



LOUGHBOROUGH

High School

Policy Title: Careers Guidance Policy

Version Number: 2021405

Approved By: The Board

Date Approved: 26 May 2021

Date to be reviewed: 26 May 2023

Point of Contact (Reviewer): Mr James Travis – Director of Sixth Form

1.0 RELATED INFORMATION

1.1 Availability of Statutory Policies

All statutory policies are available on the School's website

1.2 Context

This CEIAG Policy has been drawn up with reference to the following documents:

- Quality in Careers Standard September 2018
- Department of Education: Careers guidance and access for education and training providers October 2018
- Career Development Institute Framework for careers, employability and enterprise education January 2020
- Commentary on regulatory requirements

2.0 PHILOSOPHY AND OVERVIEW

We aim to ensure that **all** pupils feel valued as individuals and promote a holistic approach to Careers Education Information Advice and Guidance (CEIAG) which helps pupils form realistic aspirations for a changing world of work.

Our pupils are entitled to CEIAG that is progressive and cumulative and helps to prepare them for the opportunities, responsibilities and experiences of life. Good CEIAG will help them to develop the knowledge and skills needed to make successful decisions and manage transitions in learning, training and employment that suit their interests and abilities.

We are committed to providing a CEIAG programme which:

- Encourages our pupils to research, explore, experience and discuss their aspirations, abilities and skills
- Is impartial and confidential, and accessible to all pupils
- Gives advice regardless of race, sexuality, gender or religious beliefs
- Promotes equality of opportunity and challenges stereotypes
- Reflects the changing world of learning, training and employment
- Is well-resourced and appropriately staffed

3.0 IMPARTIALITY

LHS is committed to presenting information around careers in an impartial way. Careers advice, guidance and support are given with no bias or favouritism towards a particular education or work option. Library reference books, learning materials and electronic resources used to support students present information free from bias or stereotyping of particular roles, careers, courses or options to particular genders.

School works consciously to prevent all forms of stereotyping in the advice and guidance given to students to ensure that pupils of all background and diversity groups consider a wide range of careers.

At all points in their education, students are given careers advice, support and guidance regardless of race, sexuality, gender or religion.

4.0 OPTIONS

Students are able to choose options from KS3 into KS4 at the end of Year 9, then again from KS4 into KS5 from Year 11 into Year 12.

KS4

At the end of Year 9 students are given a broad range of options. In addition to double English and Maths, each student must choose a minimum of two science subjects and then has a free choice of four further GCSEs. Students are advised to ensure a broad and balanced curriculum by choosing a language, a humanity and a creative subject, though this is not dictated by option blocks or restricted in any further way.

Students are supported in their choices and given timely advice around choosing GCSEs through the opportunity for taster lessons, dialogue between students, teachers and parents and the availability of the Head of Futures.

KS5

From Year 11 into Year 12 students are given free choice of options from a range of 27 A Levels. The timetable is subsequently built around student choice to ensure the maximum number of students are able to study their preferred option. Building the timetable blocks after the options have been submitted removes any bias towards certain subjects or subject combinations. It is informed by student choice.

Students are supported in their choices and given timely advice around A-Level choice through a Year 10 Sixth Form Experience Week and a Year 11 Options Evening.

Whether they intend to stay at LHS or not, students have access to individual support on choosing post-16 options from the Head of Futures, Director of Sixth Form and Head of Year 11. If the path to a student's chosen career is best catered for outside of LHS, or the profile of the student is better suited to courses at a different institution then students are supported in their applications to different post-16 providers.

5.0 PROVISION FOR STUDENTS WITH SPECIAL EDUCATIONAL NEEDS

The Head of Futures is able to identify students with individual needs through liaising with the Head of Learning Support. The Futures Department is also able to access the individual learning plans of these students.

6.0 CAREERS INTERVIEWS

All students are able to arrange individual appointments with the Head of Futures as required

Additionally, the Head of Futures will support SLT and the Sixth Form team in meeting all pupils in Years 11 and 12 to discuss Sixth Form destinations, subject choices, pathways and career options.

7.0 WORK EXPERIENCE

There is no formal work experience programme on offer, however, the benefits of gaining experience are discussed in careers sessions and PSHCE. Many aspects are covered, such as types of work experience, constructing CVs and cover letters, preparing for interviews and building necessary skills. Students are also offered guidance on developing their networking skills to help with finding relevant opportunities. The Head of Futures promotes a variety of experiences from external providers via Firefly.

8.0 GUEST SPEAKERS

A variety of guest speakers are invited throughout the year by the Futures Departments and Sixth Form team. Speakers include Parents, Old Girls and other contacts. Talks will covers accessing specific industries and sectors as well as focusing on the nature of work, making career decisions and personal career journeys.

9.0 CURRICULUM PROGRAMME

The Careers programme is designed to enable pupils to know themselves and how their strengths, weaknesses and interests relate to the world of work; learn about different careers and opportunities; obtain individual guidance and gain information about training, education and occupations beyond school.

9.1 Key Stage 3

Lessons will include:

- interests and how they relate to careers
- school subjects at work
- skills
- personality and learning styles
- overview of labour market information

9.2 Key Stage 4

Lessons will include:

- learning pathways
- gaining work experience
- career demand
- work values
- workplace skills and attitudes
- job applications
- changing nature of work

9.3 Key Stage 5

Lessons will include

- career path choices
- career back-up plans
- defining success
- work life balance
- skills for life
- changes in employment

10.0 GATSBY BENCHMARKS

Working towards the 8 benchmarks, as outlined below. Current focus is on Benchmarks 1,2 and 8

10.1 A stable careers programme

Currently being developed to run across the School in PSHCE, form time and assemblies
The Morrisby platform is used in Years 9 and 11

10.2 Learning from career and labour market information

Staff training up to date

LMI will form an integral part of the careers programme in PSHCE

10.3 Addressing the needs of each pupil

Individual advice is given across the School.

The School provides guidance on all pathways post 16 and 18 including work, university and alternative routes

10.4 Linking curriculum learning to careers

10.5 Encounters with employers and employees

A bi-annual careers fair is held across the Foundation

"In conversation with ..." lunchtime careers talks are held regularly for years 8-13

Virtual and real events and internships are promoted via Firefly and emails

10.6 Experiences of workplaces

10.7 Encounters with further and higher education

10.8 Personal guidance

The Head of Futures is available to all students for individual guidance appointments

11.0 PERSONNEL

Head of Futures

Director of Sixth Form

Deputy Director of Sixth Form

Ruth Grainger

James Travis

Anna Forster