

Bishop Challoner Catholic College



**Next Review**

October 2026

**Review Period**

**1 Year**

**FGB Review**

October 2025

**Current Status**

**Complete**

**Staff Owner**

E Darby

**Government/DfE Requirement**

**Statutory**

## Careers and Work Experience Policy

# CAREERS AND WORK EXPERIENCE POLICY

## Introduction

As a Catholic school, our mission is to support every student's holistic development, guiding them to make informed career choices while living out the values of faith, integrity, and service to others. We are committed to fostering an environment where all students can explore their potential and career aspirations in a safe, supportive, and inclusive space. Our Careers and Work Experience Policy aligns with the Catholic ethos of the school, prioritising personal growth, community responsibility, and respect for the dignity of every individual. As outlined in our mission statement, students should "...give glory to God by developing our full potential and in our service to others..."

This policy outlines the careers provision available to Bishop Challoner students.

## Commitment to CEIAG

Careers education does not just mean informing students about their options after school, but also how their school career will affect their futures. It is our statutory duty to ensure that all students receive independent and impartial information, advice and guidance regarding all options both within the school and after leaving the school to best highlight all career pathways available to them. By helping students with decisions at crucial stages, informing them of all their options and introducing them to the world of work we aim to prepare them for life after school whichever path they choose.

Our careers programme is reviewed annually. Feedback from students, employers and staff are crucial in improving our careers provision year after year and continuing to help prepare our students for an ever-changing labour market. This also allows us to assess the impact that our careers related learning activities have on our students.

## Aims and objectives of Careers Programme

Bishop Challoner Catholic College follows the principles of the eight Gatsby benchmarks (see references) and is mapped against the new CDI Framework (2021). As per The Education (Careers Guidance in Schools) Act 2022, it is our statutory duty to ensure that students from Years 7-13 receive independent careers guidance. The aims and objectives of our careers programme feed into the wider school aims, particularly encouraging the 'development of pupils' unique talents and gifts' and preparing pupils to contribute to, and cope with, today's modern society, and to develop the ability to respond positively to change. They are as follows:

### Careers Programme aims:

- To develop student's self-awareness and ability to successfully explore appropriate careers and pathways.
- To motivate students to work hard so that they can achieve the qualifications which will allow them to access the pathway of their choice.
- To ensure that students have effective career management capabilities and are prepared for the world of work or additional learning when they leave Bishop Challoner Catholic College.

### Careers Programme objectives:

- To provide all students with several meaningful encounters with employers.
- To help students understand the changing nature of the world of work.
- To help students understand and develop the skills that are required to be successful in their future pathway.

- To give students an awareness of the opportunities available to them at key transition points and to support them with their decision-making and transitions at these times.
- To provide students with the relevant careers information, advice and guidance that are suitable for their personal needs.
- To support the work done in school to raise aspirations, challenge stereotypes, celebrate diversity and promote equality of opportunity.
- To provide an inclusive programme of events so that all students can access a quality careers provision.
- To link careers education to curriculum learning to allow students to understand the opportunities for further study in their subjects, and how the subjects can be combined to give access to different pathways.

### **Student entitlement**

All students at Bishop Challoner Catholic College will take part in a careers education programme, which is implemented through: PSHE lessons, assemblies, careers events, form time activities, careers focused lessons, careers focused days, trips and one-to-one careers interviews. Students will have multiple opportunities to have meaningful interactions with employers, colleges, training providers, UTCs and university representatives as well as experiencing the world of work firsthand through work experience.

### **All students at Bishop Challoner Catholic College should expect:**

- Using Unifrog to explore a full range of suitable careers.
- To understand the full range of education, training, employment and other pathways available to them.
- To develop the skills required to be able to plan and manage their own personal development and career management.
- To be able to access and understand up to date and relevant information in order to make informed decisions.
- To be given the opportunity to provide feedback and ideas as to how to improve their careers provision.
- Access to quality careers guidance interviews that take the individual needs of the student into account. Students can self-refer for a careers interview at any time.

### **Parents and Carers**

Bishop Challoner would like to encourage parental involvement in the careers programme as they have such an important role to play in their child's decision-making. The Careers page of the website is updated regularly to provide parents with useful resources to help them to support their children effectively with their career planning. A tailored Careers update sent to parents/carers at key points.

### **Parents can expect:**

- To have access to Unifrog to understand their child's full range of available pathways.
- To discuss their child's progress and aspirations.
- The Careers Advisor to be available at Parent Consultation/Options evening and Sixth Form Open evening.
- Have access to subject Teachers as well as specialist advisers at Parents Consultation times and information evenings.
- To be encouraged to give feedback on how to improve the careers programme.
- To be asked to contribute to careers events or offer work experience opportunities.
- Updates on careers-related activities through the end of term and fortnightly newsletters.
- A dedicated section of the 'Careers page on the school website for information that will help them to support their son/daughter to make informed decisions.

### **How the Careers Programme is delivered:**

#### **At Key Stage 3**

- Students have access to Unifrog throughout this key stage and have multiple workshops exploring

the facilities they have available to them through it.

- Students are involved in a “Guess my job” event.
- There is a thorough programme in place for Year 9 students, which helps support them with their GCSE choices. This includes a KS4 Insight event.
- Students in Years 7-9 will cover a range of careers related topics through their PSHE lessons.
- Students have the opportunity to meet a number of employers and ask them questions.
- Having researched the employers attending, students attend the Careers Fair with prepared questions.
- Students take part in careers related form time activities and assemblies.

#### **At Key Stage 4**

- Students have access to Unifrog throughout this key stage and have multiple workshops exploring the facilities they have available to them through it.
- Students in Year 10 complete a work experience and employability programme which consists of a series of assembly and form time sessions on applying to organisations, updating their CV, mock interviews, work experience support interviews, a comprehensive work experience programme, placement and de-brief.
- All Year 11 students and some Year 10 students receive one-to-one careers guidance.
- Year 10 students take part in an Employability day.
- Students are offered interview preparation and mock interviews to support apprenticeship applications.
- All of Year 10 attend the Careers Fair with prepared questions.
- Students and parents are sent a termly, Opportunities bulletin which provides students with a range of opportunities that they can apply for.

#### **At Key Stage 5**

- Students have access to Unifrog throughout this key stage and have multiple workshops exploring the facilities they have available to them through it.
- Students have assemblies and workshops which cover all Post 18 Options available to them.
- Students are given specific help with their career planning, preparing UCAS/apprenticeship applications and interview preparation.
- Students complete a work experience placement relevant to their career goals.
- Students have access to independent and impartial advisers. They are also encouraged to use careers resources available and informed where to find out more about specific courses/careers through careers focused lessons.
- Students take part in charity fundraising activities which develop their employability and enterprising skills.
- Students have the opportunity to meet a variety of Higher Education institutions and ask questions.
- Students have the opportunity to meet a number of employers and ask them questions.
- Students and parents are sent a termly , Opportunities bulletin which provides students with a range of opportunities that they can apply for.

#### **Work Experience**

- Bishop Challoner has always seen the value that work experience gives to students. It gives them an understanding of the world of work, which cannot be gained in the classroom. We therefore continue to provide all of Year 10 and 12 students the opportunity to do a work experience placement in the summer term (physical or virtual).
- The Year 10 work experience programme is organised by the Work Experience Co-ordinator who liaises with the Head of Year, Form Tutors, employers, SENDCo, parents and students.
- While students are strongly encouraged to arrange their own work experience, students who require assistance with this are met with individually and supported by the Work Experience

Co-ordinator. We have developed strong working relationships with some local organisations who support the work experience programme annually.

- Parents are communicated with throughout the process and a work experience confirmation form and medical form are completed and signed by parents.
- All placements are risk assessed and approved by our Health and Safety company Mainframe. All students on placement are covered by the correct employer insurance.
- The Work Experience Co-ordinator, along with Mainframe, checks that the placement meets with the school's requirements, that students will be treated fairly, and they will undertake meaningful work.
- All students complete logbooks whilst on their placement and complete a full de-brief on their return.
- Phone calls will be made to placements to check that students are in attendance and that they are having a successful placement.
- We are working on a flexible work experience programme for KS3 which meets the updated Gatsby Benchmarks.

### **Careers guidance**

All students at Bishop Challoner can request an appointment with a qualified Careers Advisor. However, Year 10, 11, 12 and 13 students are most likely to access the service, with many of Year 11 receiving multiple careers guidance meetings and additional support for those applying for apprenticeships or not in receipt of a Post 16 offer.

The Careers Advisor meets with Heads of Year and SENDCo to identify priority students. They also work with pupil premium and SEND students, as well as students with less than 90% attendance and those at risk of becoming NEET. Any Year 11 student identified as a concern following the completion of the Intended Destination Questionnaires are also seen again.

The Careers Leader, Careers Advisor and SEND team work very closely to ensure that SEND students are also well prepared to make informed decisions about their future and that they have access to all the support that they require. The Careers Advisor works alongside the SENDCo to support students with EHC Plans.

Parents are communicated with when there are concerns about Post 16 plans. Copies of action plans from the careers meetings are given to students to take home.

Students can refer themselves for a careers guidance meeting at any time. They can ask their Form Tutor or Head of Year to arrange this for them. Students are made aware of the Careers Advisor through Form time and assemblies.

The Careers Advisor provides appropriate guidance to students about Post 16 pathways, Post 18 pathways, Year 9 options etc. which meets the individual needs of the student and builds on the careers exploration they have done to date.

### **Careers information**

Career information is available to students and parents through the careers page of the website. Some careers information is available in the library and on careers posters displayed throughout the school. Other careers information is shared via school newsletters, Opportunities bulletins, e-mail, form time and assemblies, student action plans and during one-to-one interviews.

Careers sites promoted to students include: Unifrog, Prospects, Careers Pilot, icould.com and the National Careers Service.

### **External providers**

Students are exposed to a number of external providers as part of the careers education programme. Employers, school alumni, representatives from universities, colleges, UTCs and training providers come in to school at various points of the year to talk to and meet with students. Please see our Access Provider Policy. Staff and organisations are vetted for suitability by the relevant staff at the school. Bishop Challoner students are supported by the School's Enterprise Advisor (brokered through Careers & Enterprise Company) and continue to grow our links with

employers in the area to support our careers and work experience programmes.

### **Management and staffing**

Every single staff member in the school is responsible for creating a positive learning environment where our students can prepare themselves for their future careers.

The Careers Leader is responsible for taking a strategic lead and direction for careers work in the school; working under the direction of the Assistant Principal with responsibility for Careers, vocational courses and Sixth Form, and working with Heads of Departments and Heads of Year. The Careers Lead has completed the Careers Leader Training and is a member of the CDI.

All Careers Advisors are trained to Level 6.

### **Staff Development**

Staff training needs are identified as part of the annual Performance Management reviews. The Careers Leader attends appropriate training, South Network meetings and conferences to ensure that they keep up to date with best practice.

Other general staff training regarding careers is undertaken by the staff where it is required. Extending staff training is a priority for the school and plans are in place to facilitate this.

### **Resources**

Funding is allocated in the annual budget. Bishop Challoner Catholic College is committed to providing the most appropriate resources to maintain and grow our careers programme. This includes staffing, training and careers resources.

### **Equal Opportunities**

Throughout the careers programme and the wider curriculum, students are encouraged to challenge stereotypes, celebrate diversity and promote equal opportunities. Students specifically focus on these areas in RE and PSHE but also in careers workshops, assemblies, personal tutor sessions and character week. Students are encouraged to raise their aspirations through careers talks, Industry days, assemblies, workshops, form time activities etc.

### **Monitoring and evaluation**

The careers programme is reviewed by the Careers Leader, Careers Advisor and the Assistant Principal with overall responsibility for CEIAG regularly and in a number of ways:

- Post 16 and Post 18 destinations. School leavers are monitored, and destination trends are identified.
- Feedback from students about their experiences of the careers programme.
- Feedback from staff on individual lessons, careers events etc.
- Feedback from employers, university/apprenticeship representatives on events.
- PSHE lesson and tutor time activity observations.
- Thorough reflection on the Self Evaluation Form and through areas for development identified annually in the SIP.
- Peer-to-peer review

- Governors are regularly updated on Gatsby Benchmark progress through presentations and newsletters.
- Review of the school's adherence to the Gatsby Benchmarks through Compass, an online self-evaluation tool for schools.
- Unifrog is used to record all careers events and activities that students take part in.

### **Links with other policies**

The Careers Education and Work Experience policy supports and is itself underpinned by a range of key school policies, especially those for Teaching and Learning, Assessment, Provider Access and SEND.

### **References**

<https://www.gatsbybenchmarks.org.uk/understanding-the-gatsby-benchmarks/>

The Gatsby Benchmarks - <http://www.gatsby.org.uk/education/focus-areas/good-career-guidance>

Careers guidance and access for education and training providers -

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/748474/181008\\_schools\\_statutory\\_guidance\\_final.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/748474/181008_schools_statutory_guidance_final.pdf)

Careers strategy: making the most of everyone's skills and talents

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/664319/Careers\\_strategy.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/664319/Careers_strategy.pdf)

The Career Development Institute's New Careers Framework

<https://www.thecdi.net/New-Career-Development-Framework>

**For any questions on Bishop Challoner's Careers and Work Experience policy, please contact the Careers Leader, Miss E Darby on: [e.darby@bishopchalloner.bham.sch.uk](mailto:e.darby@bishopchalloner.bham.sch.uk)**