

# Abbey Gate College

## 2e - Careers Education Policy Senior School Policy

Reviewed: March 2019  
Next Review: September 2019 (CHO/ TP/FT)



Authorised and approved by:

*Felicity Taylor*

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Chair of the Governors

### Careers Education Policy

The College has a commitment to ensure that Year 7-13 pupils are provided with independent careers guidance to inspire and motivate all pupils to fulfil their potential. Every pupil is helped to develop high aspirations and the College allows pupils to consider a broad and ambitious range of careers by giving pupils the opportunity to access real-life contacts in the world of work to help them understand where different choices can take them in the future.

Abbey Gate College measures the effectiveness of their careers advice and inspiration activities by considering both the attainment and the destinations of their pupils. Success will be measured by increasing numbers progressing to apprenticeships, universities – including selective universities, traineeships, and other positive destinations such as employment or a further education college.

#### 1. Statutory Guidance (from October 2018)

Section 42A of the Education Act 1997 requires governing bodies to ensure that all registered pupils at the College are provided with independent careers guidance from year 8 (12-13 year olds) to year 13 (17-18 year olds).

The governing body of Abbey Gate College must ensure that the independent careers guidance provided:

- is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option;
- includes information on the range of education or training options, including apprenticeships and technical education routes;
- is guidance that the person giving it considers will promote the best interests of the pupils to whom it is given.

The Technical and Further Education Act 2017 (inserted section 42B into the Education Act 1997) and came into force on 2 January 2018. This new law requires the Governing body of Abbey Gate College to ensure that there is an opportunity for a range of education and training providers to access all pupils in year 8 to year 13 for the purpose of informing them about approved technical education qualifications or apprenticeships.

Our Training Provider Access policy (Appendix C) sets out the circumstances in which education and training providers will be given access to pupils. This policy statement includes:

- any procedural requirement in relation to requests for access;
- grounds for granting and refusing requests for access;
- details of premises or facilities to be provided to a person who is given access.

The current Careers Leader at Abbey Gate College is Mrs Carole Houghton and on our website the College publishes:

- the name, email address and telephone number of the college's current Careers Leader
- a summary of the careers programme, including details of how pupils, parents, teachers and employers may access information about the careers programme
- how the college measures and assesses the impact of the careers programme on pupils
- the date of the college's next review of the information published

## **2. Definitions.**

2.1 *Careers Guidance* is understood in this document to be the full range of activities delivered under the eight Gatsby Benchmarks. (DfE statutory guidance 2018)

2.2 *Independent* "is defined as external to the school" (DfE statutory guidance 2018). The College does not interpret this to mean that it has no role in quality assuring an independent service provided to its pupils.

2.3 *Impartial* "is defined as showing no bias or favouritism towards a particular institution, education or work option" (DfE statutory guidance 2018).

2.4 *Promote the best interests of the pupils to whom it is given* is interpreted by this College (in accordance with our Vision Statement) to include a requirement that advice must not depress pupils' reasonable aspirations/possible attainment. It must take into account their potential life-long careers not just their immediate 16+, 17+ or 18+ placements.

## **3. The Role of the College.**

3.1 Abbey Gate College will use the Gatsby Charitable Foundations Benchmarks (Appendix B) to develop and improve their careers provision.

3.2 The College publishes the name, email address and telephone number of the school's Careers Leader on the College website. The College will also provide here a summary of the careers programme, including details of how pupils, parents, teachers and employers may access information about the careers programme, how the college measures and assesses the impact of the careers programme on pupils and the date of the college's next review of the information published.

3.3 The College secures and (when necessary) pays for independent and impartial careers guidance advice for Years 7-13 which enables pupils to make informed choices about a broad range of careers options, and advice which generally helps to encourage pupils to fulfil their potential. This may take many different forms, including information evenings, outside speakers in PSHEE, careers fairs, meetings with mentors, transition meetings for vulnerable

and pupils who receive support from Learning Enrichment and advice given on work experience programmes as well as face-to-face interviews with an independent adviser. This guidance will enable pupils to make informed choices about a broad range of options. This will include timely advice to help pupils choose GCSE and post-16 courses.

3.4 The College provides information and verbal briefings on pupils to help independent advisers and mentors to understand their potential outcomes and current performance and will expect this information to be given due consideration and to be used in confidence.

3.5 The College quality assures careers guidance, including that offered independently by Mploy and Morrisby, ensuring that pupils are receiving advice that is impartial and is relevant to their needs, and will raise any concerns that might emerge in good time with advisers. This will be achieved by only securing careers guidance from reputable providers and by collecting feedback on these services from pupils.

3.6 The College will provide a range of careers activities at all Key Stages. These activities will promote the best interests of the pupils to whom it is given and help to encourage pupils to fulfil their potential. To this end, careers education will 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; have some work experience; and gain information about training, education and occupations beyond school. The College will consciously work to prevent all forms of stereotyping in the advice and guidance they provide to ensure that girls and boys from all backgrounds and diversity groups consider the widest possible range of careers, including those which are often portrayed as primarily for one or other of the genders.

3.7 The College will provide the opportunity for all students to be exposed to the world of work including those professions that highlight the studying of STEM subjects and the wide ranging future career paths available to those pupils who study STEM subjects.

3.8 The College works with a range of providers in order to ensure that pupils have access to a range of options at each stage of their education. The College also accepts pupils from other schools into its Sixth Form.

3.9 The College will provide opportunities for all pupils to explore a full range of learning opportunities, including both academic and vocational routes.

3.10 Pupils will have access from college to independent on-line advice, including the Morrisby Online Careers Guidance platform and the National Careers Service website.

3.11 The College will evaluate its success in supporting pupils to take up education and training which offers good long term prospects through analysis of pupil destinations.

4. The College will ensure that pupils are able to make informed choices about a broad range of options. This will include timely advice to help pupils choose GCSE and post-16 courses.

**Careers Education – Senior School Appendix A.**

	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
<b>KS5</b>	<ul style="list-style-type: none"> <li>• Careers’ Fair with External Educational Providers (Colleges and Universities) and local, national and international businesses/employers. (U6 and L6)</li> <li>• ‘Spark’ webinars with national and international employers. (U6 and L6)</li> <li>• NCS PSHEE session. (L6)</li> <li>• ALIS testing and target setting. (L6)</li> </ul>	<ul style="list-style-type: none"> <li>• ‘Spark’ webinars with national and international employers. (U6 and L6)</li> <li>• Individual Careers Interviews with Mploy – our independent external careers provider. (L6)</li> <li>• Business Links initiative. (U6 and L6)</li> <li>• Individual internal careers support and guidance following PPE results. (U6 and L6)</li> <li>• Visit to Manchester UCAS Convention (L6)</li> <li>• Oxbridge Conference (L6)</li> <li>• 1-to-1 interviews to assist students in reaching their grades/HE/Apprenticeship/career aspirations. (L6 and U6)</li> <li>• PSHEE programme focused on University/Apprenticeships/Employment/CV writing/Gap Year/Studying Overseas. (L6)</li> </ul>	<ul style="list-style-type: none"> <li>• ‘Spark’ webinars with national and international employers. (U6 and L6)</li> <li>• Individual Careers Interviews with Mploy – independent external careers provider for those students not going to University/holding an apprenticeship place. (U6)</li> <li>• Business Links initiative. (U6 and L6)</li> <li>• Update of subject/careers interest questionnaire for students on the Morrisby careers guidance platform. (L6)</li> <li>• Individual internal and external (Mploy) careers support and guidance following AS/A Level results. (U6 and L6)</li> <li>• Interview Skills PSHEE session. (L6)</li> <li>• Mock Job Interviews with Mploy and local employers. (L6)</li> <li>• Higher Education, Apprenticeships and Careers Week. (L6)</li> <li>• Visit to Edge Hill University (Example of a Campus-based University) (L6)</li> <li>• Visit to Oxbridge Open Day. (L6)</li> </ul>
<b>KS4</b>	<ul style="list-style-type: none"> <li>• Careers’ Fair with External Educational Providers (Colleges and Universities) and local, national and international businesses/employers. (Y10 and Y11)</li> </ul>	<ul style="list-style-type: none"> <li>• ‘Spark’ webinars with national and international employers. (Y10 and Y11)</li> <li>• Individual internal careers support and guidance following PPE results. (Y11)</li> <li>• Work Experience – 1 week. (Y10)</li> <li>• NCS Assembly. (Y11)</li> </ul>	<ul style="list-style-type: none"> <li>• ‘Spark’ webinars with national and international employers. (Y10 and Y11)</li> <li>• Individual Careers Interviews with Mploy – independent external careers</li> </ul>

	Autumn Term	Spring Term	Summer Term
	<ul style="list-style-type: none"> <li>• 'Spark' webinars with national and international employers. (Y10 and Y11)</li> <li>• Individual Careers Interviews with Mploy – independent external careers provider. (Y11)</li> <li>• Sixth Form Taster Day - Individual academic subject talks on advice for AS/A Level choices, what careers subjects are useful for and sample lessons. (Y11)</li> <li>• Work Experience introductory talk. (Y10)</li> <li>• Visit to Liverpool University (Russell Group and city University – raise aspirations/sample University)(Y11)</li> <li>• CAT4 testing and target setting. (Y10)</li> </ul>	<ul style="list-style-type: none"> <li>• Oxbridge Conference. (Y11)</li> <li>• 1-to-1 interviews to assist pupils in reaching grades to facilitate their Sixth Form/Apprenticeship/career aspirations. (Y10 and Y11)</li> </ul>	<p>provider. (Y11 who uncertain as to plans for next academic year.)</p> <ul style="list-style-type: none"> <li>• Update for pupils on the Morrisby careers guidance platform and completion of ability/competencies questionnaire. (Y10)</li> <li>• Individual internal and external (Mploy) careers support and guidance following GCSE Level results. (Y11)</li> <li>• 'Year 11 Matters' meeting. (Y10 going into Y11)</li> </ul>
<b>KS3</b>	<ul style="list-style-type: none"> <li>• Careers' Fair with External Educational Providers (Colleges and Universities) and local, national and international businesses/employers. (Y8-9)</li> <li>• 'Spark' webinars with national and international employers. (Y9)</li> <li>• Enrolment of pupils onto the Morrisby careers guidance platform and completion of subject/careers interest questionnaire. (Y8)</li> <li>• CAT4 testing and target setting. (Y7)</li> </ul>	<ul style="list-style-type: none"> <li>• Talk on Careers/HE to support GCSE Options. (Y9)</li> <li>• Full Options programme. (Y9)</li> <li>• Parents Evening with Mploy present</li> <li>• Individual academic subject talks on advice for GCSE choices and what careers subjects are useful for. (Y9)</li> <li>• 1-to-1 interviews to support pupils to reach their target grades and discuss career ideas. (Y7-9)</li> </ul>	<ul style="list-style-type: none"> <li>• 'What will the world look like?' – Skills for the Future session. (Y8)</li> </ul>

**APPENDIX B** (to the Careers Information and Guidance Policy)

## The Gatsby Benchmarks

(extract from DoE – Careers guidance and access for education and training providers Oct 2018)

1. A stable career programme	Every school and college should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers.	Every school should have a stable, structured careers programme that has the explicit backing of the senior management team, and has an identified and appropriately trained person responsible for it. The careers programme should be published on the school's website in a way that enables pupils, parents, teachers and employers to access and understand it. The programme should be regularly evaluated with feedback from pupils, parents, teachers and employers as part of the evaluation process.
2. Learning from career and labour market information	Every student, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.	By the age of 14, all pupils should have accessed and used information about career paths and the labour market to inform their own decisions on study options. Parents should be encouraged to access and use information about labour markets and future study options to inform their support to their children.

3.Addressing the needs of each student	Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. A school's careers programme should embed equality and diversity considerations throughout	A school's careers programme should actively seek to challenge stereotypical thinking and raise aspirations. Schools should keep systematic records of the individual advice given to each pupil, and subsequent agreed decisions. All pupils should have access to these records to support their career development. Schools should collect and maintain accurate data for each pupil on their education, training or employment destinations.
4.Linking curriculum learning to careers	All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.	By the age of 14, every pupil should have had the opportunity to learn how the different STEM subjects help people to gain entry to, and be more effective workers within, a wide range of careers.
5.Encounters with employers and employees	Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.	Every year, from the age of 11, pupils should participate in at least one meaningful encounter* with an employer.  *A 'meaningful encounter' is one in which the student has an opportunity to learn about what work is like or what it takes to be successful in the workplace.
6.Experiences of workplaces	Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.	By the age of 16, every pupil should have had at least one experience of a workplace, additional to any part-time jobs they may have. By the age of 18, every pupil should have had one further such experience, additional to any part-time jobs they may have.

<p>7.Encounters with further and higher education</p>	<p>All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.</p>	<p>By the age of 16, every pupil should have had a meaningful encounter* with providers of the full range of learning opportunities, including Sixth Forms, colleges, universities and apprenticeship providers. This should include the opportunity to meet both staff and pupils.</p> <p>By the age of 18, all pupils who are considering applying for university should have had at least two visits to universities to meet staff and pupils.</p> <p>*A 'meaningful encounter' is one in which the student has an opportunity to explore what it is like to learn in that environment.</p>
<p>8.Personal guidance</p>	<p>Every student should have opportunities for guidance interviews with a career adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made.</p>	<p>Every pupil should have at least one such interview by the age of 16, and the opportunity for a further interview by the age of 18.</p>

**Abbey Gate College  
2e - Careers Education POLICY - (Appendix C)  
Policy Statement on Training Provider Access  
Senior School**

**Reviewed:** March 2019  
**Next Review:** September 2019 (Cho/MHi/TP)



**Authorised and approved by:**

*Felicity Taylor*

**Chair of the Governors**

**Introduction**

This policy statement sets out Abbey Gate College's arrangements for managing the access of providers to pupils at the College for the purpose of giving them information about the provider's education or training offer. This complies with the College's legal obligations under Section 42B of the Education Act 1997.

**Pupil entitlement**

All pupils in years 7-13 are entitled:

- 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;
- 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;
- to understand how to make applications for the full range of academic and technical courses.

**Management of provider access requests**

**Procedure**

A provider wishing to request access should contact Mrs Carole Houghton, Careers Co-ordinator

Telephone: 01244 332077; Email: [admin@abbeygatecollege.co.uk](mailto:admin@abbeygatecollege.co.uk)

The Careers Co-ordinator may work with the Head at the Infant and Junior school in regards to any providers working with the Infant and Junior School.

### **Opportunities for access**

A number of events, integrated into the College careers programme, will offer providers an opportunity to come into College to speak to pupils and/or their parents/carers. (See [Appendix A](#) for specific events)

Please speak to our Careers Co-ordinator to identify the most suitable opportunity for you.

### **Premises and facilities**

The College will make the Sports Hall, Lecture Theatre, classrooms or staff offices available for discussions between the provider and students, as appropriate to the activity. The College will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at reception and this will be forwarded to pupils as appropriate.



