



Lincoln Christ's Hospital School

Careers Education, Information, Advice and Guidance Policy

(Careers Access Policy & Baker Clause Policy Statement)

Link member of staff:	Leigh Pearson
Date reviewed by SLT:	May 2022
Date presented to Governors:	June 2022
Review Date:	May 2023

Introduction

This policy statement sets out the school's arrangements for managing the access of further education, higher education and careers 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.

We have a statutory requirement to provide careers education, information, advice and guidance. Students will be given information and impartial advice on a range of choices to help them make well informed and realistic decisions about their future.

The members of staff responsible for CEIAG are Mr Leigh Pearson, Mr John Gibbins and Mrs Sini Thorpe.

All students have access to our Careers Hub, a Careers Leader, a Careers Co-ordinator, a range of online resources, a careers library and an impartial careers advisor (personal guidance) who they can book appointments with via their Progress Leader or Pastoral Manager.

All students have an opportunity to access our careers programme which includes links with local businesses and local labour market information, various encounters with employers and employees, encounters with higher education and further education providers, experience of workplaces and curriculum careers learning.

Management of provider access requests

Procedure

Please contact Mr Leigh Pearson, Mr John Gibbins or Mrs Sini Thorpe to get involved with LCHS's careers programme regarding visits, talks, mock interviews, careers fair, mentoring and work experience placements. We work closely with employers across a broad range of sectors. If you would like to identify the most suitable opportunity for you to attend.

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Baker Clause Policy Statement

As part of our commitment to informing our students of the full range of learning and training pathways on offer to them, we are happy to consider requests from training, apprenticeship and vocational education providers to speak to students.

LCHS also proactively seeks to build relationships with these partners as we plan our Careers Education, Information, Advice and Guidance (CEIAG) programme activity throughout the school year to ensure that providers have multiple opportunities to speak to students and their parents across years 7-13. The purpose of these relationships are to offer information on vocational, technical and apprenticeship qualifications and pathways. Opportunities for providers to speak with students may include school assemblies, employer and provider engagement events or opportunities to speak with students and parents on a one-to-one basis supporting GCSE, post 16 or

post 18 option choices. LCHS's CEIAG programme is monitored for quality and impact by the Senior Leadership Team and the Governing Body and monitoring of access to and opportunities to engage with, technical, vocational and training providers will form part of this process.

In the first instance, requests by providers should be sent to Careers Lead Mr Leigh Pearson at lpearson@lchs.uk with a minimum of 6 weeks' lead time.

All requests will be considered on the basis of; staffing availability to support the activity, clashes with other planned activity, trips or visits, interruption to preparation for examinations or rooming and space availability to host the activity.

Opportunities for access - Employers

Employers

We work closely with employers across a broad range of sectors. If you would like to get involved with LCHS's careers programme regarding visits, talks, mock interviews, careers fair, mentoring and work experience placements, please contact Mr Leigh Pearson, Mr John Gibbins or Mrs Sini Thorpe to identify the most suitable opportunity for you to attend. We also work with the Careers & Enterprise Company and Greater Lincolnshire LEP.

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussion between the provider and students, as appropriate to the activity. The school will also make available equipment to support presentations. This will all be discussed and agreed in advance of the visit with Mr Leigh Pearson or Mrs Sini Thorpe.

Providers are welcome to leave a copy of their prospectus or other relevant course literature in the Careers Office, an area managed by Mrs Thorpe.

Aims

Careers Education, Information, Advice and Guidance are integral parts of the Lincoln Christ's Hospital School's overall commitment to pastoral care and the emphasis is on preparing pupils for life beyond school. The schools aims of working towards a higher degree of social justice are embedded within our work in CEIAG.

This document was produced as a result of consultation with SLT and draws together the various elements of careers education, information, advice and guidance offered across the curriculum at LCHS.

Responsibility for the implementation of this policy lies with the Careers Leader with support from the Careers Adviser and SLT.

The aim is threefold;

- to provide students with the knowledge and skills required to make well informed career decisions and be able to implement them – both now and in the future

- to prepare students for success in future employment and/or study
- to increase social justice through a highly effective CEIAG programme

We want our students to leave school to a positive outcome; whether university, work, training, apprenticeship or college - and to continue along a career path which will allow students to fulfil their potential.

Pupil entitlement

All pupils in Years 7-13 are entitled:

- We have a statutory requirement to provide careers education (information, advice and guidance). Students will be given information and impartial advice on a range of choices to help them make well informed and realistic decisions about their future.
- To find out about technical education qualifications and apprenticeship 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.

At Lincoln Christ's Hospital School we offer:

- In Year 7, students build a high level of intra-personal skills related to developing resilience through a variety of school based and extra-curricular activities.
- Students are welcomed to the '**Careers Hub**' in their first few months at LCHS. They explore the hub during tutor-periods and learn more about how the space is used, the staff that are available to support with CEIAG and the importance of CEIAG at LCHS.
- **Careers Education** package delivered within our SMSC / Tutor-period covering subjects, skills and the link to particular careers
- Our Year 7 students have access to a weekly **Careers Video/Booklet** package which offers encounters with employers and employees with various LMI included.
- Year 7 students are **Introduced to the concepts of FE and HE** via our online KUDOS careers platform

- Year 7 students have opportunity to become a **Careers Champion** which involves reviewing our CEIAG programme and becoming involved in **National Careers Week** initiatives.
 - Our **broad and balanced curriculum** ensures Year 7 can develop a variety of key skills such as showing manual or finger dexterity in Design Technology and using originality or creativity in Art and performing Arts; developing physical stamina in Physical Education; calculating or manipulating numbers in Maths; processing data on a computer in ICT; conveying feelings/thoughts through body, face, or voice in Dance and Drama; reading with comprehension in languages and English also showing foresight, planning ahead, predicting consequences in Science, History and Geography.
- In Year 8, students focus on making informed and realistic choices with regards to their options:
- Students are again welcomed to the '**Careers Hub**' in the first few months of the academic year at LCHS. They explore the hub during tutor-periods and learn more about how the space is used, the staff that are available to support with CEIAG and the importance of CEIAG at LCHS.
- **Careers Education** package delivered within our SMSC / Tutor-period covering subjects, skills and the link to particular careers
- Our Year 8 students have access to a weekly **Careers Video/Booklet** package which offers encounters with employers and employees with various LMI included.
- Year 8 students are **Introduced to the concepts of FE and HE** via our online KUDOS careers platform
- Year 8 students have opportunity to become a **Careers Champion** which involves reviewing our CEIAG programme and becoming involved in **National Careers Week** initiatives.
 - Students are introduced to a range of careers through options assemblies. All LCHS Heads of Subject will deliver a presentation in advance of our Year 8 Options Evening to link curriculum learning to careers (**Gatsby 4**). These assemblies are then supported by our Year 8 Options Evening when parents are fully informed of options choices. Students will gain a clearer understanding of how a particular subject or a particular route will enable potential progression into a particular career path. These assemblies are supported by the diverse LCHS curriculum. This breadth of curriculum enables choices to remain open to all students. Various opportunities are open to students in Year 8 to undertake experiences of certain careers: **Construction Day and Project X (RAF)** being highly popular (**Gatsby 1, 2, 3, 4, 5, 6**).
- In Year 9, students focus on building a more defined knowledge base with regards to further education, higher education, apprenticeships and/or employment (with training) with local and national businesses. This is supported by:

- A Careers Day (a range of local and national employers, apprenticeship speakers, higher education, further education, Armed Forces, KUDOS online package – **(Gatsby 1,2,3,4,5,7)**)
- An online package available to all students (KUDOS) to support with CEIAG **(Gatsby 2, 3 & 4)**
- Careers sessions on KUDOS focus on identifying personal qualities and areas for development, identifying the skills that employer’s value and concepts surrounding equality of opportunity in the workplace.
- **Careers Education** package delivered within our SMSC / Tutor-period covering subjects, skills and the link to particular careers
- Our Year 9 students have access to a weekly **Careers Video/Booklet** package which offers encounters with employers and employees with various LMI included.
- Year 9 students are **Introduced to the concepts of FE and HE** via our online KUDOS careers platform
- Year 9 students have opportunity to become a **Careers Champion** which involves reviewing our CEIAG programme and becoming involved in **National Careers Week** initiatives.
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- An impartial careers advisor **(Gatsby 8)**.
- A visit to a local University **(Gatsby 7)**.
- In Year 10, students focus on making informed and realistic choices with regards work-experience placements. This is supported by:
 - A fully supported Work-Experience Programme **(Gatsby 6)**
 - An online package available to all students (KUDOS) to support with CEIAG **(Gatsby 2, 3 & 4)**
 - An impartial careers advisor **(Gatsby 8)**
 - A visit to a more regional University **(Gatsby 7)**.
 - Careers Education package delivered within our SMSC / Tutor-period covering subjects, skills and the link to particular careers
 - Our Year 10 students have access to a weekly Careers Video/Booklet package which offers encounters with employers and employees with various LMI included.

- Year 10 students have opportunity to become a Careers Champion which involves reviewing our CEIAG programme and becoming involved in National Careers Week initiatives.
- In Year 11, students focus on making informed and realistic choices with regards to further education, higher education, apprenticeships and employment (with training) with local and national businesses. This is supported by:
 - An Interview Day with Local and National Businesses (**Gatsby 1, 2, 3, 5, 8**)
 - An impartial careers advisor (**Gatsby 8**).
 - A Year 11 Enrichment Careers Programme (**Gatsby 2, 4**)
 - Support with NCS applications
 - Sixth Form Experience Days (**Gatsby 7**).

CEIAG will focus on interview skills. Students will also benefit from an external and impartial employability visitors. All Year 11 students will attend a number of meetings with SLT and our Careers Advisor to support with CEIAG and potential applications, interviews or aptitude tests. Events in Year 11 are attended by external further education providers and local apprenticeship providers. Students are also given information regarding A Levels and life in Sixth Form. Pupils are given a wealth of information regarding their Post-16 options.

Overview of Sixth Form programme

Students are given a wealth of support and information to ensure they make informed, appropriate and realistic decisions:

- Rigorous academic mentoring ensures that students are well informed about their progress and how this will impact on their future career options;
- Students are encouraged to research the academic requirements for a wide range of career pathways;
- A range of impartial external speakers provide information on universities and alternative pathways. These include speakers on the positives of university and the positives of alternative pathways.

Once students have decided on their next steps, further support is offered:

- Students applying for university are given advice with regards to personal statements and choosing an appropriate course. In Year 12 all students will attend a Higher Education Conference (**Gatsby 7**). In Year 13, students all attend a UCAS morning giving information and advice on how to apply for UCAS and personal statement writing (**Gatsby 3 & 8**). Independent external speakers also offer support and advice with regards to choosing a

course and personal statement writing. At the start of Year 13, those students who have decided to apply for university will be supported to perfect their UCAS applications.

- Our Director of Sixth Form provides continuity of support for UCAS applications and personal statements. The Director of Sixth Form will also identify and support students with aspirations to attend elite universities and/or a career in medicine.
- Students embarking on alternative pathways will be given support in applying for jobs and apprenticeships (**Gatsby 2, 3 & 5**). This support will include advice with regards to CV writing, letters of application and identifying strength and areas for development with regards to soft and hard skills. In Year 12, students will attend a talk given by an impartial external speaker on the benefits of pursuing alternatives to UCAS.

Work experience

Students are also encouraged to arrange their own work experience placements.

- In Key Stage 5, students wishing to arrange work experience in school time should speak with Mrs Farrow or one of the Sixth Form team. This should then be coordinated through Mr Pearson for approval (**Gatsby 6**).

Delivered alongside CEIAG

In addition to the above there is input from subject departments and pastoral teams, which can vary from year to year. Examples:

- Y11 Sixth Form Open Evening – guidance of subject choice
- Y10 +Y11 SLT Student/Parent Meetings
- LinC Higher Programme
- The Construction Week
- Women into Engineering (SIEMENS)
- Oxbridge Event
- Careers elements/modules on vocational courses (Engineering, Travel & Tourism etc)
- The Sixth form CED programme.
- Project X (RAF)

Advice and Guidance

Students are supported in choosing next step options through the pastoral support system with the aim of meeting their individual needs.

Guidance is delivered both by school staff and the school buys in the services of an Independent Careers Adviser; Mrs Sini Thorpe on a 2-days a week basis. Mrs Thorpe is a Level 6 qualified careers professional with 23 years of experience.

Students with additional needs receive extra careers support. Extra support can include; a careers interview with the Independent Careers Adviser accompanied visits to local colleges and training providers, support in making applications etc. The school targets support for SEN students, LAC students, EAL students and students at risk of becoming NEET.

Monitoring, Review and Evaluation

- The CEIAG team evaluates their programme delivery via tutor/pupil questionnaires on an annual basis. The feedback is included in the annual evaluation of the programme in the summer term.
- CEIAG is included as an element on the annual parent survey
- The work of the independent Careers Adviser is evaluated by random selected feedback questionnaires to students/parents.