

Careers Education, Information, Advice & Guidance

South Craven School is committed to providing a careers programme which meets the requirements of the eight Gatsby Benchmarks:

A stable careers programme

The Careers programme will be reviewed termly against the benchmarks to ensure it remains on target.

A careers leader will ensure the leadership and coordination of a high-quality careers programme. The careers advisor will work with the Careers Leader to organise workshops for students and actively promote the careers service in house and at alternative venues. The name and contact details of the careers leader will be published on the school website.

The Headteacher and Senior Deputy Headteacher will work with enterprise coordinators to build careers and employer engagement plans to broaden the range of guidance that pupils have access to.

The school will work towards the "Quality in Careers Standard" to support the development of their careers programme, ensuring the programme is reviewed termly to ensure it is in line with the required standards.

Labour market information

The school will ensure every pupil, and their parents, has access to good-quality information about future study options and labour market opportunities.

Pupils and their parents/carers will be encouraged to use Unifrog the complete destinations platform. Unifrog is the one-stop-shop for destinations, allowing students to explore every university course, apprenticeship and college course in the UK plus other around the world opportunities such as European and US undergraduate courses.

They can make applications using Unifrog, create their personal statement and CV and receive feedback from teachers along the way.

The school will ensure that all pupils, by the age of 14, have accessed and used information about career paths and the labour market to inform their decisions on study options.

The school will provide pupils with the necessary links and information that will enable them to access this. Access will be monitored to review whether pupils are making the most of the service, and if not, what can be done to ensure they do.

The school will make use of local enterprise partnerships to provide pupils with presentations and workshops on the local labour market and employer expectations. The information provided through the partnership will be used to shape career guidance and workshops in schools.

To support social mobility, the school will work to raise pupils' aspirations and tackle stereotypical assumptions. Interventions will be used to tackle gender stereotypes; arrangements will be made for pupils to talk to employees who work in non-stereotypical jobs to raise awareness of the range of careers that science, technology, engineering and maths (STEM) qualifications lead to.

Addressing the needs of pupils

The school's careers programme will aim to raise the aspirations of all pupils whilst being tailored to individual needs. The programme will inform pupils of the range of opportunities available to them, encouraging them to aim higher and make choices relevant to what they feel they can achieve.

All forms of stereotyping will be prohibited in the careers advice and guidance that is provided, to ensure pupils from all backgrounds, gender and diversity groups, and those with SEND, can consider the widest possible range of careers.

Comprehensive and accurate records will be kept to support the career development of pupils. These will be stored securely. The school will allow access to this information, should a pupil or their parent request it.

The school will collect and analyse destination data to assess how well the careers programme is countering stereotypes and raising aspirations. The data will be reviewed by the headteacher and careers leader on a termly basis who can then base further development of the school's career guidance plan on the results and areas of success or failure.

Targeted support

The school will work with the LA to identify pupils who are in need of targeted support or those who are at risk of not participating in post-16 pathways. Agreements will be made over how these pupils can be referred for support drawn from a range of education and training support services available locally.

The school will ensure that pupils understand the programmes available to support them and the financial costs associated with staying in post-16 further education.

To support pupils who are likely to need support with post-16 participation costs, such as those with SEND, the school will work with the LA and local post-16 education or training providers to share pupil data and ensure these pupils receive such support.

The school will ensure that pupils are aware of the 16-19 Bursary Fund, which has been devised to support those individuals with a financial hardship. Pupils will be advised of how to access this funding and who they should speak to in order to find out more information.

The careers leader will engage with the designated teacher for LAC and previously LAC to ensure they know which pupils are in care/are care leavers, to understand their additional support needs and to ensure that any personal education plans can inform careers advice.

Pupils with SEND

The school will ensure that careers guidance is differentiated, if appropriate, and based on high aspirations and a personalised approach.

All staff working with pupils will support them to develop the necessary skills and experience to succeed and fulfil their potential.

The school will work with families of pupils to help them understand what career options are available.

Careers guidance and experience will be tailored to pupils based on their own aspirations, abilities and needs. Surveys will be conducted to find out individual pupils' aspirations; the results will be used to personally tailor careers guidance.

Careers guidance will take account of the full range of relevant education, training and employment opportunities. It will inform pupils about the ways employees with SEND are supported in the workplace, and how jobs can be adapted to fit a person's abilities.

The school will build partnerships with businesses and other employers, employment services, and disability and other voluntary organisations. Pupils will be prepared for encounters with employers and provided with any special support that will allow them to benefit fully from the experience.

Careers guidance will focus on a pupil's career aspirations and the post-16 options which are most likely to give the pupil a pathway into employment or higher education.

The SEND local offer will be utilised; annual reviews for a pupil's education, health and care plan (EHCP) will be informed by good careers guidance.

When arranging work experience for pupils, the school will work with the employer to determine any additional support that will be needed during the work placement.

Linking Curriculum Learning to Careers

The school will work to encompass careers education and guidance into subjects across the curriculum. All teachers will be asked to support the career development of young people in their role and through their subject teaching.

The school will ensure that every pupil is exposed to the world of work by the age of 14.

Pupils are expected to study the core academic subjects at GCSE, including English, maths, science, history, geography and a language.

Pupils will be informed that if they do not achieve a grade 4 or higher in GCSE maths and English by the end of KS4, they will be required to continue working towards this aim as part of their 16-19 study programme.

Encounters with Employers & Employees

The school will engage with local employers, businesses and professional networks, inviting visiting speakers, particularly alumni with whom pupils can relate to.

Every year, from the age of 11, pupils will participate in at least one meaningful encounter with an employer; at least one of these encounters will be with a STEM employer or workplace. These encounters will include:

- Careers events such as careers talks, careers carousels and careers fairs.

- Transitions skills workshops such as CV workshops and mock interviews.
- Mentoring and e-mentoring.
- Employer delivered employability workshops.
- Business games and enterprise competitions. Work experience

Experiences of Workplaces and Work – Related Learning Providers

South Craven School will ensure that all pupils have had at least one experience of a work place by the age of 16, and one further such experience by the age of 18.

16-19 study programmes will require high-quality and meaningful work experience. A flexible approach will be adopted for younger pupils, such as the following:

- Workplace visits
- Work experience
- Job shadowing
- Career-related volunteering and social action

Encounters with Further & Higher Education

Pupils are required to remain in education or training until their 18th birthday.

The school will provide pupils with a range of information and opportunities to learn about education, training and career paths throughout their school life, to prevent last minute decision-making.

Pupils will be encouraged to use information tools, such as websites and apps, which display information about opportunities. Education and training providers will have access to all pupils in Years 8 to 13 for the purpose of informing them about approved technical education qualifications and apprenticeships.

The school will ensure that there are opportunities for providers to visit the school and speak to pupils in Years 8 to 13, by maintaining connections with providers of further education and apprenticeships, and arranging regular visits, presentations and workshops.

A range of opportunities for visits from providers offering other options, such as FE will also be provided.

Personal Guidance

All pupils will be provided with opportunities for personal guidance interviews with a qualified careers adviser. Such interviews will take place by the time the pupil reaches age 16, with the opportunity for a further interview by the age of 18.

Careers advisers will meet the professional standards outlined by the [Career Development Institute](#). The school will integrate personal guidance interviews within the pastoral system so that they can be followed up by the form tutors or equivalent.

Careers advisers working with pupils with SEND will use the outcome and aspirations in the EHCP to focus discussions.

Careers advisers working with LAC or care leavers will use their personal education plan to focus discussions. These pupils will have a named adviser who will build a relationship with them to better understand their individual needs.

Information sharing

The school will provide the relevant information about all pupils to the LA support services including:

- Basic information, such as the pupil's name or address.
- Other information that the LA requires to support the pupil to participate in education or training to track their progress.

The school's privacy notice will offer pupils and their parents the opportunity to ask for personal information not to be shared.

LAs will be notified, as early as is possible, whenever a 16 or 17-year-old pupil leaves an education or training programme before completion. The school will agree on local arrangements for ensuring these duties are met.

Provider Access Policy Statement

Under Section 42B of the Education Act 1997, as of 2 January 2018, we have a duty to provide pupils in Years 8-13 with access to providers of post-14, post-16 and post-18 education and training. This policy statement sets out how we manage access requests from these providers.

What are pupils entitled to?

Pupils must be allowed to:

- Learn more about technical education qualifications and apprenticeship opportunities, as part of a careers programme which informs pupils of the full range of education and training options available to them at each transition point.
- Hear from a range of local providers about the opportunities on offer, e.g., technical education and apprenticeships – this can be achieved through options evenings, assemblies, group discussions, taster events and online prospectuses.
- Understand how to apply to the full range of academic and technical courses available to them.

What opportunities are provided to allow access to pupils?

Via our school careers programme, we offer providers numerous opportunities throughout the school year to speak to pupils and/or their parents. We host a biannual careers convention which includes local, regional and national employers and Further and Higher Education partnerships, Mock Interviews and industry lead talks during National Careers Week.

All students have access to the Careers Hub in the LRC each break and lunchtime. We also have a qualified Careers Advisor available for drop in sessions at the request of students.

We actively support and encourage students to be prepared for the next stage of their learning. Please see South Craven School's Careers Programme which can be located on the 'Careers Hub' page on our website.

Who should providers contact to discuss events and options?

We are always keen for parents, local businesses, training providers or alumni to support our careers programme in a variety of ways.

If you can provide meaningful encounters for our students such as participating in our careers fair, participating in Mock interviews, giving talks to small groups of students or year group assemblies, or even to discuss any resources you think would be of benefit to the school's careers programme, please get in touch with any member of staff below.

Mrs J Daly, Senior Deputy Headteacher & Careers Lead on 01535 639752

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Mrs Margaret Burton, Flexible Learning/Careers Coordinator on 01535 639775

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South Craven Schools Career Programme will be next reviewed in September 2021