City of Birmingham School Careers Policy

Careers Lead

Vincent Gordon

vincentgordon@cobschool.com

07949 593258

“Committed to work towards meeting the Quality in Careers Standard incorporating the Gatsby Benchmarks”
1. Introduction and Context

Statutory context

The Education Act (2011) placed school under a statutory duty to provide access to independent and impartial careers guidance for all pupils in years 9-11. In April 2013 the Government extended this duty to years 8-13. A further addition to the Technical and Further Education Act (2017) states that schools in England “must ensure there is an opportunity for a range of education and training providers to access registered pupils during the relevant phase of their education, for the purpose of informing them about approved technical education qualifications or apprenticeships.” Further statutory guidance (2018) requires schools to offer their students access to employment, apprenticeship and training providers, and to publish a Statement outlining this access to providers. It will also be a requirement from September 2018 that “every school needs a Careers Leader who has the energy and commitment, and backing from their senior leadership team, to deliver the careers programme across all eight Gatsby Benchmarks.”

Overview of Careers at City of Birmingham School (COBS)

At COBS, the statutory requirements above are extended to all students with the same entitlement being offered to all students from Years 7 to 11. COBS provide individual careers guidance, careers information and a careers education programme. The programme offers a wide range of activities and is complemented by partnerships and extensive links with many external agencies including local employers, training providers and Further Education Institutions. The policy for careers education, information, advice and guidance (CEIAG) is underpinned by a range of key school policies and curriculum areas. The school employs a qualified level 6 and experienced Careers Adviser, who is the Careers Lead for the school, who is based at the Hub and works across all the centres. Students are introduced to the careers lead at the start of each academic year. Student context and leavers’ destinations 2018 statutory guidance re-emphasises that “a successful careers guidance programme will also be reflected in higher numbers of pupils progressing to positive destinations such as apprenticeships, training, further education colleges or employment.”

The school is committed to ensuring that wherever possible, all young people leave the school to enter employment, education or training.

2. Aims and objectives of CEIAG

All students have access to impartial careers information and guidance appropriate to their age and ability. This should promote equality of opportunity, inclusion and diversity, challenging stereotyping. Students are encouraged to develop the knowledge and skills needed to make informed choices and manage transitions e.g. from year 11 to post-16 opportunities, education, employment and training. Through the programme, our students will be able to:

- Relate their studies to and understand the world of work.
• Review their experience and achievements and present and discuss these with others and set realistic goals for self-improvement.
• Research and understand the range of education, employment and training opportunities available to them at post-16 and further into the future.
• Make informed decisions about their future and manage transitions, for example between Key Stages or between school and further education or the world of work.
• Be aware of sources to financial help for learning.
• Develop key transferrable knowledge and skills related to labour market information (LMI), employability and the work place.
• Develop qualities of resilience, communication, aspiration and critical thinking through timely and relevant activities and opportunities that are directly transferrable to a range of employment, apprenticeship and further education pathways.
• Access a range of information from employment, apprenticeship, training, further education and high education.

3. Student Entitlement

Students are entitled to a comprehensive, relevant and aspirational programme of GEIAG opportunities. They are given support to whichever route they choose, at post-16. Key features of the provision for all students, in Years 7 to 11, include:
• Individual careers guidance interviews – by qualified level 6 Careers Adviser
• A Careers Education programme to be delivered – complemented by visiting guest speakers from industry and integrated into the main academic curriculum, as appropriate.
• Advice and support for students seeking education, jobs and training opportunities.
• Provide up to date careers information and resources, ICT facilities and the latest careers software programmes.
• A bespoke careers information website.
• Work related visits, activities and projects delivered in partnership Enterprise Advisers Network (EAN).
• High profile CEIAG events with extensive representation of local, regional and national employers, universities and training providers. The school is committed to giving all students at least one encounter with an employer each year, with two or more for those in receipt of the Pupil Premium.

More specifically, the CEIAG programme falls under four broad areas:

Individual Careers Guidance

Careers guidance interviews provide students with an opportunity for students with an opportunity for students to discuss their individual circumstances and future plans with a qualified Careers Adviser, helping them to make informed decisions and appropriate choices. Individual careers guidance is provided at key stages of transition:-

• All Year 10/11 students are invited to an individual appointment to discuss their post-16 plans and options.
• Students in year groups 7 to 9 may be referred for advice and guidance interviews.
Students with special needs or those requiring additional support may be referred for an individual guidance appointment by their form tutor, class teacher and SENCO or re-engagement.

**Careers Education**

CEIAG an integral part of the school’s careers programme for all students. The Careers Education programme is planned, monitored and evaluated by the Senior Leadership Team responsible for CEIAG, Careers Lead and School Governor responsible for CEIAG. All staff contribute to CEIAG through their role as school leaders and subject teachers. A qualified careers specialist will deliver aspects of the CEIAG programme, to each year group in conjunction with the class teacher and form tutor. The Careers Development Institute (CDI) have produced a framework (2018) to support in planning delivering and reviewing CEIAG in the curriculum. The school’s CEIAG programme is based around this guidance but is contextualised and customised to meet the particular needs of COBS students. A separate programme is designed for each year group and the timing of delivery, will reflect the relevant stage of planning and decision making currently facing the student. The careers education programme at COBS is complemented by a range of visiting guest speakers from Further Education, Industry and enhanced by a wide range of careers. Work related learning projects and activities in partnership with local employers and further education. COBS will also host events, such as termly careers weeks, a visible and popular presence at parent consultation and across all Key Stages.

**Work Related Learning**

Employability and LMI is embedded in CEIAG activities across the curriculum and all year 10/11 students are encouraged to participate in work experience, which helps to inform careers choice and support post 16 options applications. The Careers Adviser will offer guidance on the importance of work experience in various occupational sectors, CV and application writing and support sourcing placements.

**Careers Information and Resources**

Student’s information and resources have been carefully researched and are appropriate to the age and ability of COBS students. As well as providing an extensive range of Careers and Further Education Information there is also up-to-date and relevant information, relating to financial matters and welfare issues. Students can access the most up-to-date careers software and ICT facilities. Information is constantly reviewed and updated, new careers resources are purchased on a regular basis. To supplement resources, relevant, current information is downloaded from the internet and publicised via the school website. There is a dedicated careers area on the website, which is specifically targeted to the needs of COBS students and their parents. The website is regularly updated and contains a range of useful information and essential links to other sources offering independent, impartial and relevant CEIAG advice. Details of the careers programme, events and activities are made available on the website.

4. **Partnership and Links**

External partners
Our CEIAG programme is greatly enhanced through links with various partners who ensure the student’s learning is up-to-date, engaging and relevant. Working with partner agencies and organisations to support student transition:

- Post 16 learning providers (e.g. Archway Academy, Princes Trust, Birmingham Metropolitan College, Skills Training UK, South and City College.
- Local Employers
- Birmingham Education Partnership
- Enterprise Advisers Network
- The Careers Enterprise Company

Changes to the careers policy are approved by the school Governing Body and they are regularly informed about the progress of the careers programme via visits to the school and reports/presentations delivered by Phil Haynes the named Governor with oversight of CEIAG.

**CEIAG in the wider curriculum**

Within school, the department is committed to ensuring that CEIAG is embedded within the wider curriculum. Audits of curriculum links to CEIAG are carried by Curriculum Leads, under the co-ordination of the Senior Leadership Team, responsible for CEIAG. Such audits provide opportunities for academic departments to highlight good practice and identify areas, where they may require support in developing aspects of CEIAG. This will then allow the team to take curriculum links into account, when reviewing its provision and updating its development plan to consider any gaps.

**Parental/Carers involvement**

The school recognise the importance of parental/carers awareness of the CEIAG programme. Parents/Carers are kept informed via the school’s careers website, Facebook and termly newsletters. Careers Adviser will invite parents/carers to post 16 option talks and career events arranged by COBS. Parents/Carers will be invited to initial year 11 interviews and can e-mail or telephone the Careers Adviser with queries or request for information and arrange a separate consultation if they wish to, the contact details are on the school website. We are particularly keen to establish links with parents/carers who willing to share their experience in employment. If parents/carers feel that they could contribute to the CEIAG programme in any way, please contact Mr Vincent Gordon (Work Related Adviser/Careers Lead)

5. **Monitoring, Review and Evaluation**

The quality of CEIAG is monitored and evaluated annually by the SLT, school governor responsible for CEIAG and Careers Lead.

- Departmental development plan and annual review with SLT.
- Observation of CEIAG activities, including tutoring delivery.
- Student evaluation via student surveys and questionnaires.
- Tutor feedback – verbal feedback from tutor meetings, all key stages.
- Partnerships feedback via surveys and questionnaires.
- The view of Parents/Carers are sought via school surveys and questionnaires.

The review and evaluation for CEIAG informs the planning and implementation of the programme, ensuring that what we deliver is best tailored to the needs of all our students.
The school’s provision is reviewed against national standards and the school will work towards the Quality in Careers Standard.

The school is committed to meeting the eight Gatsby Benchmark, as recommended as best practice in January 2018 statutory guidance. The Career Development Plan is devised in September of each year, considering recent internal, external reviews and evaluations, as well as whole school priorities. The plan is presented and reviewed in SLT and appraisal targets are derived from development plan priorities. This policy will be reviewed regularly as part of the whole school assessment process and will be reviewed by the Governors.

6. **Staffing and Development**

The school employs a level 6 qualified Careers Adviser Mr Vincent Gordon who is the Careers Lead for COBS whose performance is appraised through challenging, relevant and measurable targets, using the school appraisal system. Training and continuous professional development for Careers Lead and all staff, is a significant part of the effective implementation of CEIAG and is built into the annual need’s assessment of the school’s INSET planning and individual needs.

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