timetable Everyone Succeeds days
- STEM events
- Workplace visits
- Visits to FE and HE institutions (Edge Hill, LJMU, Oxbridge)
- National Careers Week.
- Lancaster University applications applying to competitive university
- Edge Hill UCLAN subject specific days out and school-based sessions, organised by departments.

The academy works with a range of external careers education partners (e.g. Liverpool City Region Careers Hub, Career Connect, Apprenticeship Service) to provide

opportunities for a range of education and training providers to access all students in Years 8 to 13 for the purpose of informing them about approved technical educational qualifications or apprenticeships.

Careers information, advice and guidance is delivered most explicitly in the curriculum through our 'Everyone Succeeds' Days, lessons and external speakers. During National Careers Week, specific year group assemblies are delivered, and two impartial careers advisors are commissioned by the school from Career Connect. One of these advisors specialises in working with our disengaged cohorts in Years 8/9 and works to support them from becoming NEET post Year 11. This is complemented by a range of organised IAG in-house events.

Every autumn the school hosts an Aspirations Day Careers Fair – attracting all of our students from Years 7-13. KS4 Curriculum Evening, Sixth Form Open Evening and Year 12 Progression Evening all provide further opportunity for students to learn about their future possibilities, routes open to them and how to access them successfully.

There is an established careers section within the school and sixth form team and students are encouraged to research the type of careers they aspire to and the qualifications needed using this, and use online resources such as Career Connect, UCAS and Unifrog. Within the main school building each subject area displays at least one alumni picture and is in the process of developing their careers notice boards around this. In sixth form, there are several Post 18 careers notice board which are updated regularly.

Year 11 and 12 students are encouraged to participate in the National Citizens Service (NCS) to enable them to develop their employability skills, self-confidence and social enterprise skills. We host annual assemblies to introduce students to this service.

As part of the DfE Post 16 Programme of Study, Rainford High grants two weeks of work experience in Year 12.

In Years 10-12 trips target specific careers events eg: National Apprenticeship Show and UCAS Fair at Liverpool University. Specific trips and workshops are also provided to our Oxbridge students e.g. Oxbridge conference in Year 12, Everton conference in Year 10 and Oxbridge residential in Year 12.

Monitoring and Evaluation

The academy careers programme is delivered through PD lessons, the tutorial programme (sixth form), within curriculum areas as well as through an extensive range of enrichment opportunities and activities, including a 'drop-down' 'Everyone Succeeds'.

Our monitoring and evaluation strategies encompass all of these aspects of delivery. This regular and systematic monitoring and evaluation (using the strategic model in the diagram below) is used to inform decision making about future development of the careers programme. Monitoring activities used to ensure that the careers programme is being implemented as planned include:

- Learning (environment) walks

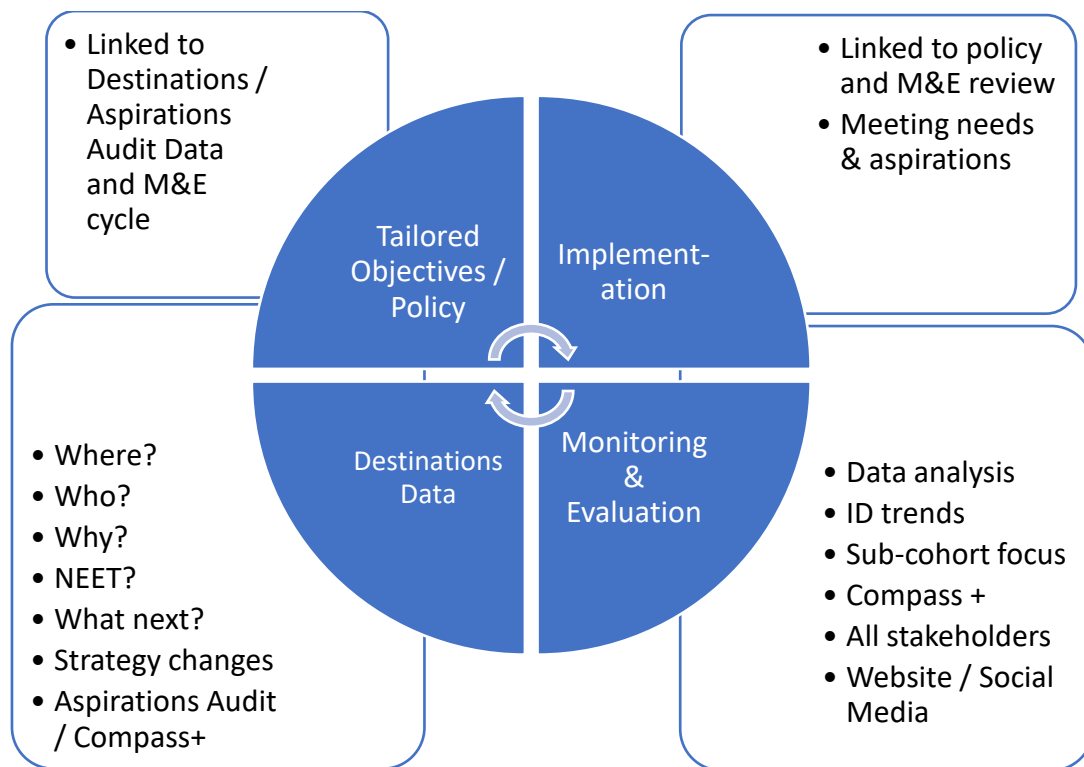
- Lesson observations
- Questionnaires – students, staff, parents and carers, external partners
- Faculty/ Curriculum annual audits and Intent, Implementation, Impact document reviews
- 1:1 Career Connect appointments records
- Compass+ toolkit termly evaluation of provision v Gatsby Benchmarks

Evaluation activities are used to measure the impact of our career programme and inform future planning. Evaluation activities include:

- Analysis of destination data
- Compass+ toolkit evaluation v Gatsby 8 Benchmarks
- Enrichment audit analysis
- Destinations data (Career Connect)
- Learning walks
- Lesson observations
- Questionnaires – students, staff, parents and carers, external partners
- Focus groups – students and staff
- Student evaluations of personal guidance interviews

The effectiveness of our careers guidance will be reflected in the high numbers of students progressing to positive destinations such as apprenticeships, technical routes, sixth form colleges, further education colleges, universities or employment. Destination data is used to assess how successfully students make the transition into the next stage of education or training, or into employment and to inform future careers provision. The careers policy is reviewed on an annual basis by the Director of Attendance and CEIAG, SLT and Trustees.

Rainford High's Excellence in Monitoring & Evaluating Provision Cycle
Supporting Achievement within Gatsby Benchmarks 1, 3, 4, 5, 6 & 7



Resources

The budget for careers is allocated on an annual basis. Additional resources can be requested. The Director of Attendance and CEIAG has responsibility for the management and deployment of the careers budget and careers resources and is accountable to the Principal.

Links with other Policies

This policy supports and is underpinned by key school policies including those for Curriculum Self-Evaluation, Faculty Intent, Implementation and Impact statements, PSHCE and SMSC. Through our school ethos and learning both within and beyond the classroom, we provide opportunities for students to develop the skills, knowledge, understanding, characteristics and attitudes they need to be active and employable citizens both within and beyond the curriculum.

Equality and Diversity

Careers information, advice and guidance is provided to all students and provision is made to allow all students to access the programme on offer. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes Gender stereotyping is addressed via noticeboards in main reception, during Everyone Succeeds Days and also within related PD / Career sessions. All students are provided with the same opportunities and diversity is celebrated.

Staff development

Training needs are identified through performance management, staff appraisals and the termly Compass toolkit self-evaluation results. CPD is offered to relevant staff as opportunities arise.

Information from CPD sessions is disseminated to staff through the academy CPD programme. Staff attend local and regional careers network meetings to share good practice with other local secondary schools and careers providers. Staff development is monitored by line managers.

The Director of Attendance and CEIAG provides termly updates on progress towards targets to ELG / SLT



Year by Year CEIAG Summary

Year 7

As a Year 7 student, you will be involved with a range of Careers Education, Information, and Guidance (CEIAG) over the duration of your school year. You will have regular Form time CEIAG themed activities to take part in and you will also have your very own 'Everyone Succeeds' day.

Y7 Everyone Succeeds day (off timetable) provides you with the opportunity to develop your understanding of the world of work through exciting enterprise activities. During the day, you will learn to develop an understanding of your own skills, as well as the world of business.

You will also have full access to all our CEIAG Resources:

- Assemblies from aspirational speakers, Career Connect and other external providers.
- Aspirations week – marketplace event where you can collect information from a wide range of employers, colleges, universities and apprenticeship providers
- Aspirations Day/ Evening – a marketplace event where students and parents can collect information from a wide range of employers, colleges, universities and apprenticeship providers and speak with Career Connect Advisors.
- Careers Connect – Drop-ins (lunchtime every Tuesday).
- Unifrog, Careers Connect portal and other on-line websites.
- Advice from teachers – subject and key stage career notice boards

Year 8

As a Year 8 student, you will be involved with a range of Careers Education, Information, and Guidance (CEIAG) over the duration of your school year. You will have regular Form time CEIAG activities to take part in and you will also have your very own Everyone Succeeds day.

Y8 Everyone Succeeds day is a whole day (off timetable) where you are involved in developing your understanding of the world of work. During the day, you will experience some exciting sessions delivered by a range of employers and industry professionals.

You will also have full access to all our CEIAG Resources:

- Assemblies from aspirational speakers, Career Connect and other external providers.
- Aspirations week – marketplace event where you can collect information from a wide range of employers, colleges, universities and apprenticeship providers
- Aspirations Day/ Evening – a marketplace event where students and parents can collect information from a wide range of employers, colleges, universities and apprenticeship providers and speak with Career Connect Advisors.
- Careers Connect – Drop-ins (lunchtime every Tuesday).
- Unifrog, Careers Connect Portal and other on-line websites.
- Advice from teachers – subject and Key Stage career notice boards.

Year 9

As a Year 9 student, you will be involved with a range of Careers Education, Information, and Guidance (CEIAG) over the duration of your school year. You will have regular Form time CEIAG activities to take part in and you will also have your very own Everyone Succeeds day.

Y9 Everyone Succeeds day is a whole day (off timetable) where you are involved in developing your understanding of future career and education pathways. The day will be spent visiting a local university to find out more about Higher Education. The other half day will be spent learning about apprenticeships and career pathways and how GCSE option choices can impact these decisions.

You will also have full access to all our CEIAG Resources:

- Assemblies from aspirational speakers, Career Connect and other external providers.
- Careers Connect – individual or group Careers Guidance appointments (by request).
- Unifrog, Careers Connect Portal and other on-line websites.
- Advice from teachers – subject and key stage career notice boards
- Aspirations week – marketplace event where you can collect information from a wide range of employers, colleges, universities and apprenticeship providers
- Aspirations Day/ Evening – a marketplace event where students and parents can collect information from a wide range of employers, colleges, universities and apprenticeship providers and speak with Career Connect Advisors

Year 10

As a Year 10 student, you will be involved with a range of Careers Education, Information, and Guidance (CEIAG) over the duration of your school year. You will have regular Form time CEIAG activities to take part in and you will also have your very own Everyone Succeeds day.

Y10 Everyone Succeeds day is a whole day (off timetable) where you are involved in developing your understanding of the world of work. During the day, you will take part in the national 'Skills and Enterprise Week' competition (delivered through Unifrog) where you will develop your own employability skills whilst gaining an insight into the world of the entrepreneur.

You will also have full access to all our CEIAG Resources:

- Assemblies from aspirational speakers, Career Connect and other external providers.
- Careers Connect – individual or group Careers Guidance appointments
- Unifrog, Careers Connect Portal and other on-line websites.
- Advice from teachers – subject and key stage career notice boards.
- Aspirations week – marketplace event where you can collect information from a wide range of employers, colleges, universities and apprenticeship providers - hosted via school website.
- Aspirations Day/ Evening – a marketplace event where students and parents can collect information from a wide range of employers, colleges, universities and apprenticeship providers and speak with Career Connect Advisors.

Year 11

As a Year 11 student, you will be involved with a range of Careers Education, Information, and Guidance (CEIAG) over the duration of your school year. You will have regular Form time CEIAG activities to take part in and you will also have your very own Everyone Succeeds day.

Y11 Everyone Succeeds day is a whole day (off timetable) where you are involved in developing your understanding of 'next steps'. During the day, you will visit 'The National Apprenticeship Show' and participate in sessions designed to provide you with an insight into choosing and applying for Post 16 choices, as well as options available Post 18.

You will also have full access to all our CEIAG Resources:

- Assemblies from aspirational speakers, Career Connect and other external providers.
- Careers Connect: individual or group Careers Guidance appointments.
- Unifrog, Careers Connect Portal and other on-line websites.
- Advice from teachers – subject and Key Stage career notice boards.
- Aspirations week – marketplace event where you can collect information from a wide range of employers, colleges, universities and apprenticeship providers - hosted via school website.
- Aspirations Day/ Evening – a marketplace event where students and parents can collect information from a wide range of employers, colleges, universities and apprenticeship providers and speak with Career Connect Advisors.

Year 12/13

As a sixth form student, your Post 18 and career choices become even more important as you start Year 12. As such, you will receive a wide range of useful information during Form time, assemblies and Tutorials. Topics covered by internal and guest speakers include:

- University choices and application processes
- Higher and Degree level apprenticeships and application processes
- Gap year and student travel
- Student finance and budgeting

- Charity work and fundraising

You will also take part in a **two-week work experience placement** at the end of Year 12, to develop your understanding of the world of work and support your future choices.

‘Employability Days’ are also a key part of CEIAG throughout Year 12. Here, *you will experience small group sessions with lots of different employers and employees in your field(s) of interest. You will also get the chance to visit a university, hear from apprenticeship providers* and receive excellent support and guidance on your next steps.

Students will have access to a UCAS coordinator to support them through their Post 18 decisions or apprenticeship or UCAS applications and interviews.

The ‘Honours Programme’ is also in place to support our highest achievers with their Post-18 decisions around *High Ranking and Oxbridge university* choices. This programme includes half termly workshops focusing on researching choices, career pathways, scholarships and summer schools. Students also **visit an additional High Ranking universities and have the opportunity to take part in the Oxbridge national conference, and attend a residential to both universities in the summer of Year 12.** Links have also been made with representatives from universities to provide external workshops at key points of the year around applications and interviews, as well as *bespoke support in collaboration with another local Sixth Form college to ensure students have a realistic interview preparation experience.*

You will also have full access to all our CEIAG Resources:

- Careers Connect –Drop-ins (lunchtime every Tuesday) and individual or group appointments.
- Assemblies aspirational speakers, Career Connect and other external providers
- Employer engagement opportunities
- Unifrog, Careers Connect Portal and other on-line websites.
- Advice from teachers – subject and career notice boards.
- Careers Resources (in the study area) – Prospectuses and careers publications.
- Virtual Aspirations Week – marketplace event where you can collect information from a wide range of employers, colleges, universities and apprenticeship providers - hosted via school website.
- Aspirations Day/ Evening – a marketplace event where students and parents can collect information from a wide range of employers, colleges, universities and apprenticeship providers and speak with Career Connect Advisor

If you need further support, please contact Director of Attendance and CEIAG

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