

COGNITA

Careers Guidance Policy

September 2018

1 Introduction

- 1.1 The purpose of this policy is to provide details about our careers guidance programme.
- 1.2 The Department for Education (DFE) makes statutory guidance available on careers guidance. This does not apply to independent schools. However, this policy incorporates many elements of the statutory guidance in order to benchmark against the most effective practice.
- 1.3 This guidance applies to all pupils from Year 7.

2 Regulations

- 2.1 The statutory regulations relating to independent schools states that pupils receiving secondary education should have access to accurate, up-to-date careers guidance which:
 - (i) is presented in an impartial manner;
 - (ii) enables them to make informed choices about a broad range of career options; and
 - (iii) helps to encourage them to fulfil their potential.

3 Overview and oversight

- 3.1 Effective careers guidance enables pupils to be well informed, well supported, know where to find information and choose a career or next step which is right for them.
- 3.2 We view careers guidance as connecting learning to the future for our pupils. We aim to motivate our pupils by giving them a clearer idea of the routes to jobs and future careers that they will find engaging and rewarding. We believe that good careers guidance widens pupils' horizons, challenges stereotypes and raises aspirations. It provides pupils with the knowledge and skills necessary to make successful transitions to the next stage of their life.
- 3.3 The member of staff with responsibility for oversight of careers guidance is Ian Powell
- 3.4 The delivery of the careers education programme is a shared responsibility of the staff team.

4 Elements of our programme

- 4.1 Details of our programme can be found in annex 1.
- 4.2 Details of external resources for staff, pupils and parents can be found in annex 2.

5 Evaluation and review

- 5.1 It is the responsibility of the Head with the staff responsible for oversight to keep the programme under review.
- 5.2 The proprietor will evaluate the impact of the programme through a range of methods including discussion with students, discussion with staff and scrutiny of key data.

Annex 1: Careers Programme

Careers programme

Year 7	Inspire Talks – Assemblies run by visiting speakers
Year 8	Inspire Talks – Assemblies run by visiting speakers Learning to Work Events: Apprenticeship Awareness/Step into STEM/O2 Think Big
Year 9	Inspire Talks – Assemblies run by visiting speakers Learning to Work Events: Apprenticeship Awareness/Step into STEM/O2 Think Big Careers Fayres/Aspire events – also run by Learning to Work – involving large numbers of local businesses, Colleges, Universities and National organisations (Police/Armed Forces etc)
Year 10	Inspire Talks – Assemblies run by visiting speakers Work Experience (Including Interview technique session, Skills for Life Session, Health and Safety awareness training. Learning to Work Events: Apprenticeship Awareness/Step into STEM/O2 Think Big Careers Fayres/Aspire events – also run by Learning to Work – involving large numbers of local businesses, Colleges, Universities and National organisations (Police/Armed Forces etc)
Year 11	Inspire Talks – Assemblies run by visiting speakers Learning to Work Events: Apprenticeship Awareness/Step into STEM/O2 Think Big Careers Fayres/Aspire events – also run by Learning to Work – involving large numbers of local businesses, Colleges, Universities and National organisations (Police/Armed Forces etc)

Access to external, impartial advice

In addition to the work we undertake as part of our planned programme, we make pupils and parents aware of the following sources of information:

National Careers Service

<https://nationalcareersservice.direct.gov.uk> Tel: 0800 100 900

Labour market information

We actively encourage our pupils to access labour market information as this can help each pupil and their parent understand the salaries and promotion opportunities for different jobs. Labour market information (LMI) can be accessed from different sources. We signpost our pupils to the National Careers Service <http://www.lmiforall.org.uk>

Addressing the needs of each pupil

In order to ensure bespoke advice, we ensure a wide range of future colleges/schools/universities are included in the catalogue of prospectuses. These are open for students in the senior school to look at any time. Discussions with parents at parents evenings are also available for all. Our approach provides equal access to support regardless of background.

Linking careers guidance to the curriculum

There are many links made to careers guidance throughout our curriculum, for example:

Subject	Example
English	Visits made to establishments like the Guardian
ICT/Computing	New Computing Qualification for Year 6-8
Maths	Bank of England – Finance/Economics, trip to Wembley Stadium -

Encounters with employers and employees

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We recognise the value of our pupils having access to both employers and employees to receive first-hand information about careers and next steps. We ensure that in every year group from Year 7 upwards, pupils participate in at least one meaningful encounter with an employer. As a minimum, this includes:

Year 7	Careers talks including: Software development, Engineering, Medicine
Year 8	Careers talks including: Software development, Engineering, Medicine
Year 9	Careers talks including: Software development, Engineering, Medicine
Year 10	Interviews – as part of Work experience programme. CV writing – PSHE Careers Fayres – attended – link to Learning to Work Careers talks including: Software development, Engineering, Medicine
Year 11	CV writing – PSHE Careers Fayres – attended – link to Learning to Work Careers talks including: Software development, Engineering, Medicine

Experiences of workplaces

In addition to school-based encounters, pupils have first-hand experiences of workplaces. There is evidence that work experience gives pupils a more realistic idea of the expectations and realities of the workplace. We provide this in the following way:

Pupils in Year 10 are involved in a one week work placement – organised by ‘Learning to Work’. As part of the process, the students are asked to complete an application form, stating their preferred type of work placement. They have an initial assembly, which discusses the entire process and outlines the numerous benefits of work experience. Following on from completing the application form, the students each have an interview – discussing their preferences and options for the week. The students are then placed at a local employer – or one close to their home in the East Berkshire area. Students also attend a ‘Skills for Life’ assembly, which gives the students guidance on dress code, customer service, transferable skills, and Health and Safety. In the final stage, the students are given their placements, and are required to make contact with their employer – and in some cases attend an interview prior to starting work. The students are placed in varying industries/areas of work for 5 days – during which a visit is made by a member of staff to ensure all is going well. At the end of the week, the employer provides a reference – which the student can use as evidence when applying to Sixth form/ further education.

Encounters with further and higher education

We encourage every pupils to think proactively about their next stage of education. We believe that every pupils should realise that all of their educational choices have implications on their longer term career. Under the raising the participation age requirements (RPA), all young people in England are required to continue in education or training until at least their 18th birthday. We provide access to information in this area in the following way:

Students are taken to events, where numerous Sixth forms/further education colleges/ Universities are in attendance. Here, there are opportunities for students to discuss future paths and opportunities post 16 and beyond. Often, there are opportunities for students to discuss the possibility of Apprenticeships with many of the large companies/corporations from the local area.

Personal guidance

We provide personal guidance in the following way:

Advice to parents is given through the following events:

Sixth Form information evening – Life After Long Close

Parents evenings in Year 10 and Year 11.

General assemblies – Inspire talks

Guidance in PSHE/Form time with Form tutors.

Annex 2: Useful resources

Statutory guidance from DFE: Note that this is statutory for maintained schools and not for independent schools. It can be used as a useful source of information

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/672418/Careers_guidance_and_access_for_education_and_training_providers.pdf

Gatsby Good Career Guidance: A report on improving career guidance in secondary schools which includes the Gatsby Benchmarks.

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

Gatsby Good Practice: A website which shares good practice from the North East pilot of the Gatsby Benchmarks, and other information and support for schools.

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

Compass: A self-evaluation tool to help schools to evaluate their careers and enterprise provision and benchmark against the Gatsby Benchmarks and compare it with other schools.

<https://schoolshub.careersandenterprise.co.uk/login>

State of the Nation 2017: A report on the careers and enterprise provision in secondary schools in England in 2016/17. It examines how schools are performing in relation to the Gatsby Benchmarks, based on data from responses to the Compass tool.

https://www.careersandenterprise.co.uk/sites/default/files/uploaded/state_of_the_nation_report_digital.pdf

Careers & Enterprise Company: The Careers & Enterprise Company brokers links between employers, schools and colleges in order to ensure that young people aged 12-18 get the inspiration and guidance they need for success in working life.

<https://www.careersandenterprise.co.uk/>

Careers & Enterprise Company: Schools and Colleges. Connects schools to businesses volunteers and careers activity programmes.

<https://www.careersandenterprise.co.uk/schools-and-colleges>

National Careers Service: The National Careers Service provides information, advice and guidance to help people make decisions on learning, training and work opportunities. The service offers confidential and impartial advice. This is supported by qualified careers advisers.

<https://nationalcareersservice.direct.gov.uk/Pages/Home.aspx>

Baker Dearing Educational Trust: Information on University Technical Colleges.

<http://www.utcolleges.org/>

Career Development Institute: The Career Development Institute is the single UK-wide professional body for everyone working in the fields of careers education, career information, advice and guidance, career coaching, career consultancy and career management. It offers affiliate and individual membership to schools which includes free CPD webinars, regular digital newsletters, a quarterly magazine, online networking groups and training at a preferential rate.

<http://www.thecdi.net/>

Career Development Institute Framework for careers, employability and enterprise Education: A framework of learning outcomes to support the planning, delivery and evaluation of careers, employability and enterprise education for children and young people.

http://www.thecdi.net/write/Framework/BP385-CDI_Framework-v7.pdf

UK Register of Career Development Professionals: The single national point of reference for ensuring and promoting the professional status of career practitioners.

<http://www.thecdi.net/Professional-Register->

Quality in Careers Standard: The Quality in Careers Standard is the national quality award for careers education, information, advice and guidance.

<http://www.qualityincareers.org.uk/>

Find an Apprenticeship: Search and apply for an apprenticeship in England.

<https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch>

LMI for All: An online data portal, which connects and standardises existing sources of high quality, reliable labour market information (LMI) with the aim of informing careers decisions. This data is made freely available via an Application Programming Interface (API) for use in websites and applications.

<http://www.lmiforall.org.uk/>

STEM Ambassadors: A nationwide network of over 30,000 volunteers from a wide range of employers, who engage with young people to provide stimulating and inspirational informal learning activities in both school and non-school settings

<https://www.stem.org.uk/stem-ambassadors>

Studio Schools Trust: The organisation that unites all Studio Schools, acting as a linking point between Studio Schools, enabling the sharing of best practice as well as providing advice and curriculum support.

<https://studioschoolstrust.org/>

Unistats: The official website for comparing UK higher education undergraduate course data. The site includes information on university and college courses, Teaching Excellence and Student Outcomes Framework (TEF) ratings, student satisfaction scores from the National Student Survey, employment outcomes and salaries after study and other key information for prospective students.

<https://unistats.ac.uk/>

Your Daughter's Future: A careers toolkit for parents.

<https://www.gov.uk/government/news/your-daughters-future>

Careers Guidance Policy

Ownership and consultation	
Document sponsor (role)	Director of Education
Document author (name)	Simon Camby
Consultation – April 2018	Consultation with Heads from the following senior schools: Akeley Senior School, Colchester High School, Huddersfield Grammar School, Hydesville Tower School, Long Close School, Meoncross School, NBH Senior School, NBH Canonbury, Quinton House School, Southbank International Westminster Campus, St Clares School. Consultation with Heads from the following 13+ schools: Cumnor House School, Downsends Prep School, Milbourne Lodge School, NBH Prep School. Consultation with the following members of the education team: Danuta Tomasz (ADE), Robin Davies (ADE), James carroll (ADE), Marian Harker (QA Officer)

Audience	
Audience	Heads and staff in Cognita schools with pupils in Year 7 upwards

Document application and publication	
England	Yes
Wales	Yes
Spain	Yes

Version control	
Implementation date	September 2018
Review date	The school or proprietor will keep this policy under review and will update from time to time, as deemed necessary

Related documentation	
Related documentation	School schemes of work