



Introduction

This policy statement sets out the school's arrangements for managing the access of 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 and has been updated to reflect new legislation January 2023.

Pupil entitlement

Effective careers support prepares our students for the opportunities, responsibilities and experiences of later life. It enables them to make decisions and equips them with the skills to manage the transition from learners to employees.

The careers programme is designed to meet the needs of all students at this school. It is planned to ensure progression through activities that are age-appropriate and suited to the different

All pupils in years 8-13 are entitled:

- 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, virtual opportunities, group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses which include but are not limited to Further Education, Higher Education, Apprenticeships and Traineeships

Aims and objectives

St Julie's Catholic High School follows the principles of the Gatsby Benchmarks and CDI framework. The objectives for the careers programme are as follows:

- Helping pupils to understand the changing world of work and their potential
- Facilitating meaningful encounters with employers for all pupils
- Supportive transitions Post-16 and Post 18
- Enabling pupils to develop the resilience and research skills required to find out about opportunities
- Helping pupils to develop the skills, attitudes and qualities to enable them to thrive in the world of work
- Inspiring participation in continued learning, including further and higher education and apprenticeships
- Supporting inclusion, challenging stereotyping and promoting equality of opportunity
- Contributing to strategies for raising achievement, particularly by increasing motivation

Opportunities for access

The provision of Careers Education is embedded into curriculum areas in order that students can link their learning to specific careers and it is also embedded into the PSHE curriculum. Regularly scheduled morning registration activities will take students through STEPS careers booklets which enable students to recognise their skills, interests, and current achievements; and then link them to future careers and further education. Assemblies throughout the year focus a range of careers related topics such as Green Careers, Women in STEM and Post 16 progression paths; and during National Careers Week all students experience an employer engagement assembly. Our careers newsletter is published to all parents and carers every Thursday.

Year 7

Students, parents and carers are introduced to the careers programme via the StartProfile platform in September. This is supported by STEPS careers activities delivered on designated mornings during registration. Every half students experience a career-focused assembly which is supplemented by CareersBox shorts to expose students to a range of employment sectors. Additional inspirational and aspirational careers-focused assemblies are delivered by local and national employers throughout the year in addition to alumni presentations and special guest speakers during National Careers Week. Every Year 7 student has the opportunity to experience the world of work through a Student Reception day. Here they work alongside the administrative team to support students and staff; experience the day to day workings of the administrative team and develop communication skills. The PSHE curriculum introduces students to the term 'career' in its broadest sense and to relate their current skills, strengths and interests to future career aspirations. They explore the different employment categories and sectors and the skills, abilities and qualities that are associated with each sector of jobs. Lessons are interactive and engaging and students discover the many factors which motivate people to work including the importance of having goals and aspirations. They learn about budgeting, evaluate how to spend money wisely and about the nature of 'enterprise'. During the summer term all students take part in 'Are you ready?' a careers-based workshop delivered by DWP which encourages them to think about their future career and employability skills.

Year 8

In September students, parents and carers are reintroduced to the careers programme and StartProfile. All students receive a 1-2-1 careers interview with our independent careers advisor and a further 1-2-1 interview which focuses on Year 8 Options and Post 16 pathways. STEPS careers activities and CareersBox activities continue to be delivered. Students continue to enjoy career-focused assemblies every half term in addition to an assembly delivered by a local apprenticeship provider. Inspirational and aspirational careers-focused assemblies continue to be delivered by local and national employers alongside alumni presentations and special guest speakers during National Careers Week. Every Year 8 student has the opportunity to experience the world of work through participating Student Reception day. Here they work alongside the administrative team to support students and staff; experience the day to day workings of the administrative team and develop communication skills. The PSHE curriculum explores the nature and possible components of a career and teaches students the benefits and limitations of different types of employment including contract types and self employment. They are encouraged to identify their personal dreams, career goals and ambitions and recognise whether these have changed over time in addition to analysing the extent to which they are on track to meet their dreams and career goals, in terms of motivation, personal organisation and learning. They also explore and identify how their personal strengths, attributes and interests link to potential career choices.

Year 9

In September students, parents and carers are reintroduced to the StartProfile platform and receive information and guidance addition to the I-Could Platform and career-o-meter tool for labour market information analysis. STEPS careers activities and CareersBox activities continue to be delivered and students continue to enjoy a career-focused assembly every half term in addition to an assembly delivered by a local apprenticeship provider that is different to the one they experienced in Year 8 and they are reminded of their options Post 16. Inspirational and aspirational careers-focused assemblies continue to be delivered by local and national employers alongside alumni presentations and special guest speakers during National Careers Week. The PSHE curriculum builds on students' prior learning in order that they understand enterprise and employability. This is achieved through identifying and demonstrating the skills that they already have and identifying the enterprise skills they would like to develop and that would be required to create a new business or service. They demonstrate their enterprise and teamwork skills by working on a group project. Activities also focus on the transition from KS3 to KS4.

Year 10

In September students, parents and carers are reintroduced StartProfile platform. All students receive a 1-2-1 careers interview with our independent careers advisor which focuses on Post 16 pathways. STEPS careers activities and CareersBox activities continue to be delivered and students continue to enjoy a career-focused assembly every half term. A Further Education focused assembly is also experienced to ensure students are informed of the range of Post 16 providers in the local area. Inspirational and aspirational careers-focused assemblies are presented by local and national employers alongside alumni presentations and special guest speakers during National Careers Week. During the summer term all students take part in 'Skills for Success' employability workshops delivered by Careers Connect to develop skills of action planning, CV writing and team building. Opportunities for virtual work experience are shared with all stakeholders via the careers and school newsletter. The PSHE curriculum allows students to learn about the range of opportunities that exist in learning and work and what their future workplace responsibilities could be. They develop an understanding of workers' rights; how these are protected in the UK and are introduced to the concept of a 'personal brand' and the importance of maintaining a positive online reputation.

Year 11

In addition to a StartProfile relaunch, students, parents and carers are introduced to the Unifrog platform. All students receive a 1-2-1 careers interview with our independent careers advisor in addition to a further 1-2-1 interview with a member of the KS5 Team which focuses on their A Level subject choices and Post 16 pathways. STEPS careers activities and CareersBox activities continue to be delivered and students continue to experience a career-focused assembly every half term. They also enjoy an additional assembly delivered by local Further Education and Apprenticeship providers to ensure they are informed of a range of Post 16 pathways in the local area. Inspirational and aspirational careers-focused assemblies continue to be delivered by local and national employers alongside alumni presentations and special guest speakers during National Careers Week. Potential vets, medics and dentists are identified and offered careers based and higher education taster opportunities via Medic Mentor and Allied Health Professionals platforms. Opportunities for virtual work experience are shared with all stakeholders via the careers and school newsletter. The PSHE curriculum builds on students' prior learning with regards to employability skills and what makes someone 'employable.' They learn how to market themselves in applications and how to do well in interviews. Additionally, they learn about CVs, personal statements and covering letters; and the importance of looking for opportunities to enhance their CV.

Sixth Form

During the first term all Year 12 students benefit from a 1-2-1 careers interview with our independent careers advisor and Year 13 students attend the HE and Apprenticeships Fayre at a local university. Inspirational and aspirational careers-focused assemblies continue to be delivered by local and national employers alongside alumni presentations and special guest speakers in order that students are informed of the full range of Post 18 pathways: traineeships, employment, further and higher education and apprenticeships. STEPS careers activities and CareersBox activities continue to be delivered during designated registration periods. Students, parents and carers are offered a range of face to face and virtual work experience opportunities throughout the year via the newsletter and website. Selected cohorts complete virtual work experience in relation to sector specific careers and small groups benefit from employer engagement and university application advice from local employers. Partnerships with universities, colleges and apprenticeship providers allows relevant cohorts to experience small group careers guidance and potential work experience via In2Med, Medic Mentor, Nuffield Bursary and Zero Gravity, for example; and the Tomorrow's Teachers Programme is offered to prospective teachers. All students in Year 12 complete a 12-week volunteering placement in the local community during half terms two and three; and complete five days' work experience during the summer term. Students can opt in to continue in Year 13 if they wish. During the summer term of Year 12 all students attend a university visit to a local provider that is different to the one they experienced in Year 12. This is in addition to the Open Days they are encouraged to attend independently.

The Sixth Form PSHE curriculum builds students' prior learning with regards to CV and cover letter writing whether they intend to pursue an employment, HE, FE or apprenticeship route Post 18. They are supported with applying for work experience placements and part time jobs; develop interview techniques and are guided on how to succeed in the selection process. They are introduced to the concept of professionalism in the workplace and why this is important.

Management of provider access requests

Procedure

A provider wishing to request access should contact :

Mrs A. Jones Careers Lead – ajones@stjulies.org.uk; Telephone: 0151428 6421

Mrs S Mannings, Careers Advisor; Telephone: 0151 428 6421; Email: stmannings@stjulies.org.uk

Premises and facilities

The school will make a suitable learning space available for discussions between the provider and students, as appropriate to the activity. The school will also meet reasonable requests to 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 Advisor or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Learning Resource Centre, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.

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