



SHSCC Career Information, Advice and Guidance (IAG) Policy 2023-2024

(Updated September 2023) – to be reviewed September 2024

Ratified by Governors – Summer 2023

The SHSCC CEIAG programme will be reviewed by the SLT Lead for Careers and Careers Coordinator in July 2023. All information on our website is updated regularly but a full review will be completed in July 2023.

Objectives and Strategy:

Our objective is to have a clear plan for impartial and effective CEIAG (Careers Education, Information & Guidance) programme for students in Year 8 through to Year 13, ensuring all have the required skills and knowledge to help plan, build and access the education or career pathway of their choice.

The aim of our CEIAG provision is that:

- All students will have developed study and employability skills including communication, creativity, problem solving, ICT and resilience.
- They will have access to a wide range of opportunities to ensure they are able to make informed decisions about their future.
- To raise the aspirations of all students in line with the College's ethos of 'Ambition and Aspiration for All'.
- To ensure students receive impartial, independent advice at all stages of their time at SHSCC.
- To engage with employers, external agencies, alumni and other relevant organisations to raise aspirations through knowledge of the world of work, careers and future pathways.

Statutory Duties, Rationale and Ethos:

At SHSCC we recognise importance of an effective and comprehensive Careers Education and Guidance (CEIAG) programme that prepares our young people for the opportunities, responsibilities, and experiences of life and to help them plan for their futures. Our programme aims to raise aspirations in line with our college ethos of 'Ambition and Aspiration for All' and aim to broaden the horizons of our students and empower them to make informed and realistic decisions at all key points in their education and career. Our CEIAG consists of services and programmes intended to support and help our students to make

In line with the **Education Act 1997**, SHSCC is committed to providing Careers Education Information and Guidance (CEIAG) to students in Years 8 to 13 which is impartial and aspirational and integrated into student educational experience. We now extend our programme to begin in the autumn term of Year 7.

Baker Clause (January 2023):

Our CEIAG programme is committed to providing Careers Education Information and Guidance (CEIAG) to students in Years 7 to 13 which is impartial and aspirational and integrated into student educational experience. In line with **The Technical and Further Education Act 2017**, our provision includes the opportunity for a range of education and training providers to access all students in year 8 to 13 for the purpose of informing them about approved technical education qualifications and apprenticeships.

In accordance with **The Skills Bill (Provider Access Legislation)** which becomes mandatory in January 2023, we are in the process of arranging to provide our students with at least 6 encounters with providers of approved technical education qualifications or apprenticeships:

- Two in Year 8/9
- Two in Year 10/11

- Two in Year 12/13

Our programme is based on an effective partnership between pupils, parents, FE and HE Institutions, teaching and support staff, external CEIAG providers, alumni and business and industry employers as well as providers of approved technical education qualifications or apprenticeships and other educational institutions. It embraces equality of opportunity in all areas as covered in the SHSCC equality policy.

At SHSCC our CEIAG provision is designed to:

- Give students the skills to be flexible, able to adjust to change and equipped to make decisions and manage transitions as learners and workers.
- Offer comprehensive guidance so that students are aware of opportunities available including education, employment, traineeships, technical routes and qualifications, apprenticeships and university pathways.
- We strive to raise the aspirations and broaden the horizons of all our students, supporting them by providing access to impartial and independent information and guidance to help them understand and reflect of their own achievements, qualities, interests, and values so they are equipped to make considered and realistic decisions post-16 and post-18 and throughout future career development.
- Help students make clear links between earning potential and learning and qualifications.
- Prepare our students for the transition from secondary school to adulthood including further and higher education, training, and employment.

SHSCC is a member of the Cambridgeshire and Peterborough Careers Hub. This membership enables us to access the support of an Enterprise Coordinator who works with the College to develop our careers programme, ensuring compliance with statutory duties and to progress towards achievement of the Gatsby Benchmarks (below), The Hub also [provides the support of a dedicated Enterprise Advisor; a volunteer from the business community, who supports the College in developing our engagement with the world of work.

Staffing:

A Senior Leader has overall strategic responsibility for the SHSCC CEIAG programme, and specialist careers guidance is provided by the SHSCC Careers Co-ordinator (level 6 qualified). The Co-ordinator is present at Parents' Consultation Evenings and information evenings from Year 9 to Year 13, carries out 1:1 guidance meeting with students and leads careers sessions, workshops, and assemblies, as well as organising events and visits related to CEIAG.

All SHSCC staff have a responsibility to contribute to Careers Guidance through their roles as curriculum teachers, Year Leaders, and tutors.

Contact details:	Senior Leader:	TSmith@sirharrysmith.com
	Careers Coordinator:	A.Curtis@sirharrysmith.com

Career Guidance Benchmark:

The SHSCC Careers Programme is based around the Gatsby Report's Benchmarks. These are:

1. A Stable Careers Programme
2. Learning from Career and Labour Market Information (LMI)
3. Addressing the Needs of Each Pupil
4. Linking Curriculum Learning to Careers
5. Encounters with Employers and Employees

6. Experiences of Workplaces
7. Encounters with Further and Higher Education.
8. Personal Guidance

Links and Partnerships:

Our programme is based on an effective partnership between students, parents, FE and HE Institutions, teaching staff, external CEIAG providers, alumni and business and industry employers as well as providers of approved technical education qualifications or apprenticeships and other educational institutions.

Partners in our CEIAG programme include:

- Parents and Carers are the most important influence on a young person's choices and make a major contribution to their child's success in education. We offer information evenings at all key transition points to help them support their child. Parents can arrange a meeting with our Careers Coordinator at any time.
- We maintain strong links with FE and HE institutions, working closely to offer opportunities to investigate HE and FE pathways. We also work closely with NEACO (The Network for East Anglian Collaborative Outreach), and the Brilliant Club and Scholars Programme.
- We have established links with local and national employers and industry, and regularly organise trips to organisations and organise visits from employers, who visit the College to deliver assemblies and workshops, and offer support through events as part of our CEIAG provision. SHSCC is a part of the Business in the Community initiative linking schools with national companies. Working with employers from a wide variety of sectors enables us to provide impartial careers guidance and experience of the world of work. We also offer mock interviews for all students in Year 11 and 13.
- We are working with Future First to establish a SHSCC Alumni network who help to support our current cohort with advice, insights into a wide variety of pathways and connections and to raise aspirations. Our alumni give our students access to a wide range of role models from different careers and experience. They support us through attendance at college events such as Meet the Professionals, Alumni Careers Fair and mock interviews.
- At SHSCC we utilise specialist external CEIAG providers who support staff and students with the delivery of our CEIAG programme.

Evaluation of Programme:

At SHSCC we consider it essential that we measure the impact and effectiveness of our CEIAG provision.

We do this by:

- Tracking the destinations of our Year 11 and Year 13 students.
- Monitoring and evaluating NEET data to highlight areas for improvement.
- We use the Careers & Enterprise Company's Compass Tool to self-assess our programme against the Gatsby Benchmarks to highlight areas for improvement. In 2023, SHSCC plan to migrate to Compass+, a tool which will support our CEIAG activity planning. A key element of this programme will be a series of questionnaires to students, parents, staff, and employers which will help us to evaluate our provision with specific year groups. (planned for June 2023)
- Recording student aspirations from year 9, and then annually to ensure they become realistic and aspirational.

Next review to be completed July 2023.

CEIAG Provision at SHSCC:

(See detailed programme/calendar on SHSCC website)

At SHSCC we offer a planned programme of CEIAG based activities and events, which support students from Year 7 through to Year 13. These include assemblies, workshops, external visits, Skills for Life lessons, a bi-ennial SHSCC Careers Fair and alternate SHSCC Alumni Fair, and mock interviews. We also have regular visits from employers, employees from a wide variety of career sectors, apprenticeship and technical providers, FE and HE institutions, alumni, and specialist external CEIAG agencies.

The Careers Library is maintained by the Careers Co-ordinator and is based in the Library Resource Centre.

Our full programme/calendar is available on the SHSCC website and is updated regularly, but include:

- Registration CEIAG sessions arranged on a rotational basis led by Careers Coordinator.
- Parents and students can request a 1:1 guidance meeting with the Careers Coordinator at any time.
- Engagement with local employers and training providers in a wide variety of formats to offer young people insights into the world of work and opportunities available
- Close links with universities offering students insights into higher education.
- Links with local further education and technical colleges to ensure that students are aware of the full range of academic and vocational options.
- We organise a SHSCC Career Fair on a biennial rotation, and a SHSCC Alumni Fair on alternate years. We also arrange trips to local Careers Fairs and UCAS Conventions.
- All Year 11 and Year 13 students take part in Mock interviews with external visitors.
- Activities are arranged in line with National Apprenticeship Week and National Careers Week.
- Curriculum areas deliver sessions to highlight and inform about links between subjects and careers.
- A network of SHSCC Alumni who support our current cohort through a variety of events and workshops.
- A biennial SHSCC Careers Fair and SHSCC Alumni Careers Fair.
- Career specific assemblies and workshops.

Full details of the SHSCC programme/calendar can be found on our website in the CEIAG Programme 2022-2023 document.

Specific Year Group Provision includes:

Years 7 – 8

- A programme of personal development. Students are provided with opportunities to consider their strengths and weaknesses in terms of subjects, skills and personal qualities through registration and Skills for Life lessons. Students concentrate on raising aspirations, reflection on transition and looking forward to pathways in Year 9.
- Introduction to the Careers Library in Year 7 as part of Library skills lessons.
- Students and parents can request a guidance meeting with the SHSCC Careers Co-ordinator, for help with pathways and future career choices.
- Students have CEIAG sessions led by SHSCC Careers Co-ordinator during registration – these are on a rotational basis. Students are introduced to qualifications and levels and matching learning styles to qualifications.
- Key stage 3 students are given the opportunity to attend events led by external CEIAG provider and attend the SHSCC Careers Fair or SHSCC Alumni Fair.

Year 9

- In Year 9 and students are supported through decisions on option choices and pathways leading to Year 10. Parents are invited to pathways and consultation evenings at which the Careers Co-ordinator is present.
- Registration sessions led by the Careers Coordinator examine future pathways and qualifications, focusing on the impact choices can have on future careers and their future. These are on a rotational basis.

- Students can request or be referred for a guidance meeting with the SHSCC Careers Co-ordinator, for help with pathways and career choices. Parents can also request an appointment with the Careers Co-ordinator.
- Information evenings take place to inform parents and students about choosing options in preparation for Year 10.
- Year 9 students are encouraged to use our extensive Careers Library to complete activities showing them how to access resources to research career pathways and opportunities.
- Key stage 3 students are given the opportunity to attend events led by external CEIAG provider and attend the SHSCC Careers Fair or SHSCC Alumni Fair.
- Parents can book appointments with the Careers Coordinator at the annual Academic Tutor Day.

Year 10

- Detailed 1:1 career guidance meeting with the SHSCC Careers Co-ordinator. Parents can also request a meeting with the Careers Coordinator.
- A planned programme of Careers information lessons and activities to support choosing Post 16 pathways and future careers.
- Parents can book appointments with the Careers Coordinator at the annual Academic Tutor Day.
- Opportunities for students to take part in activities from a wide variety of providers so that they are aware of opportunities available including education, employment, traineeships, technical routes and qualifications, apprenticeships, and university pathways.
- CEIAG registration sessions led by the Careers Coordinator build aspirations looking at Post 16 options, references, interview skills, employability skills and LMI. Students are made aware of the LMI and where to look for opportunities and application processes.
- Specific workshops based around preparing for applications, including CV Writing workshops led by external CEIAG agencies and employers.

Year 11

- Highly geared towards post-16 courses and pathways and future aspirations.
- Local employers, alumni and other providers visit the College to carry out a Mock Interview with all students.
- Detailed 1:1 career meeting with the SHSCC Careers Co-ordinator. Parents can also request a guidance meeting.
- A planned programme of Careers information lessons and activities to support choices for Post 16, including information on vocational courses, apprenticeships, technical routes, BTECs and A levels showing them how to access career pathways and opportunities. Visitors offer comprehensive guidance so that students are aware of opportunities available including education, employment, traineeships, technical routes and qualifications, apprenticeships and university pathways.
- Registration sessions led by the Careers Coordinator focus on preparing for transition including the differences in income because of qualifications, further education, using the careers library, writing CVs, personal statements and letters of application, and preparation for interviews.
- High level of integration between SHS Careers Co-ordinator, tutors, Year Leaders and teachers to inform about vocational pathways, apprenticeships and academic post-16 routes.
- Post-16 Pathways Evenings.
- Parents can book appointments with the Careers Coordinator at the annual Academic Tutor Day.
- Arranged visits to local FE Colleges and taster day experiences. Visits from local FE and technical colleges, apprenticeship organisations and providers to inform students about opportunities available.
- Students are made aware of the LMI and where to look for opportunities and vacancies and how to apply.
- Neaco support students by providing workshops to raise aspirations and to inform about pathways.

Sixth Form

- Geared towards post-18 options.
- Assemblies and information sessions feature information regarding 'applying to university', 'Not Going to Uni', employment, apprenticeships, and future pathways.

- Parents can book appointments with the Careers Coordinator at the annual Academic Tutor Day.
- 1:1 formal Mock Interviews with local employers and alumni.
- Through strong links with HE establishments and external CEIAG providers, speakers visit SHSCC to talk about student life, the application process and student finance. Students are also given the opportunity and encouraged to take part in university Summer Schools to raise aspirations.
- Visits are arranged to universities, apprenticeship and careers conventions and careers fairs.
- Trips are arranged to visit local employers and industries to learn about the world of work.
- Guidance and support is given throughout the process of UCAS applications, writing CVs and interviewing skills.
- Sixth form students can request a 1:1 Guidance meeting with the Careers Coordinator at any point.
- Students are made aware of the LMI and where to look for opportunities and vacancies.
- Neaco, Amazing Apprenticeships and The Aim Group support students by providing workshops to raise aspirations and to inform about pathways.