

Our Lady's Catholic College
Careers Education Information and Guidance (CAREERS) Policy

General Statement

Our Lady's Catholic College aspires to ensure that all its students, irrespective of ability and regardless of anyone's doubts, achieve their potential in full. The staff and governors recognised that an effective careers programme is vital to contributing to the raising of aspirations and enabling learners to make realistic and informed choices about their future employment options.

Introduction

The Education Act 2011 places a statutory duty on maintained schools to secure access for pupils to impartial careers guidance that promotes the best interests of the pupils to whom it is given and includes information on all options available to them, including apprenticeships and other work-based learning. The DfE issued statutory guidance in March 2012 on how this should be implemented to which schools must have regard in carrying out the new duty.

Although it prescribes the basic ground rules that are to apply, the statutory guidance also states that "schools will be free to make arrangements for careers guidance that fit the needs and circumstances of their pupils."

From January 2018, a new legal requirement stated that maintained schools and academies will be legally required to give providers the opportunity to talk to all KS3, KS4 and KS5 pupils about technical education qualifications and apprenticeships. Schools must ensure that all pupils have opportunities to hear directly from providers of post-14, post-16 and post-18 options to inform their choices at important transition points.

Our Lady's Catholic College will continue to work collaboratively with internal and external providers to build a cohesive programme of careers education. The development of careers has been a priority in the school's strategic development plan and in order to ensure that this vital area is given the priority it needs the school follows the Gatsby Benchmarking for good career guidance.

Our Lady's Catholic College is strongly committed to achieving the Gatsby benchmarks <https://www.careersandenterprise.co.uk/schools-colleges/gatsby-benchmarks>

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These benchmarks are:

Benchmark 1: A Stable Careers Programme

Benchmark 2: Learning from Career and Labour Market Information

Benchmark 3: Addressing the Needs of Each Pupil

Benchmark 4: Linking Curriculum Learning to Careers

Benchmark 5: Encounters with Employers and Employees

Benchmark 6: Experiences of Workplaces

Benchmark 7: Encounters with Further and Higher Education

Benchmark 8: Personal Guidance

This policy has been written in accordance with and relates to the following legislation:

DfE: Careers strategy: making the most of everyone's skills and talents December 2017

DfE: Career guidance and access for education and training providers January 2018

Good Career guidance- Reaching the Gatsby Benchmarks April 2018

A copy of the policy is available to all interested parties upon request. Additionally, this policy is available via the school website.

This policy should be read in conjunction with the school's policies on Child Protection, Safeguarding, SEN and Accessibility

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In order to deliver a robust and sustainable Careers Education Information and Guidance Programme OLCC has committed;

- To have a member of the Governing Board who takes a strategic interest in careers education and guidance and encourages employer engagement.
- To make sure all students get a programme of advice and guidance that is stable, structured and delivered by individuals with the right skills and experience; OLCC now has a suitably qualified (Level 6) Careers Adviser in post to carry out Personal Guidance interviews.
- To fulfil the school's legal duties: the existing duty to secure independent careers guidance and the new duty to provide opportunities to a range of providers of technical education and apprenticeships to access students to inform them about technical education qualifications or apprenticeships;
- To improve careers provision by working towards meeting all eight of the Gatsby Benchmarks using the Compass self-evaluation tool to assess progress;
- To enable the students to develop self-awareness and an honest self-assessment;
- To encourage/develop the skills necessary for students to use a range of research resources in order to make sensible and well-informed decisions;
- To give students an insight into all aspects of the community and work, to encourage them to broaden their horizons;
- To ensure that staff are kept up to date with current careers and guidance information through updates and training;
- To provide destination data annually from the year cohort, to enable students, parents and staff to see which opportunities they have pursued.
- To publish this policy and careers programme of study onto the Schools Website

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How the Careers Education Information and Guidance will be structured working towards the 2020 Statutory Guidance:

- The named Governor, Stewart Pyne and a Careers Leader, Juliet Duncan oversee the Careers provision and the planning and running of the Careers programme will be undertaken by Louise Mosey Careers Advisor & Coordinator.
- The Careers Leader is well supported by the Leadership Team, enabling attendance at relevant courses to keep up-to-date with current issues.
- A structured Careers Programme is delivered to all Years in KS3, KS4 and KS5.
- The school uses the Gatsby Benchmarks to develop and improve careers provision (the Compass self-evaluation tool audits existing provision and tracks progress towards meeting the Gatsby Benchmarks).
- All Students by the age of 16 will have an opportunity for a 1:1 guidance interview whenever significant study or career choices are being made and a further 1:1 interview is available in Year 12.
- Careers events and visits take place - both on and off site - in KS3&4 throughout the school year involving employers and FE & HE providers.
- From the age of 11, pupils will participate in a meaningful encounter with an employer every year.

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Further Education

We have developed a wide network of links with our local FE provider and many other FE providers. The vast majority of students recognise the value of continuing their education well beyond 16 and over.

Apprenticeships

Students are kept up-to-date with current Local Labour Market information <https://www.lancashireskillshub.co.uk/about-us/evidence-base> to enable them to make informed decisions

Provider Access Statement

Introduction

This statement sets out the school's arrangements for managing the access of providers to students 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.

Schools must allow colleges and training providers access to every student in Years 8 to 13 to inform them about approved technical education qualifications and apprenticeships.

The Department of Education, July 2021: "Baker Clause"

Every pupil, whatever their ambitions, should have the opportunity to explore what it is like to learn at the full range of learning providers, including colleges, universities, apprenticeship and training providers (including employers), University Technical Colleges (UTCs) and Studio Schools. It is important that an opportunity for a range of education and training providers to access all year 8 to 13 pupils for the purpose of informing them about approved technical education qualifications and apprenticeships. By hearing directly from a range of providers, every pupil can build up a full picture of the options available and consider how the opportunity to study or train in different ways, and in different environments, might suit their skills, interests and aptitudes. This will lead to better-informed choices and help to reduce the risk of young people dropping out of courses.

As a minimum, schools must offer:

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- Two encounters for pupils during the 'first key phase' (year 8 or 9) that are mandatory for all pupils to attend, to take place any time during year 8 or between 1/09 and 28/02 during Year 9.
- Two encounters for pupils during the 'second key phase' (year 10 or 11) that are mandatory for all pupils to attend, to take place any time during year 10 or between 1 September and 28 February during year 11.
- Two encounters for pupils during the 'third key phase' (year 12 or 13) that are mandatory for the school to put on but optional for pupils to attend, to take place any time during year 12 or between 1 September and 28 February during year 13.

Department of Education Provider Access Legislation, January 2023

Management of provider access requests

A provider wishing to request access should contact **Juliet Duncan Careers Leader**

j.duncan@olcc.lancs.sch.uk

Telephone: 01524 66689

Premises and facilities

The school will make the school hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will be discussed and agreed in advance of the visit with the careers leader.

Review date: 2024/2025