



# Ribston Hall High School

## Careers Education, Information, Advice and Guidance Policy

**Date of Policy:** November 2021

**Persons Responsible:** Headteacher

**Date of next review:** November 2024

### 1. School Vision

Ribston Hall's Careers Education Programme provides our students with the opportunity to plan and manage their careers effectively, ensuring progression which is ambitious and aspirational. It promotes equality of opportunity, celebrates diversity and challenges stereotypes. It is designed to meet the Gatsby Benchmarks and conforms to statutory requirements.

The school seeks to maximise the life chances of all our young people and so it is crucial to prepare young people for life beyond school and college. The school intent explains that students will:

*'have high aspirations and will work hard to achieve their goals' and 'take opportunities to improve the world through their careers and relationships'*

The Board of Trustees have adopted this policy in order to provide a clear commitment to and framework for Careers Education, Information, Advice and Guidance

### 2. Statutory Requirements and Recommendations

This policy covers Careers Education, Information, Advice and Guidance given to students in Key Stages Three, Four and Five. It covers the legal duty of schools to ensure that a range of education and training providers can access students in Year 8 to Year 11 for the purpose of informing them about approved technical education qualifications or apprenticeships.

The careers provision at Ribston Hall is in line with the statutory guidance developed by the Department for Education, which refers to Section 42A and 45A of the Education Act 1997.

This states that all schools should provide independent careers guidance from Years 8 -13 and that this guidance should:

- be impartial
- include information on a range of pathways, including university options or apprenticeships
- be adapted to the needs to the student.

The policy has also been reviewed in line with the recently published DfE guidance document '[Careers guidance and access for education and training providers – Statutory guidance for schools and guidance for further education colleges and sixth form colleges. \(DfE, July 2021\)](#)

### **3. Context**

Ribston Hall is committed to providing all students in Years 7-13 with a careers programme which is embedded into the curriculum and includes a variety of enrichment activities. The programme has been developed in line with the eight Gatsby benchmarks for ensuring best practice and to meet the requirements of the Department for Education's statutory guidance 2018.

#### **The Gatsby Benchmarks**

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

### **3. Aims and Objectives**

It is important therefore that students leave school aware of themselves as individuals, aware of the opportunities available to them and be able to make informed decisions about their future by providing impartial and independent information and guidance.

This will ensure that students:

- develop the skills and attitudes necessary for success in adult and working life
- are aware of the range of opportunities which are realistically available to them in continued education and training at 14+, 16+ and 18+
- are equipped with the necessary decision-making skills to manage those same transitions
- develop an awareness of the wide variety of education, training and careers opportunities both locally and nationally
- use effectively the paper-based, virtual and staff resources available so they can make informed and appropriate choices throughout their school journey
- benefit from links fostered between the school, local businesses and further and higher education establishments
- experience the world of work and develop transferable skills
- wherever possible leave the school to enter employment, further or higher education or training
- experience a culture of high aspirations, equality of opportunity, in which diversity is celebrated and stereotypes are challenged
- receive extra assistance and guidance to reach their potential, where this is necessary

### **4. School Responsibilities**

The school has a series of statutory duties:

All registered students at the school must receive independent careers advice in Years 8 to 13

Ribston Hall High School believes that good CEIAG connects learning to the future. It motivates young people by giving them a clearer idea of the routes to jobs and careers that they will find engaging and rewarding. Good CEIAG widens students' horizons, challenges stereotypes and raises aspirations. It provides students with the knowledge and skills necessary to make successful transitions to the next stage of their life. This supports social mobility by improving opportunities for all young people, especially those from disadvantaged backgrounds and those with special educational needs and disabilities.

All members of staff at Ribston Hall High School are expected to be aware of this policy and the importance of Careers Education, Information, Advice and Guidance (CEIAG) in the education of students. All staff contribute to the implementation of this policy through their role as tutors and as subject specialists. Curriculum areas

embed careers into their schemes of learning, alongside the PSHE curriculum. A range of connections between Higher education providers and employers are exploited to support the curriculum through KS3 to 5.

## **Careers Team**

SLT strategic link for the Careers Lead  
Careers Lead and Independent Careers Adviser  
Assistant Headteacher in charge of Sixth Form  
Deputy Head of Sixth Form  
PSHE Lead Teacher

The Careers Lead will work with the Headteacher to develop a Careers Development Plan annually for the school. This is in line with the Gatsby '[Good Careers Guidance](#)' report (2014).

## **5. Monitoring Recording and Implementation**

The Headteacher will ensure that they have an overview of CEIAG work. They will report and monitor the work of the Careers Adviser and support and monitor CEIAG events.

The effectiveness of this policy will be measured in a variety of ways:

- Termly Gatsby Benchmark review
- Feedback from stakeholders through mechanisms such as student and parent surveys
- Feedback from external visitors to the school such as the School Improvement Partner (SIP)
- The number of students who are NEET in October having left the school in the previous summer. This figure can be compared to national figures as well as against the equivalent figure from similar schools both nationally and within the county.

### **Careers and SEND provision**

Every student with SEND follows the same programme of careers as their peers, with consideration made for each individual and support from the SEND team where appropriate for students to be able to access careers advice and guidance. The SENDCO meets with parents/carers to discuss option suitability where individual need is likely to have an impact on choices made during the option process.

Personalised support from the SENDCO, Careers Adviser and external bodies is used where appropriate.

## **5. Partnerships**

The CEIAG programme is greatly enhanced through links which help to ensure that students' learning is current and relevant. We work closely with local employers and employees including Ribston Alumnae, parents and other local groups.

Several events, integrated into the school careers programme, offer providers an opportunity to come into school to speak to pupils and/or their parents. This involvement enhances careers talks, workplace visits and mock interviews. Alumnae are encouraged to be speakers at Ribston and share their profession, career path and further education with current students. Details of events can be found on the school website and in school communications. Alumnae also speak at KS4 and KS5 Celebration Evenings and offer work experience placements.

In addition, we work closely with universities. We always strive to expand and improve our contacts. Governors are updated on the careers programme and there is an active link governor. The school also works closely with GFirstLEP Education and Skills team and a linked Enterprise Adviser.

## **6. Provider Access Statement**

This section of the policy sets out the school's arrangements for managing the access of providers to students at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

All students in years 8-13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events
- to understand how to make applications for the full range of academic and technical courses.

Appendix 1 explains the way in which education and training providers should get in touch with the school in order to gain access to students and/or parents to inform them about further opportunities

The school will then work with providers in order to identify the most effective opportunity for them to share information about education and training opportunities.

### **Opportunities for access**

We welcome input into our careers provision from employers, employees, universities, apprenticeship and further education providers. Our connections include former students, parents and local employers and providers and we are keen to widen this participation.

## **Appendix 1**

### **Ribston Hall High School Application for Provider Access**

#### **Introduction**

This document sets out the school's arrangements for managing the access of providers to students at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

#### **Pupil entitlement**

All students in years 8-13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events
- to understand how to make applications for the full range of academic and technical courses.

#### **Management of provider access requests**

##### **Procedure**

A provider wishing to request access should contact Louisa Haines, Careers Lead

Telephone: 01452 382249

Email: lha@ribstonhall.gloucs.sch.uk

##### **Opportunities for access**

The school offers a comprehensive Careers Education, Information, Advice and Guidance programme and an overview of this programme can be seen in the School's Careers Programme which can be seen on the school website.

Please speak to our Careers Lead to identify the most suitable opportunity for you.

The school will make a suitable space available for discussions between the provider and students, as appropriate to the activity. The school will also make available ICT and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Lead or a member of the Senior Leadership Team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Lead so that they can be displayed in the careers section of the school library.

## Appendix 2

### Ribston Hall High School Careers Programme

Our careers programme

Year	Activities
7	<ul style="list-style-type: none"> <li>• Careers activities delivered through PSHE, for example               <ul style="list-style-type: none"> <li>○ Transition &amp; Safety</li> <li>○ Identifying personal strengths and areas for development</li> <li>○ Careers, teamwork and enterprise skills and raising aspirations</li> <li>○ Diversity &amp; stereotypes and</li> <li>○ Financial Decision Making</li> </ul> </li> <li>• Drop-down days through the school year including talks and activities from employers.</li> <li>• Careers Conversation lunchtime talks from a range of speakers in different employment sectors.</li> <li>• STEM Employer events such as Girls Get SET delivered by GE Aviation</li> </ul>
8	<ul style="list-style-type: none"> <li>• Careers activities delivered through PSHE, for example               <ul style="list-style-type: none"> <li>○ Careers and the Community.</li> </ul> </li> <li>• Drop-down days through the school year including talks and activities from employers, colleges and higher education e.g. Cyber event excursion to University of South Wales.</li> <li>• Experiencing Work activity at Ribston Hall</li> <li>• Careers Conversation lunchtime talks from a range of speakers in different employment sectors.</li> <li>• STEM Employer events such as Girls Get SET delivered by GE Aviation; CyberFirst competition.</li> </ul>
9	<ul style="list-style-type: none"> <li>• Careers activities delivered through PSHE, for example               <ul style="list-style-type: none"> <li>○ Financial awareness</li> <li>○ Goal setting</li> <li>○ Aiming High</li> <li>○ Team building</li> </ul> </li> <li>• GCSE Preferences Programme including introduction to the school careers adviser, Buzz Test, Labour Market Information and talks from Subject Captains to support students with their GCSE choices.</li> <li>• Drop down days through the school year including talks and activities from employers such as Gloucestershire Police.</li> <li>• Take Your Child to Work day</li> <li>• Careers Conversation lunchtime talks from a range of speakers in different employment sectors.</li> <li>• STEM Employer events such as Girls Get SET delivered by GE Aviation</li> </ul>
10	<ul style="list-style-type: none"> <li>• Subject specific careers events, examples include GCSE Food Technology students Navy "Ready, Steady, Cook" and Frantic Theatre workshop for drama students.</li> <li>• Drop-down days through the school year including employer talks and activities for example the Army Elite Selection careers event and Practice Interviews with Employers/Education providers.</li> <li>• Careers Conversation lunchtime talks from a range of speakers in different employment sectors.</li> <li>• STEM Employer events such as Girls Get SET delivered by GE Aviation</li> </ul>
11	<ul style="list-style-type: none"> <li>• A bespoke careers programme is delivered to Year 11 students to prepare them for their post-16 transition. Careers activities delivered through PSHE include:               <ul style="list-style-type: none"> <li>○ Post 16 Options</li> <li>○ Researching Your Careers Ideas</li> <li>○ Labour Market Information</li> <li>○ Employability Skills</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ CV Writing</li> <li>○ Interviews</li> <li>● All year 11 students will be offered a 45 min careers meeting with the school adviser with follow ups as required.</li> <li>● Drop-down Day activities throughout the year include employer encounters, experiences of workplaces and visits from local FE/HE providers, for example Gloucestershire College</li> <li>● Collection of intended post-16 destination</li> <li>● Exam Result Support</li> <li>● Confirmation of post-16 destination.</li> <li>● Students also have the opportunity to get involved with extra-curricular opportunities such as MedSoc and Dissection Club.</li> </ul>
12	<ul style="list-style-type: none"> <li>● 'Future Friday' activities in tutor time and regular year group tutorials. Activities include research, Careers A-Z short films, introduction to Unifrog.</li> <li>● Students are offered 1hour careers meetings with the school adviser. They may book as many as they require. The school careers adviser will deliver sessions according to student need, for example CVs and covering Letters; job application workshops; how to find work experience.</li> <li>● Students considering HE are encouraged to visit university open days, attend masterclasses, taster courses and summer schools at a variety of universities to develop their knowledge of opportunities available and encouraged to record these activities.</li> <li>● Universities are invited to run subject specific workshops e.g. A Level Dance and Drama classes</li> <li>● Introduction to UCAS and applying for university.</li> <li>● Talks from employers and providers on apprenticeship routes (including higher/degree apprenticeships).</li> <li>● Drop-down days through the school year including employer talks and activities for example the Army Elite Selection careers event.</li> <li>● Careers Conversation lunchtime talks from a range of speakers in different employment sectors.</li> <li>● STEM Employer events such as Girls Get SET delivered by GE Aviation.</li> <li>● Subjects may also participate in relevant lectures delivered virtually by universities or organise conference days e.g. Criminology Conference with visiting keynote speakers.</li> <li>● Students also have the opportunity to get involved with extra-curricular opportunities such as MedSoc and Dissection Club.</li> </ul>
13	<ul style="list-style-type: none"> <li>● 'Future Friday' activities in tutor time and regular year group tutorials. Activities include research, Careers A-Z short films, using Unifrog for university applications.</li> <li>● Students are offered 1 hour careers meetings with the school adviser. They may book as many as they require. The school careers adviser will deliver sessions according to student need, for example CVs and covering Letters; job application workshops; how to find work experience.</li> <li>● Higher Education individual visits.</li> <li>● UCAS application support from sixth form team, school careers adviser, form tutors and subject teachers.</li> <li>● Apprenticeship and job-hunting support</li> <li>● Student Finance talk</li> <li>● Drop-down days through the school year including employer talks and activities for example the Army Elite Selection careers event.</li> <li>● Subjects may also participate in relevant lectures delivered virtually by universities or organise conference days e.g. Criminology Conference with visiting keynote speakers.</li> <li>● Careers Conversation lunchtime talks from a range of speakers in different employment sectors.</li> <li>● Students also have the opportunity to get involved with extra-curricular opportunities such as MedSoc and Dissection Club and take on Leadership roles in the school community to enhance their employability skills.</li> <li>● Collection of intended post-18 destinations</li> <li>● Exam Result Support</li> <li>● Confirmation of post-18 destination</li> </ul>

**All students have access to the following:**

- Visual displays – posters around school identifying careers in each curriculum subject, opportunities available and labour market information (e.g. events, open days, recruitment).
- Access to Indigo Careers Information platform.
- Access to @TheCareersAdviser Wakelet containing lots of careers information, LMI and opportunities for staff, students and parents.
- PSHE Drop-down day events involving employers and further and higher education providers
- Livestreams of careers events e.g. WorldSkills Spotlight, virtual work experience
- Guest speakers for Careers Conversations at lunchtimes, often delivered by alumna.
- Subject specific guest speakers in lessons to talk about their work and route into that career.
- Careers opportunities signposted through the student bulletin e.g. virtual work experience, relevant lectures, careers fairs, events and recruitment opportunities
- Events to support National Apprenticeship week in February
- Events to support National Careers week in March
- Events with local businesses to enhance curriculum learning
- A dedicated careers section in the school library with resources offering insight into careers and advice about university and employment applications.

**In addition:**

- Attendance of careers adviser at Sixth form open evening
- Attendance of careers adviser at year 9 options evening
- Attendance of careers adviser at Year 11 parent's evening
- Year 9 & 10: Careers 1:1s with identified students