



**St. Thomas More**  
CATHOLIC VOLUNTARY ACADEMY

# Careers Policy

Approved by	
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<b>Position:</b>	Assistant Headteacher
<b>Signed:</b>	<i>J Bennett</i>
<b>Compliance Check</b>	March 2024
<b>Date:</b>	September 2024
<b>Review date:</b>	September 2027

### **The St Thomas More Mission:**

**We the St Thomas More family, ‘aspire not to have more but be more’.**

We aspire not to have the world but be more for the world.

**#BeMore**

We are <b>A</b> uthentic	we seek to find our true vocation and who we really are
We are <b>S</b> acred	we are loved and made in the image of God
We are <b>P</b> assionate	we strive to grow and be our best selves
We are <b>I</b> nspirational	what we do here can help us change the world
We are <b>R</b> esilient	for our greatest learning comes when we make mistakes
We are <b>E</b> mpathetic	we are called to care for all in our community and the world

## **Careers Education, Information, Advice and Guidance Policy**

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### **Linked policies**

Provider Access Legislation (PAL)

### **Linked Documents**

STM Careers Plan for Yrs7-11

DfE Careers guidance and access for education and training providers (January 2023)

[https://assets.publishing.service.gov.uk/media/63b69f3fe90e077246c83323/Careers\\_guidance\\_and\\_access\\_for\\_education\\_and\\_training\\_providers .pdf](https://assets.publishing.service.gov.uk/media/63b69f3fe90e077246c83323/Careers_guidance_and_access_for_education_and_training_providers.pdf)

Gatsby Guidance for Secondary Schools

<https://www.gatsby.org.uk/uploads/education/good-career-guidance-handbook-digital.pdf>

# Careers Education, Information, Advice and Guidance Policy

## 1.0 School Vision

- 1.1 St Thomas More is committed to maximising the life opportunities of all our students, ensuring they are well-prepared for life beyond school and college. Our Mission Statement encourages pupils to 'BeMore' and 'ASPIRE'. As part of our 'ASPIRE' ethos, we place particular emphasis on the following values in relation to Careers Education:

We are **A**uthentic      we seek to find our true vocation and who we really are

We are **P**assionate      we strive to grow and be our best selves

We are **I**nspirational      what we do here can help us change the world

- 1.2 The governing body have therefore adopted this policy in order to provide a clear commitment to and framework for Careers Education, Information, Advice and Guidance

## 2.0 Policy Scope

- 2.1 This policy covers Careers Education, Information, Advice and Guidance given to students in Key Stages Three and Four.
- 2.2 The policy also applies to Year 11 students after they finish their examinations in June of their final year and before they start at their next place of education, employment or training. Though not necessarily in school regularly and attending lessons in July and August of Year 11, the policy is still applicable.
- 2.3 The policy has been reviewed in line with the recently published DfE guidance document 'Careers guidance and access for education and training providers. (DfE, January 2023)
- 2.4 This policy accepts the 8 Gatsby Charitable Foundation's benchmarks as set out in the DfE guidance. They can be seen in Appendix 1 of this policy

- 2.5 This policy covers the legal duty of schools to ensure that a range of education and training providers can access pupils in Year 7 to Year 11 for the purpose of informing them about approved technical education qualifications or apprenticeships.
- 2.6 This policy refers to events and opportunities in both Key Stages and in all years and these events will impact upon all students at the school.
- 2.7 All members of staff at St Thomas More CVA are expected to be aware of this policy and the importance of Careers Education, Information, Advice and Guidance (CEIAG) in the education of students; CEIAG is not the sole responsibility of the Careers Advisor.
- 2.8 It is important therefore that students leave school aware of themselves as individuals, aware of the opportunities available to them and able to make some decisions about their own life. They should be prepared for the transition from full time education to the world beyond. It is to these aspects of personal and social development that this policy will contribute.

### **3.0 Objectives:**

- 3.1 The objectives of the Careers Education, Information, Advice and Guidance policy are as follows:
  - 3.1.1 To ensure that all students at the school receive a stable careers programme
  - 3.1.2 To enable all students to learn from information provided by the career and labour market
  - 3.1.3 The CEIAG programme should be individual and address the needs of each student
  - 3.1.4 To link the curriculum learning to careers learning
  - 3.1.5 To provide students with a series of encounters with employers and employees
  - 3.1.6 To provide students with experiences of workplace(s)
  - 3.1.7 To ensure that students have a series of encounters with further and higher education
  - 3.1.8 To provide each student with the opportunity to receive personal guidance

### **4.0 School Responsibilities**

- 4.1 The school has a series of statutory duties:
  - 4.1.1 All registered pupils at the school must receive independent careers advice in Years 7 to 11
  - 4.1.2 This careers advice must be represented in an impartial manner, showing no bias towards a particular institution, education or work option
  - 4.1.3 This advice must cover a range of education or training options

- 4.1.4 This guidance must be in the best interests of the pupil
- 4.1.5 There must be an opportunity for education and training providers to access pupils in Year 7 – Year 11 to inform them about approved technical qualifications or apprenticeships. Cf. Section 6 of this policy
- 4.1.6 The school must have a clear policy setting out the manner in which providers will be given access to pupils. Cf. Section 6 and Appendix 3. This policy and these arrangements must be published
- 4.2 The school will base its careers provision around the Gatsby Benchmarks. A summary of these can be seen in Appendix 1, and they cross reference with the objectives of this policy cf. Section 3
- 4.3 St Thomas More CVA 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 pupils' horizons, challenges stereotypes and raises aspirations. It provides pupils 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.
- 4.4 The school will continuously monitor its CEIAG offer and seek further improvement. This will be done by the personnel involved in the design and delivery of the programme as well as by external stakeholders who assess the work of the school (eg. Director of Performance and Standards (DOP) or Ofsted)

## **5.0 Governor Responsibilities**

- 5.1 The governing body will ensure that the School has a clear policy on Careers Education, Information and Guidance (CEIAG) and that this is clearly communicated to all stakeholders. They should ensure that this policy is:
  - 5.1.1 based on the eight Gatsby Benchmarks
  - 5.1.2 meeting the school's legal requirements
- 5.2 The governing body will ensure that arrangements are in place to allow a range of educational and training providers to access pupils in Years 7 – 11.
- 5.3 There will be a member of the governing body who takes a strategic interest in CEIAG and encourages employer engagement

## **6.0 Provider Access**

- 6.1 Introduction - This section of the policy sets out the school's arrangements for managing the access of providers to pupils 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.
- 6.2 All pupils in years 7-11 are entitled:
  - 6.2.1 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.
  - 6.2.2 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.
  - 6.2.3 to understand how to make applications for the full range of academic and technical courses.
- 6.3 Appendix 3 shows the way in which education and training providers should get in touch with the school in order to gain access to pupils and/or parents to inform them about further opportunities
- 6.4 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

## **7.0 Monitoring, Evaluation and Review**

- 7.1 The Headteacher will ensure that:
  - 7.1.1 The work of the Careers Advisor and CEIAG events are supported and monitored
  - 7.1.2 A member of the Senior Leadership Team has an overview of CEIAG work and reports regularly back to the team
- 7.2 The effectiveness of this policy will be measured in a variety of ways:
  - 7.2.1 Feedback from stakeholders through mechanisms such as the Kirkland Rowell student and parent survey;
  - 7.2.2 Feedback from external visitors to the school such as the Director of Performance and Standards (DOP) or Ofsted;
  - 7.2.2 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.

7.3 The governors of St Thomas More will review this policy every three years.

## **Appendix 1**



# GATSBY BENCHMARKS

- 1** A stable career programme
- 2** Learning from labour market information
- 3** Addressing the needs of every pupil
- 4** Linking curriculum learning to careers
- 5** Encounters with employers and employees
- 6** Experience of workplaces
- 7** Encounters with FE and HE
- 8** Personal Guidance



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# Provider Access Legislation (PAL)

Approved by	
<b>Name:</b>	Jane Bennett
<b>Position:</b>	Assistant Headteacher
<b>Signed:</b>	<i>J Bennett</i>
<b>Compliance Check</b>	March 2024
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## **Provider Access Legislation (PAL) Statement**

### **Linked Policy – STM Careers Policy**

#### **Referenced document:**

**DfE: Careers guidance and access for education and training providers**

[https://assets.publishing.service.gov.uk/media/63b69f3fe90e077246c83323/Careers\\_guidance\\_and\\_access\\_for\\_education\\_and\\_training\\_providers\\_.pdf](https://assets.publishing.service.gov.uk/media/63b69f3fe90e077246c83323/Careers_guidance_and_access_for_education_and_training_providers_.pdf)

### **Rationale**

High quality careers education and guidance in school or college is critical to young people's futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps students to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.

As the number of apprenticeships rise every year, it becomes increasingly important that all young people have a full understanding of all the options available to them post-16 and post-18 including wider technical education options such as T-Levels and Higher Technical Qualifications.

### **Commitment**

The St Thomas More is committed to ensuring there is an opportunity for a range of education and training providers to access students, for the purpose of informing them about approved technical education qualifications and apprenticeships. The St Thomas More is fully aware of the responsibility to set students on the path that will secure the best outcome which will enable them to progress in education and work and give employers the highly skilled people they need. That means acting impartially, in line with the statutory duty, and not showing bias towards any route, be that academic or technical.

St Thomas More endeavours to ensure that all students are aware of all routes to higher skills and can access information on technical options and apprenticeships (DfE: Careers guidance and access for education and training providers January 2023)

## **Aims**

The St Thomas More policy for Access to other education and training providers has the following aims:

- To develop the knowledge and awareness of our students of all career pathways available to them, including technical qualifications and apprenticeships.
- To support young people to be able to learn more about opportunities for education and training outside of school before making crucial choices about their future options.
- To reduce drop out from courses and avoid the risk of students becoming NEET (Young people not in education, employment or training).

## **Student Entitlement**

St Thomas More fully supports the statutory requirement for students to have direct access to other providers of further education training, technical training and apprenticeships. The school will comply with the new legal requirement to put on at least six encounters with providers of approved technical education qualifications or apprenticeships. This will be done in assemblies in National Apprenticeship Week and National Careers Week, in addition to providers attending careers events at school.

## **Development**

This policy has been developed and is reviewed annually by the Careers Leader and Line Manager (AHT) based on current good practice guidelines by the Department for Education.

## **Links with other policies**

It supports and is underpinned by key school policies including those for Careers, Child Protection, Equality and Diversity, and SEND.

## **Equality and Diversity**

Access to other providers is available and promoted to allow all students to access information about other providers of further education and apprenticeships. The St Thomas More is committed to encouraging all students to make decisions about their future based on impartial information.

## **Requests for access**

Requests for access should be directed to the school and may be contacted by telephone or email, [enquiries@stm.srscmat.co.uk](mailto:enquiries@stm.srscmat.co.uk) , Tel. 01298 23167.

## **Grounds for granting requests for access**

Access will be given for providers to attend during school assemblies, timetabled Careers or Life lessons, and Careers or Raising Aspirations events that The St Thomas More is arranging. Students may also travel to visit another provider as part of the trip to be organised in partnership with St Thomas More.

## **Details of premises or facilities to be provided to a person who is given access**

The St Thomas More will provide an appropriate room or assembly hall to be agreed. All rooms have computers, projectors and screens provided. Computer rooms can also be arranged. The Careers Leader or Careers Adviser will organise this, working closely with the provider to ensure the facilities are appropriate to the audience. Appropriate safeguarding checks will be carried out. Providers will be met and supervised by a member of the Careers Team who will facilitate.

## **Live/Virtual encounters**

The St Thomas More will consider live online encounters with providers where requested, and these may be broadcast into classrooms or the school assembly hall. Technology checks in advance will be required to ensure compatibility of systems.

## **Parents and Carers**

Parental involvement is encouraged, and parents may be invited to attend the events to meet the providers.

## **Management**

The Careers Leader coordinates all provider requests and is responsible to his/her senior management line manager.

## **Complaints Procedure**

Any complaints about this policy should be raised via the school's complaints policy. Further details can be found here:

<https://www.stthomasmorebuxton.srscmat.co.uk/information/policies/>

## **Monitoring review and evaluation**

The Policy is monitored and evaluated annually via the Senior Leadership Team.

## **Appendix A**

### **Providers who have been invited into St Thomas More CVA to date include:**

Aquinas College

Buxton Community School

Buxton and Leek College

Marple 6<sup>th</sup> Form

Macclesfield College

### **Destinations of previous pupils from St Thomas More CVA include:**

Aquinas College

Buxton Community School

Buxton and Leek College

Marple 6<sup>th</sup> Form

Macclesfield College

Xaverian College

### **Providers who attended our whole school Careers Day for all pupils include:**

Royal Navy

RAF

Marple Sixth form

Macclesfield College

Police

NHS

DWP

Buxton Football club

Agriculture National Farmers Union

Buxton and Leek College



HSE Science research Centre, Harpur Hill

Northern Rail