



Careers Information, Advice and Guidance Policy

“Teach them what they need to know for life” St Julie

Introduction

A young person's career is their pathway through learning and into the workplace. Young people need a planned programme of activities to help them make well informed and realistic decisions. **The DofE 2018 Careers guidance and access for education and training providers** document provides statutory guidance for schools to provide students in Years 7-13 access to independent careers education, information and guidance.

Aims and Objectives

Careers education, information and guidance (CEIAG) programmes make a significant contribution to preparing young people for the opportunities, responsibilities and experiences of adult life. The CEIAG programme is designed to be progressive from Year 7 to Year 13 and support students in making 14-19 choices.

The Notre Dame Careers Programme aims to help our students to:

- Develop a broad understanding of the world of work and an ability to respond to changing opportunities.
- Develop independent research skills so that they can make good use of information and guidance.
- Develop and use their self-knowledge when thinking about and making choices.
- Develop the skills they need to progress onto the next step in their education and ultimately into the world of work. To be able to make informed decisions, present themselves well and cope with change and transition.

Commitments

The Governing Body and staff are committed to:

- The provision of resources and advice to enable students to understand and develop their career choices.
- Encouraging students to be active in their career journey and to be ambitious in their plans for the future.
- Involve students, parents and carers in the further development of careers work.
- Working with support staff and outside agencies to ensure that no pupil is disadvantaged in gaining access to education, training or work.
- Achieving and retaining the Quality in Careers Standard.
- Ensuring that all Y11 students will be supported to progress from Notre Dame High School into 6th Form, college, an apprenticeship or into the workplace with training. All Y13 students will be supported to progress into Higher Education or employment.

All Notre Dame students will have the support to:

- progress onto courses leading to higher-level qualifications
- progress into jobs that meet local and national needs
- develop relevant employability skills
- enlarge their network of contacts who can offer advice including members of the business community and school alumni

- develop the confidence and independence to pursue their ambitions
- achieve all they are able to academically, regardless of SEN status or other potential social/cultural barriers

Provision

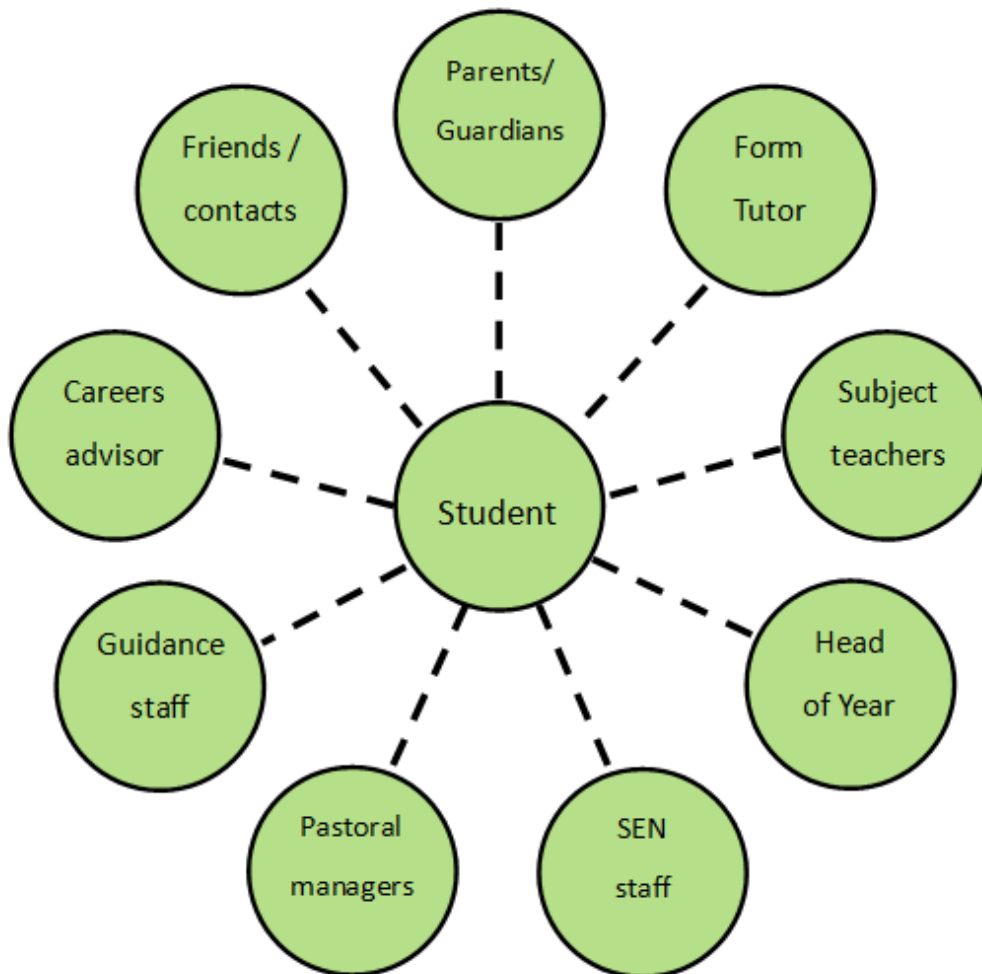
Careers includes education, information and guidance. Careers education helps our students develop the knowledge and skills they need to make successful choices, manage transitions in learning and move into the workplace. Through guidance pupils are able to use their knowledge and skills to make decisions that are right for them.

Careers education forms an integral part of the curriculum. The main areas of careers learning, identified in the National Framework, form the themes throughout Y7 to Y13:

- Self-Development – understanding themselves and aware of strengths and areas for development.
- Positive self-esteem – understanding themselves and the influences on them and how to manage these positively.
- Career exploration – investigate opportunities in learning and work through a wide range of resources.
- Career management – make and adjust plans, to manage change in themselves and their plans for the next steps in their career journey.

Roles and Responsibilities

The team around the student:



Role	Responsibility
Student	Seek and take up opportunities
Parents / Guardians	Discussion and support. Accompany to open days/events
Form Tutor	Inspire students to seek opportunities, coordinate form time activities and provide mentoring
Subject Teacher and Heads of Departments	Advise on employment opportunities and provide enrichment activities within their subject
Head of Year	Raise aspirations and monitor academic progress
Pastoral Manager	Support with issues that might prevent progression
Guidance Staff	Support with; Sheffield Progress, enrichment activities, work experience opportunities, Labour Market Information (LMI), careers and course information and information to parents and guardians. Providing information to students through the IAG noticeboard, the electronic noticeboard (SMHW) and library publications. Make connections with local businesses.
Independent Careers Advisor	Provide independent, impartial careers advice and guidance on long term career goals and next steps training and education
Friends / contacts	Provide a network of potential opportunities and advice
SEN staff	Ensure SEND students are supported in all areas

How do we prepare students for the world of work?

Managing myself	Working with others	Planning my future	Success in the workplace
Taking responsibility	Teamwork	CV writing	Decision making
Managing stress	Communication	Career planning	Problem solving
Managing anger	Managing conflict	Job search	Leadership
Budgeting	Relationship skills	Interview skills	Customer service
Time management	Rights and responsibilities		Enterprise skills
Confidence	Online relationships		Presentation skills
Keeping Healthy	Working with different people		

Year by year activity

All students work with form tutors and subject teachers on aspects of **managing myself** and **working with others**. Pastoral Managers and Heads of Year ensure that students who need extra support in these areas are accommodated. Whilst **planning my future** and **success in the workplace** are elements of the careers programme the skills employers require are embedded in the teaching of the National Curriculum from Y7 onwards and are reinforced by strong pastoral support and encouraged by the ethos of the school. A varied extra-curricular programme is available to all students and regular charity fundraising initiatives are part of the school calendar. Retreats are an integral part of the school year where students learn more about themselves and working with others. Specific careers elements are delivered during Enrichment Day activities, PHSE time and form time.

The school employs an Independent Careers Advisor through Sheffield Futures who is in school one day per week providing impartial advice and guidance. Any student can see the careers advisor at a lunchtime or break time on that day.

The school works with the Sheffield Careers and Enterprise Company through which links are made with local employers who support school careers activities. A programme of “Working Lunches” are advertised to students where they can talk to people from different careers and the school makes use of its alumni wherever possible for careers input.

Year 7 “Independence”

- Pastoral staff and Head of Year visit primary schools to introduce themselves and the school to Y6 students. Y6 parents are invited to information evenings in school and meet Y7 form tutors. Y6 students attend taster days in school and meet their Y7 form tutors.
- Year 7 students are introduced to the skills required to help them make the steps along their career journey.
The first year in school will concentrate on time management, organisation and working with others.
- Specific careers information will be given through form time activities, assemblies and subject specific trips and visits.

Year 8 “Making Choices”

- GCSE Options. Students will have assemblies about option choices and subject taster sessions on the Enrichment Day in January. Parents and carers are invited to an options evening in March.
- Y8 Information Evening for Parents in September
- Y8 Parents Evening
- Students are invited to become part of the Big Challenge – the Sheffield Enterprise Competition.
- Specific careers information will be given through form time activities, assemblies and subject specific trips and visits.

Year 9 “Finding Out”

- Y9 Information Evening for Parents in September
- Y9 Parents Evening
- Specific careers information will be given through form time activities, assemblies and subject specific trips and visits.
- GCSE options revisited

By the end of KS3 all students will have:

- An awareness and understanding of their strengths, achievements and weaknesses and support to evaluate how these might inform future choices in learning and work.
- An increased understanding of the full range of 14-19 opportunities for progression.
- An awareness and understanding of some of the qualities, skills and attitudes needed for employability.
- Received detailed and appropriate help, support and guidance on KS4 options and been supported in their application to their chosen subjects.
- Opportunities to learn more about specific careers through independent research, assemblies and talks.

Year 10 “Looking Forward”

- Appointments are made for students to attend careers interviews. Some parents will be invited to attend but any parent can request this.
- Enrichment Day 1 in October. Invited speakers talk to students about their careers. Students are encouraged to look towards what their next step will be.
- In the summer of Y10 students have 7 one hour sessions looking at career planning and the Sheffield application process; Sheffield Progress. All students in Sheffield will apply for their Post 16 place through this online system which has extensive career and course search tools.
- Sheffield College taster sessions take place in July of Y10 and school guidance staff accompany students.

- Information Evening for parents and carers in September.
- Y10 Parents Evening
- Students are encouraged to look for work experience and any opportunities are advertised through SMHW and school noticeboards.
- Post 16 Newsletter is emailed to parents.

Year 11 “Making Decisions”

- Careers Interviews continue.
- Calendar of city wide events/open evenings (Post 16 providers) is displayed in form rooms and on the careers noticeboard. A Sheffield Futures Options booklet detailing all providers is supplied to every student.
- Sheffield Progress – students use this website to search for opportunities Post 16 and apply for their next place.
- On Enrichment Day 1 in Y11 students will opt into taster sessions in A levels, apprenticeships or college courses with Notre Dame 6th Form tutors and outside Post 16 providers.
- Students are accompanied to College and apprenticeship events.
- On Enrichment Day 2 Y11 students will be reminded of the skills employers are looking for and how to evidence them. Students will also work on interview techniques and CV writing.
- Students are encouraged to look for work experience and any opportunities are advertised through SMHW and school noticeboards.
- Enterprise partners (local businesses) are invited into school to discuss opportunities with students.
- Notre Dame Sixth form information morning and assembly.
- Sixth form interviews.
- Post 16 Newsletter is emailed to parents.

By the end of KS4 all students will have:

- Enhanced self-knowledge and employability skills.
- Been given direct access to employers, colleges and training providers.
- Been given guidance to help identify a range of post 16 options and careers advice and support networks.
- Applied for their Post 16 place.

Sixth Form

- On GCSE results day in August and then in September of Year 12, students have discussions with both form tutors and VI Form staff about their A Level choices to ensure they are appropriate for the student and in line with their future plans.
- On Enrichment Days 1 and 2 in October, Year 12 students are given an introduction to both Advanced Apprenticeships and University and the possible advantages and disadvantages of these routes. They also have sessions covering drive safe, blood donation & drugs/alcohol awareness.
- During March of year 12, students attend the HE evening in school and have the option of attending the Oxbridge evening. This event includes speakers from school, student finance and University.
- In June of Year 12, students access the UCAS Fair at Sheffield Arena, as well as various university open days.
- Summer enrichment days include visits to University, personal statement & student finance talks, as well as talks on gap years, Degree Apprenticeships & Advanced Apprenticeships. Students also sign up for UCAS Apply in preparation for their university applications. University entrance tests are also covered during this time.
- In September, Year 13 students are invited to an Oxbridge information session led by current Oxbridge students shortly before the application process starts.
- During October/November/December of Year 13, students apply to University through UCAS. Year 13 students also focus on personal statements and completing the UCAS application during the October enrichment days.

- Support is available from February to results day in August covering UCAS Extra, clearing, student finance and accommodation.
- Apprenticeship vacancies are sent out to students throughout Year 12 & 13.
- Throughout Year 12 and 13, students have access to a qualified careers advisers within school, plus a careers adviser from Sheffield Futures.
- Students also have the opportunity to access work experience, work placements, various university taster days and access talks from various speakers who come into school representing different institutions, courses and companies.

By the end of KS5 all students will have:

- Enhanced self-knowledge and employability skills.
- Been given direct access to employers, colleges, universities and training providers.
- Been supported in finding and taking up work experience.
- Been given guidance to help identify a range of post 18 options and careers advice and support networks.
- Been provided with resources, guidance and support to complete UCAS applications.

Management

A member of the Senior Leadership Team has overall responsibility for the CEIAG provision. The Careers Lead coordinates the delivery of the careers programme. The Careers Coordinator organises the careers appointments for the careers advisor.

Monitoring, Evaluation and Review

The careers programme is reviewed annually and amended where necessary. The school will measure the effectiveness of the CEIAG provision by considering attainment data and destination data for our students at all transition stages.

Additional data collected includes:

- NEETS (not in employment, education or training) data is published annually for Y11 leavers.
- UCAS provide university destination data annually for our sixth form leavers.
- Observations of tutors providing IAG and subject teachers discussing careers as part of their normal lessons.
- Monitoring data for all school year groups.
- Feedback from students and tutors about activities.
- Feedback from parents and guardians.

Review Date: May 2021

Next review: May 2023

Review Mechanism: Governors Curriculum and Welfare Committee