



# **Archbishop Temple School**

A Church of England Specialist College

**Careers Education, Information, Advice and Guidance  
(CEIAG)**

**Date Agreed : February 2020**

**To Be Reviewed : February 2021**

**Name of Policy:** CEIAG Policy

**Sub-Committee Responsible:** Education & Curriculum Committee

**Lead Responsibility in School:** Assistant Headteacher

**Source of Policy: (Please tick)**

- LA:**
- Diocesan:**
- School: X**
- Other – Please specify:**

This policy supports our work as a Church school as summarised in our Vision Statement:

**Purpose**

Archbishop Temple School seeks to care for young people and prepare them well for adulthood, valuing the whole person.

**Mission**

Through our faith in God, Father, Son and Holy Spirit, we strive to nurture each person's ability, gifts and talents so that they can 'have life and have it to the full' (John 10:10) and use it in the service of God and other people.

## **Rationale**

Careers education and guidance programmes play a major part in helping young people choose 14-19 pathways that suit their interests, abilities and individual needs. Our careers programme helps avoid disengagement, puts school learning into a wider and more relevant context, and helps raise aspirations.

## **Context**

From September 2013, The Education Act of 2011 placed schools under a duty to ensure that all registered pupils in Years 8-11 have access to independent, accurate and impartial information advice and guidance. It states that schools are free to make arrangements for careers guidance which best suits the needs of their students, engaging where appropriate with independent providers. Archbishop Temple have developed our own arrangements for providing impartial careers advice and guidance.

## **Commitment**

Archbishop Temple School is committed to providing all students in Years 7-11 with a programme of activities. This will be guided by the Gatsby benchmarks for ensuring best practice. The following content of this policy outlines what these are and how the school is fulfilling them.

The current careers programme is delivered through a combination of methods, including PHSE from Years 7-11 and additionally through assemblies, employer visits, workshops and special days arranged for each Year group throughout the year. All students are encouraged throughout their time at school to collect evidence for their CV. This evidence is then used to start writing their CV in Year 10 and finished in Year 11 before they leave. This provides them with an employability record for the future.

## **Aims**

To help students develop the skills and confidence to make realistic and informed decisions about their futures and to manage the transitions from one stage of their education, training and work to the next.

## **Objectives**

- To ensure that students develop the skills and attitudes necessary for success in adult and working life;
- To make students aware of the range of opportunities which are realistically available to them in continued education and training at 14+ and 16+.
- To equip students with the necessary decision making skills to manage those same transitions;
- To develop in students an awareness of the wide variety of education, training and careers opportunities both locally and nationally;
- To encourage students to engage with and make good use of careers activity opportunities in school;
- To foster links between the school, local businesses and further/higher education establishments;
- To ensure that wherever possible, all young people leave school to continue further education, training or employment.
- To promote equality of opportunity, celebrate diversity, challenge stereotypes and ensure all students who require any extra assistance and guidance to reach their potential, receive it.

## **Information and resources**

Careers information and resources are located in the library. This contains up to date prospectuses and impartial information about a variety of further and higher education providers and training opportunities. The library can be accessed at lunchtime and after school.

### **Monitoring, Review and Evaluation**

The careers policy will be reviewed annually and include an account of all careers based activities. It will be reviewed by the governors when any additions or amendments are made. Parents are welcome to give feedback on any aspect of the CEIAG programme to the Head of Careers.

### **Recording of pupil information**

Children will start to gather evidence for their CV from Year 7 onwards. They will start to compile their own record of achievement and write their own CV in Year 11. The school will use the "Compass" tool to record and plan all career activities. In addition to this Career interviews will be recorded on "Class Charts". This information will be stored on "Compass" for 2 years after the student leaves.

### **Entitlement**

Every pupil at Archbishop Temple School is entitled to a thorough, personalised and aspirational programme of careers events throughout their time in school. They will be given advice and support each year through a PSHE programme, assemblies and co-ordinated events. These events are listed later in this policy.

### **Careers and SEN provision**

Every pupil with SEN follows the same programme of careers as their peers, with support from the SEN team when needed. The school offers to work closely with the parents/guardians of all SEN pupil's to ensure that their career aspirations are met.

### **Partnerships and links**

The CEIAG programme is enhanced through links with several partners who help ensure that pupil experiences and information is up to date and relevant. We are a member of the Preston Chamber of Commerce, who provide the school with experiences or workshops from people from different industries. Enterprise co-ordinators from 'Inspira' and our own Independent Careers Advisor.

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Independent Careers Advisor; [s.khan@archbishoptemple.com](mailto:s.khan@archbishoptemple.com)

NationalCareersService.org.uk

Icould.com

[www.yourlife.org.uk](http://www.yourlife.org.uk)

UCAS

[WWW.avlive.apprenticeships.org.uk/widget](http://WWW.avlive.apprenticeships.org.uk/widget)

[www.gov.uk/government/publications/av-live-how-to-set-up-and-use](http://www.gov.uk/government/publications/av-live-how-to-set-up-and-use)

The following details the careers activities that the school follows against the eight Gatsby Benchmarks.

### **Benchmark 1: A stable careers programme**

We have a stable careers programme in place. Our CEIAG has overall responsibility for maintaining this programme and ensuring that all students from Year 7 to Year 11 are provided with independent careers advice. This advice will be impartial and provide information which promotes the best interests of all students. The information provided will offer a range of educational training options, including apprenticeships and other vocational options. This will be in addition to the more traditional Post 16 route, of going to a sixth form college and then onto university.

This policy is available on the school website.

The school is currently working towards the Quality in Careers Standard, a national quality award for careers programmes.

### **Benchmark 2: Learning from career and labour market information**

Every student at Archbishop Temple School has access to career and labour market information in the school library and has access to a careers appointment by arrangement.

Every student in Year 9 and their parents/guardians are invited for an options interview with a senior member of staff to discuss their option choices. In addition to this they are invited to attend a careers evening in February of that academic year. They have access to a careers interview with our independent careers advisor Shamim Khan. Here they will be provided with current information about career paths and the labour market to help inform them on their study options. She works every Monday in school and offers scheduled meetings and drop in opportunities before school and at lunchtime.

All students in Years 7,8,9,10 and 11 have the opportunity to attend the school careers fair. This takes place in February every year. There will be colleges of higher education and further education in attendance. In addition to this, there will be numerous current apprenticeship and traineeship providers. They will be there to offer advice, information and guidance.

In Year 10 all students have the opportunity to take part in a Speed Networking event where they will meet and talk with over 20 employers from various occupations. This provides them with interaction with working people and the chance to ask questions about their jobs.

In Year 11 all students will have the opportunity to apply for a job vacancy and attend a mock interview for that job. This mock interview will take place off site to make the process as real life as possible. In the lead up to this interview, they will be given advice on positive interview body language, good interview technique and advised on what to wear.

### **Benchmark 3: addressing the needs of each pupil**

The careers programme at Archbishop Temple School is tailored to the individual needs of each pupil. Each pupil will have access to a careers appointment by arrangement with our independent careers advisor.

In Year 9 all pupils and parents/guardians are invited for an interview with a member of the senior management team to discuss their options and post 16 intentions. This happens in February every year. They have the option of attend the careers fair in the same month.

In Year 10, students can get involved with the 'take responsibility day' in February. This provides them with the opportunity to meet with apprenticeship providers and colleges of further education where they can work on their employability skills. In addition to this they will experience speed networking, where all of the students will have the opportunity to meet with over 20 workers from different occupations. These workers come into school to talk about their career with the students. They attend workshops looking at presentation skills, interview technique, time management, managing finances and current apprenticeships. In addition to this they will attend sampling days at the main colleges of further education. They will attend lessons at Runshaw College, Cardinal Newman College, Myerscough College, Preston College and the sixth form colleges by arrangement. This enables them to experience what they might want to do when they leave school.

In Year 11 all pupils have the opportunity to apply to the colleges of further education and look at and consider applying for current apprenticeship programmes during the 'Thinking Ahead Day' in January. Members of the colleges school liaison teams come into school and go through the application process with our pupils. The apprenticeship providers bring in current apprentices to meet the children and discuss their opinions about their career pathway.

The school careers advisor keeps records of all Year 11 destinations and shares this information with the school.

All students with SEND are provided with the same opportunities as the other students and are guided through their application process with the schools careers advisor and/or Mr Gray. They are also invited to a careers fair in March which is held at the Guild Hall in Preston. This has post 16 opportunities that are more suited for SEND pupils.

#### **Benchmark 4: linking curriculum learning to careers PSHE**

Each child from Year 7 up to Year 11 follows a PSHE programme in school.

In Year 7 the pupils are introduced to different types of career paths. They attend 2 assemblies and 3 tutorials looking at and discussing these pathways. They also begin the 'IDEAS' process. This is where they have the opportunity to achieve badges on their IPADS or desktops when they complete information tests on different careers in the digital world.

In Year 8 the pupils are introduced to the different options in the labour market. They attend 2 assemblies and 3 tutorials looking at and discussing these options.

In Year 9 the pupils look at identifying their own personal strengths and areas for development linked to careers. They attend 2 assemblies and 3 tutorials to do this.

In Year 10 the pupils look at the importance of time management and organisational skills linked to the world of work. They attend 2 assemblies and 3 tutorials to cover this.

In Year 11 the pupils look at how they are going to manage the transition of leaving school. They attend 2 assemblies and 3 tutorials to cover this.

#### **EBacc**

In Year 9 at the options interview students are encouraged to understand the importance of maths and science. They are encouraged to work towards the EBacc subjects.

#### **Science**

In Year 7 and 8 our students have the opportunity to attend a STEM activity workshop arranged collaboratively between science and technology with BAE Systems in attendance.

#### **English**

In Year 7 our students have the opportunity to attend an author visit and workshop, to support career learning in English.

In year 11, students are given the opportunity to put together their CV and complete a covering letter during lesson.

#### **Maths**

In Year 9 our students are visited by a bank manager from the Cumberland Building Society when they cover the topic of financial interest and compound interest. This happens in September/October every year.

#### **Business Studies**

The business studies students attend a workshop delivered by business owners. This covers all topics which the students cover as part of their syllabus and are explored in a real life way.

### **Benchmark 5: encounters with employers and employees**

All students do have the opportunity to learn from employers about work, employment and the skills that are valued in the workplace. This is done through a range of enrichment activities in school.

#### **Year 7 Business and Enterprise Day (March)**

In Year 7, students have the opportunity to attend the Business and Enterprise Day in March. During this day they will meet workers from industry and attend workshops delivered with a real life, work based task. They will attend an enterprise session and be set an entrepreneurial task by a business owner. This will be judged in a competition format.

#### **Careers evening (February)**

In Years 7,8,9,10 and 11 all students are invited to attend the school careers fair. This takes place in February every year. The students will get the opportunity to meet over 25 different employers with information about different career pathways.

#### **Year 10 Take Responsibility Day and Speed Networking (February)**

In Year 10, students are allowed to attend workshops delivered by workers from various professions and meet current apprentices. These sessions look at work related skills delivered by people from industry. These will include managing finances, interview technique, presentation skills, and enterprise.

#### **Year 11 Thinking Ahead Day (January)**

In Year 11, students are allowed to attend apprenticeship workshops delivered by several different providers. They get to meet workers and apprentices from these areas. In addition to this they are shown how to put together their own curriculum vitae and covering letter by somebody from industry.

### **Benchmark 6: experience of workplaces**

'Schools should ensure that by the age of 16, every student has at least one experience of a workplace'  
In Year 8, our students are encouraged to work towards their 'Archbishop of York' award. Part of this award involves doing voluntary work for charity or helping out in a work environment.

In Year 10, students are offered the opportunity to take part in a Speed Networking event in school. This involves them communicating with over 20 employers from the world of work and gathering information.

In Year 11, our students are given the opportunity to have a formal job interview (Mock Interview Day) with a person from industry. They will complete a job application form, covering letter and have an up to date CV. These will all be presented to the interviewer on the day. The interview will take place off the school premises and feedback will be given to the students at the end of the process.



### **Benchmark7: encounters with further and higher education**

All students at Archbishop Temple have access to the full range of learning opportunities about different careers. From Year 7 onwards all students have the opportunity of at least 7 encounters with career learning, including academic, vocational and academic vocational routes into the labour market.

### **Year 7 Business and Enterprise Day (March)**

All students have the opportunity to take part in 5 different career based activities. These include working with people from industry, apprenticeship visits and training providers.

### **Year 8 UCLAN visit (Summer term)**

All students in Year 8 have the opportunity to attend the University of Central Lancashire for the Day.

### **Careers evening (February)**

All students in Year 9, 10 and 11 have the opportunity to attend this evening. There are Universities in attendance, colleges of further education, apprenticeship providers and companies providing traineeships.

These provide information on Key Stage 4 and 5 opportunities.

### **College Sampling Days (June/July)**

All students in Year 10 and 11 have the opportunity to attend sampling days at Runshaw College, Cardinal Newman College, Myerscough College, Preston's College, Lancaster Girls Grammar Sixth Form and Hutton Sixth Form.

### **Benchmark 8: personal guidance**

All students at Archbishop Temple have access to personal guidance from our external school careers advisor. They have at least 2 meetings with her from Year 9 up to Year 11. They have the access to another appointment by arrangement on a Monday lunchtime. The school CEIAG advisor is always in school and can be contacted in person or through e-mail.

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