

## **Reepham High School and College**

### **CAREERS POLICY**

<b>Written by</b>	<b>J Croucher</b>
<b>Ratified by Governors</b>	<b>January 2025</b>
<b>Review Date</b>	<b>January 2027</b>

***“Careers” is defined at anything students need to know, understand and be able to do to make their best next step.***

## **1. Vision and Values**

This policy is underpinned by our long-term vision to Inspire, Educate and Empower children in all they do, and our core values of responsibility, ambition, respect, and working together.

Careers education and guidance (also known as careers education, information, advice and guidance, or CEIAG) is an important part of what we do at Reepham High School and College because we want students to be ambitious for their futures, educated about the transitions and pathways ahead, empowered to make the right choices for themselves, and take responsibility for their personal career journey. We fully respect the right to impartial and independent guidance and advice, and we firmly believe in staff, students, parents and external stakeholders working together to support students to ensure that students are ready to make their best next step.

## **2. Statutory requirements and expectations**

We are committed to fulfilling and exceeding our Statutory duties in relation to careers education and guidance. Reepham High School and College recognises its statutory duties and is committed to providing a planned progressive programme of activities to help students choose pathways that are right for them. We operate in inclusive approach that is centred around the student and their needs and promotes equality and diversity. Therefore, we ensure that:

- a. Students are treated without prejudice and have an entitlement to careers education and guidance regardless of race, gender, gender expression, religion, ability, disability, social background or sexual orientation.
- b. Students have equal access to accurate, up to date and impartial information free from stereotyping and bias.
- c. Students' personal aspirations are the most important factor in any activity and should be treated with respect.
- d. Careers education and guidance runs through the whole curriculum.

## **3. Specific Aims and Learning Outcomes**

3.1 Our aim is to ensure every student in Years 7 to 13 will receive high quality career education and guidance as part of their overall education. This is an integral part of the preparation of students for the opportunities, responsibilities and experiences of adult life.

3.2 Every student will participate in a programme, which has been developed alongside the 8 Gatsby Benchmarks, with the following learning outcomes:

### **A) Personal Development**

Learn about their strengths and how they are influenced, thus acquiring the core competencies and skills necessary to access opportunities available to them now and in the future.

### **B) Career Exploration**

Investigate opportunities in learning and work, understand the changing world of work and gain information about the labour market.

### **C) Career Management**

Develop the necessary skills which enable them to make and adjust plans and manage change and transitions successfully.

3.3 Every student has access to independent and impartial careers guidance with our commissioned and qualified Careers Adviser by request.

3.4 Every student will receive information on the range of education or training options and will encounter a range of education and training providers throughout Years 8 – 11. Every student has access to the careers section of the library which includes FE and HE prospectuses and online resources through Unifrog.

#### 4. Implementation

We recognise the importance of putting in place effective arrangements for the management and delivery of the programme

#### RHSC Careers Provision 2024/25

##### Year 7

Futures Day – learning activity workshops and speaker talks – breaking stereotypical thinking around careers - **May 25**

- Preparation lesson on the importance of and the learning aim of Futures Day
- Careers Impact Days with curriculum subjects – English Dept trip to Reepham
- Geography Dept - Ranworth trip – both visits could tick a box for employer engagement
- TT presentation re National Apprenticeship week
- TT presentation re National Careers Week – introducing Careers
- Visiting speaker talks during assembly from Alumni and employers linking future employment opportunities to the local Labour Market Information (LMI).
- Optional access to impartial information, advice and guidance from the school's Careers Advisor

##### Year 8

Norfolk Careers and Skills Festival at the Norfolk Show ground – **March 25**

- Careers Impact Days with curriculum subjects tbc
- Preparation lesson in TT for Careers and Skills festival
- TT – Introduction to Unifrog and Personality quiz
- TT presentation re National Apprenticeship week
- TT presentation re National Careers Week – Where to find Careers Information
- Visiting speaker talks during assembly from Alumni and employers linking future employment opportunities to the local Labour Market Information (LMI).
- Optional access to impartial information, advice and guidance from the school's Careers Advisor

##### Year 9

Futures & Careers Day – learning activity workshops hosted by visiting speakers to support pupils in making their Option choices – **February 25**

- Preparation lesson in TT for Futures & Careers Day – preparing for Options choices
- Careers Impact Days with curriculum subjects tbc
- TT – Preparing for Careers Fair
- PSHE – Introduction to Unifrog and Personality quiz
- TT presentation re National Apprenticeship week
- TT presentation re National Careers Week – Where to find Careers Information / changes in Careers
- Post-16 Options Careers Fair with 6<sup>th</sup> form, college, apprenticeship, technical and employer providers.
- Attend post-16 Options Careers Fair with sixth form, FE providers, apprentice training providers, STEM, Armed Forces, Police and Employers.
- Assembly presentations from Technical qualification colleges including vocational courses and apprenticeships.

- Visiting speaker talks from Alumni, sixth form, local colleges, training providers and employers linking future employment opportunities to the local Labour Market Information (LMI).
- Access to impartial information, advice and guidance from the school's Careers Advisor supporting pupils with guidance and information when considering their option choices.

## Year 10

Skills morning – learning activity workshops hosted by employers to support pupils in being WEXP ready – **January 25**

- Statutory curriculum work experience block Summer Term. – Parents/ Carers attend WEXP evening
- TT – Preparing for Careers Fair
- TT presentation re National Apprenticeship week
- TT presentation re National Careers Week – Where to find Careers Information / changes in Careers
- Careers adviser supports pupils with guidance and information with sourcing placements
- Attend post-16 Options Careers Fair with sixth form, FE providers, apprentice training providers, STEM, Armed Forces, Police and Employers.
- Visiting speaker talks from Alumni and employers linking future employment opportunities to the local Labour Market Information (LMI).
- Optional access to impartial information, advice and guidance from the school's Careers Advisor
- Work Placement opportunities sourced by careers adviser for pupils struggling with some mainstream curriculum learning subjects
- Assemblies – Being ready for WEXP

## Year 11

Careers Day 'Next Steps' event – participate in skills workshops and industry speakers from local growth employment sectors linked to LMI.- **Nov 24**

- Assembly and TT – Preparing for Careers Day & Fair
- PSHEE – WEXP reflection session including adding information to Unifrog
- Pupils / Parents & Careers receive Post 16 guidance and information from Careers adviser via email.
- Visiting speaker talks from Alumni, sixth form, local colleges, training providers and employers linking future employment opportunities to the local Labour Market Information (LMI).
- Post-16 Options Careers Fair with 6<sup>th</sup> form, college, apprenticeship, technical and employer providers.
- **1-1 CEIAG interviews with qualified careers guidance adviser (every pupil in Year 11)**
- Sixth form, college open days, taster events.
- Careers adviser take pupils with transport difficulties to visit FE colleges/Open Evenings
- Work Placement opportunities sourced by careers adviser for pupils struggling with some mainstream curriculum learning subjects
- TT presentation re National Apprenticeship week
- TT presentation re National Careers Week – Where to find Careers Information / changes in Careers
- TT and Assembly – All pupils to have a Plan A and Plan B in place – support from Careers Adviser
- 1:1 support for pupils looking to an Apprenticeship Post 16, support from ASK

## Whole school Careers overview 2024-25

	Careers adviser input	Term 1	Term 2	Term 3
Year 11	<p><b>1-1 CEIAG interviews with qualified careers guidance adviser</b></p> <p>Sixth form, college open days, taster events including making Pupils, parents and carers aware of options and events. Careers adviser take pupils with transport difficulties to visit FE colleges/Open Evenings</p> <p>Careers day &amp; fair</p> <p>Organise assemblies with Colleges / employers / external speakers etc</p> <p>Support with resources for Year day and PSHEE lessons</p> <p>Support pupils with apprenticeship aspirations</p> <p>Organise Careers Day</p> <p>Organise &amp; promote Careers Fair</p> <p>Resources for NAW and NCW</p> <p>Organise &amp; Support NCS assembly</p> <p><b>Pupil Premium / SEN / EHCP / LAC and Post LAC and those pupils with significant SG needs are supported more closely with Post 16 choices.</b></p>	<p><b>Tutor interviews</b></p> <p><b>Year day work on applications/ back up choices</b></p> <p>Assembly with Reepham College Friday 20<sup>th</sup> September &amp; Thursday 10<sup>th</sup> October</p> <p><b>Reepham College Open evening Thurs 3rd October 2024</b></p> <p>Easton / CCN assemblies on Fri 11th.</p> <p>UTCN assembly – July 2024</p> <p>Careers Day ‘Next Steps’ event – participate in skills workshops and industry speakers from local growth employment sectors linked to LMI. <b>13<sup>th</sup> November</b></p> <p>Post-16 Options Careers Fair with 6th form, college, apprenticeship, technical and employer providers.</p> <p><b>College Taster Day Fri 8<sup>th</sup> November 2024</b></p> <p><b>Year day work on filing in applications &amp; Personal statements</b></p>	<p><b>Each pupil receives a post-16 interview with a senior member of staff following Mock results.</b></p> <p><b>Tutor interviews</b></p>	<p>Exams/ study leave</p> <p><b>SEN support Transition SEN dept</b></p>
Year 10	<p>Plan and deliver information – WEXP evening – <b>Oct 24</b></p> <p>Careers adviser provides guidance, information, and support with sourcing placements.</p> <p>Optional access to impartial information, advice, and guidance from the school’s Careers Adviser</p>	<p>Post-16 Options Careers Fair with 6th form, college, apprenticeship, technical and employer providers.</p> <p>Work experience evening &amp; talk – <b>September</b></p> <p>Women of the future</p> <p>D of E</p> <p><b>Tutor interviews</b></p> <p>RALF</p>	<p>Future boosters sessions</p> <p><b>Tutor interviews</b></p> <p>RALF</p>	<p>Prefect / head pupils applications</p> <p>Careers Talks/ Employer speaker mornings.</p> <p>Attend variety of talks from diverse variety of employers.</p> <p>Work experience &amp; sessions</p> <p><b>Tutor interviews</b></p>

	<p>Work Placement opportunities sourced by careers adviser for pupils struggling with some mainstream curriculum learning subjects.</p> <p>Organise &amp; promote Careers Fair</p> <p>Plan, organise and invite speakers for Skills Morning</p> <p>Organise assemblies with Colleges / employers / external speakers etc</p> <p>Plan &amp; deliver assemblies on being ready for WEXP</p> <p>Resources for NAW and NCW</p> <p><b>Pupil Premium / SEN / EHCP / LAC and Post LAC and those pupils with significant SG needs are supported more closely with WEXP.</b></p>			<b>RALF</b>
Year 9	<p>Plan and organise Futures &amp; Careers Day – inviting speakers into school to support pupils in making their Option choices. – <b>Feb 25</b></p> <p>Organise &amp; promote Careers Fair</p> <p>Careers adviser provides guidance, information, and support with choosing options subjects.</p> <p>Organise assemblies with Colleges / employers / external speakers etc</p> <p>Optional access to impartial information, advice, and guidance from the school's Careers Adviser</p> <p>Resources for NAW and NCW</p> <p>Resources &amp; support - Introduction to Unifrog</p> <p>Resources &amp; support for TT</p> <p>Careers Fair information</p> <p><b>Pupil Premium / SEN / EHCP / LAC and Post LAC</b></p>	<p>Post-16 Options Careers Fair with 6th form, college, apprenticeship, technical and employer providers.</p> <p>Responsibility booklets</p> <p>CV prep in PSHE</p> <p>Science/ STEM club</p> <p>D of E</p> <p><b>Tutor interviews</b></p> <p><b>PSHE – Re-introduce Unifrog - Personality quiz, linking careers to personal profile</b></p>	<p>GCSE options</p> <p>GCSE talks</p> <p>Assembly presentations from 6th form, further education colleges, vocational courses</p> <p>technical courses and apprenticeships in preparation for option choices.</p> <p>Future boosters sessions (GOR)</p> <p><b>Tutor interviews</b></p>	<p><b>Tutor interviews</b></p> <p>RALF applications &amp; interviews/ training</p>

	and those pupils with significant SG needs are supported more closely with Option choices.			
Year 8	<p>Plan &amp; organise the visit to the Norfolk Careers and Skills festival.</p> <p>Optional access to impartial information, advice and guidance from the school's Careers Adviser.</p> <p>Organise assemblies with Colleges / employers / external speakers etc</p> <p>Resources &amp; support - Introduction to Unifrog</p> <p>Resources for NAW and NCW</p>	<p>Science club/STEM</p> <p>Responsibility booklets</p> <p><b>Tutor interviews</b></p>	<p>Norfolk Careers and Skills Festival at the Norfolk Show ground</p> <p>Future boosters sessions (GOR)</p> <p><b>Tutor interviews</b></p>	<p>Y9 Options</p> <p>D of E application time</p> <p><b>Tutor interviews</b></p>
Year 7	<p>Plan, organise and invite speakers to the Futures Day activity workshops and speaker talks</p> <p>Organise assemblies with Colleges / employers / external speakers etc</p> <p>Optional access to impartial information, advice and guidance from the school's Careers Leader.</p> <p>Resources for NAW and NCW</p>	<p>Transition from ks2-ks3 skills</p> <p>Science club/STEM</p> <p>Responsibility booklets</p> <p><b>Tutor interviews</b></p>	<p>Futures Day – learning activity workshops and speaker talks</p> <p>Future boosters sessions (GOR)</p> <p><b>Tutor interviews</b></p>	<p>TT/PSHE time on....</p> <p><b>Tutor interviews</b></p>

## 4.1 Roles and Responsibilities

### 4.1.1 Governors

The Local Governing Board are responsible for ensuring the school meets its statutory duties with regards to careers education and guidance.

4.1.1.1 Section 42A of the Education Act 1997, updated in 2022, requires governing bodies to ensure that all registered students at the school are provided with independent careers guidance from year 7 to year 11 by careers guidance advisors who are qualified to a minimum of level 6. Our commissioned Careers Advisor, is qualified to level 7 and holds the Qualification in Career Development (QCD) whilst also adhering to the Career Development Institute (CDI) Code of Ethics.

4.1.1.2 The governing body must ensure that the independent careers guidance provided:

- A) Is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option.
- B) Includes information on the range of education or training options, including apprenticeships and technical education routes.
- C) Will promote the best interests of the students to whom it is given.

4.1.1.3 The Technical and Further Education Act 2017 inserts section 42B into the Education Act 1997 and came into force on 2 January 2018. This new law requires the proprietor of all schools and academies to ensure that there is an opportunity for a range of education and training providers to access all students in year 8 to year 11 for the purpose of informing them about approved technical education qualifications and apprenticeships.

4.1.1.4 The governing body will review outcomes of the policy and update it as appropriate.

4.1.2 The careers leader is responsible for:

- a. Strategic planning of the school's careers education and guidance programme with other key internal and external stakeholders.
- b. Overseeing the operational plan for the career's education and programme with other key internal and external stakeholders.
- c. Line managing the Careers Adviser to ensure that all students have access to independent and impartial careers information, advice and guidance.
- d. Managing the careers budget to cover internal needs, CPD training opportunities, commissioning of external sources and the careers library.
- e. Ensuring that arrangements are in place to allow a range of education and training providers to access all students from Year 8 to 11.
- f. Working with the Local Authority to identify, monitor and support students at risk of becoming not in education or employment training (NEET).
- f. Monitoring, reviewing and evaluating the careers education and guidance and reporting to SLT and the Governors as part of the review cycle.

4.1.3 The careers adviser is responsible for:

- a. ensuring face to face impartial guidance for students in Years 10 – 11 at an appropriate level and provide opportunities for Years 7 – 9 to have 1:1 guidance interviews as the need arises.
- b. Work with the SENDCo, the inclusion manager and the designated teacher for looked after and previously looked after children to ensure all students are supported to make successful transitions into Key Stage 5.
- c. Ensuring the operational plan for careers education and guidance is implemented by working with other key internal and external stakeholders.
- d. Maintaining good communication with the careers lead, students, parents and carers, keeping accurate written records and advising the careers lead of any concerns that may arise.

4.1.4 The subject leaders are responsible for ensuring that careers related learning opportunities and activities are incorporated into their schemes of learning and recognised as part of the overall curriculum.

4.1.5 Form tutors are responsible for delivery of careers education within tutor time, as well as supporting students with securing work experience placements and post-16 applications and references.

4.1.6 All staff are expected to contribute to the career learning and development of students in their different roles. All staff are expected to have knowledge of technical pathways (including T levels) and to promote parity for different pathways.

## **4.2 Staff Development**

All staff are entitled to careers education and guidance training. Training on careers education and guidance will take place in September INSET sessions, and throughout the year as required.

## **4.3 Funding and resourcing**

Funding for careers will be allocated within the school budget and will be used to purchase:

- a) Resources to support the teaching of careers education (for example, STEPs 1 – 5 resources).
- b) Careers library - books, leaflets, college prospectuses, reading books and magazines on topical careers issues that are available for all students to access at break and lunch.
- c) Online Resources - (for example, Unifrog).
- d) Activities – to fully or partly subsidise career related activities, trips and visits.
- e) Communication resources - (for example purchasing posters and noticeboards).

The school will explore sources of external funding, such as outreach funding, to support the aims of the policy.

## **4.4 Delivery**

Careers education is delivered mainly during timetable sessions for Years 7 - 11 as part of the curriculum

In addition to this, the school plans relevant activities at key and appropriate times throughout the year and includes:

- a) Careers activities including attendance at careers fairs and festivals, external speakers, educational and career trips, mock interviews, CV and Application workshops.
- b) Guidance – all students can access face to face personal guidance with a qualified careers adviser by request. Students in Years 10 and 11 are offered face to face personal guidance interview to assist with post 16 transition.
- c) Careers information is made available to students in careers section in the library, online resources (such as Unifrog) and external provider visits. With frequent emails and bulletin items sent by the Careers Lead promoting/informing students and parents and carers of related opportunities.
- d) Additional delivery is through the form tutor programme and includes timetabled assemblies and, visiting speakers.

## **4.5 Information, advice and guidance**

We will ensure that all students have access to independent and impartial career guidance delivered by a level 6 or above qualified careers adviser who is committed to the 2019 code of ethics of the Career Development Institute (<https://www.thecdi.net/Code-of-Ethics>). In addition, we will ensure that students have access to information and advice about all pathways, not just further and higher education.

## **4.6 Monitoring, reviewing, evaluating and reporting**

4.6.1 This policy and the programme will be regularly monitored, reviewed and evaluated by the Careers Lead, supported by the Enterprise Coordinator, through a variety of techniques including:

- A) Regular review of the careers programme with the Enterprise Adviser and Enterprise coordinator.
- B) Annual review of Careers education, information, advice and guidance, as a whole, undertaken in Summer term using CEC checklist.
- C) Monitoring progress of the careers programme against the 8 Gatsby Benchmarks through Compass Plus activities.
- D) Evaluating progress against the 8 Gatsby Benchmarks through Compass Plus evaluation at 2 points in the academic year.
- E) Evaluation of career events/activities will be undertaken by all participants and students.
- F) Analysis of Future Skills Questionnaires after completion in summer term.
- G) Evaluation of the careers programme, will be offered as an annual questionnaire to parents/carers.
- H) Utilising the Destination Date provided by Norfolk County Council's Participation and Strategy team for Year 11 to monitor the progression of our students and measure the impact of the career guidance provision.

4.6.2 The careers lead will report to the Headteacher and Senior Leadership in line with the school's review and accountability cycle.

4.6.3 The careers lead will share the outcomes of monitoring, reviews and evaluations with the link governor for Personal Development.

## **5. Stakeholders and Partners**

### **5.1 Parents/Carers**

We recognise the important role that parents and carers have in their child's career development

- 1) Parents and carers are kept informed through email, letters, the school website and the School Review, of events and opportunities related to career education and guidance for their child and themselves.
- 2) Parents and carers are active participants in the Year 10 Work Experience process and are invited to attend an information evening to support the process.

### **5.2 Partnership Arrangements and Employer Engagement**

Reepham High School and College works in partnership with the following organisations to deliver Careers education and guidance:

- A) New Anglia Local Enterprise Coordinator.
- B) Further Education providers – local schools, colleges and other providers of post-16 education.
- C) The Apprenticeship Support and Knowledge (ASK) for schools and colleges Pathways to Work Adviser - Sophie Allan.
- D) The Virtual School specialist support worker: post-16
- E) Norfolk County Council – Participation and Transition Strategy Team, to develop school leavers progression reports (student destination) and for post-16 information and applications through the Help You Choose website.
- F) Local and national businesses and industry, who support Work Experience, Careers Fairs and Festivals and numerous other activities.
- G) Armed Forces – who provide career-related activities and opportunities.
- H) Volunteers – who participate in mock job/application/apprenticeship interviews.