



# Careers Education and Guidance Policy

Owner	Head of Careers
Authorised by	Headteacher
Dated	Autumn i, 2023
Review	Autumn i, 2024

## **Related documentation:**

- PSHEE policy
- ICT policy
- Work Experience policy

## **Contents**

1. Aims
2. Programme delivery and overview
  - a. Years 7 & 8
  - b. Year 9)
  - c. Year 10)
  - d. Year 11)
  - e. Year 12)
  - f. Year 13
3. Work related learning
4. Work Experience
5. Resources
6. Guidance
7. Action planning and recording of achievement.
8. Key Personnel - roles and responsibilities
9. Quality assurance

## **Useful links:**

<https://www.gatsby.org.uk/education/focus-areas/good-career-guidance>

<https://www.unifrog.org/>

## **1. Aims**

Derby High School is committed to helping all students achieve their full potential and make successful transitions to adult life. In accordance with the Gatsby Career Benchmarks, the aims of Careers Education at Derby High School are:

- to encourage students to become self-aware and able to make informed decisions about their careers, particularly at the key transition stages in Y9, Y11 and Y13;
- to help students to become aware of the increasing number of career opportunities and the constantly changing nature of employment;
- to help students to raise and add to their range of transferable skills by indicating the range of courses available to them;
- to enable students to develop the correct mindsets and personal qualities to understand the changing nature of the world of work;
- to encourage students to manage their career by making, reviewing and where necessary adjusting plans;
- to encourage students to make full use of the materials available and how to use technology effectively to plan their careers & choices.

## **2. Programme delivery and overview**

The statutory requirement to deliver careers education to all students in Years 7-11 is met through careers education elements of the personal, social and health education. There is also input via Truly Educated lessons in Y11 and the tutor programme. We subscribe to the online platform, Unifrog. Unifrog brings into one place every apprenticeship, university course and college course in the UK, as well as degree courses overseas. It also provides career opportunities, such as MOOCs and student webinars offering impartial advice on future pathways. Unifrog also provides personality profiling based on the Myers-Briggs Type Indicator and also includes tools to record competencies and write personal statements/CVs. Our PSHE team and Truly Educated staff deliver the taught elements of the CEIAG (Careers Education Information And Guidance) programme and primarily use group discussions, supported by Unifrog resources. All students have a Unifrog login and are encouraged to be proactive, independent of thought and are free to discuss and explore ideas through discussion and research.

Parents, Derby High School Alumni and local employers have also contributed to the delivery of the programme. External speakers are invited into school to give talks on apprenticeships, university courses and future career pathways.

The careers education and guidance entitlement at Derby High provides a coherent and progressive programme and pupils are made aware of this in the prospectus and in the options booklets in Years 9 and 11. All students in Y7 upwards are invited to the school's Careers Fair, which is held every two years, in the Spring Term.

### **a. Years 7 & 8**

Through the tutor programme students are encouraged to consider their strengths and weaknesses and to set targets. In Y7 PSHE lessons student explore their own skills, complete an interests profile and consider their “dream job”. In Y8 PSHE lessons students are introduced to careers terminology and consider what success means to them.

### **b. Year 9**

In Y9 students have a five week programme of careers education via PSHE lessons to explore future pathways to inform GCSE options This is followed up with sessions in the tutor programme. Options are explored using the Unifrog personality profile quiz. Further advice is given at the Y9 Options Evening in the Spring Term.

### **c. Year 10**

In Y10 most students undertake work experience. Please see the Work Experience policy for details. Guidance on finding placements is provided in PSHE lessons and is supported by the tutor programme. Students are also encouraged to continue exploring post-16 and post 18 options via Unifrog.

### **d. Year 11**

In the autumn term of Y11, a series of lessons is given as part of Truly Educated to look at options at age 16 and beyond.

We use Unifrog resources in our Truly Educated sessions to deliver a programme of study. Students explore individual competencies, interests, and personality traits to discover relevant, appropriate, and ambitious post-16 routes and careers discovery. Additionally, they are taught to write effective personal statements to support future applications for university, apprenticeships, and jobs. Lessons are linked to Gatsby benchmarks. Students are also encouraged to attend online webinars.

Further guidance on choosing options is given at the Sixth Form Information evening in October. Students are encouraged to discuss their careers and qualifications options at any time with the Head Careers and the Head of Sixth Form.

### **e. Year 12**

A comprehensive programme of careers guidance is embedded into the sixth form curriculum and is delivered through Truly Educated and the tutor programme. Guest speakers are also invited into school.

In the Spring Term the focus is on researching post 18 options and students draw up an initial action plan, supported by one-to-one guidance with tutors and the Head of Sixth Form.

The whole year group visits a local university (Birmingham, Nottingham or Loughborough) to experience the various aspects of university life.

In the Summer Term, students are registered with UCAS and masterclasses on writing personal statements are given.

Prospective early-entry students are identified.

#### **f. Year 13**

In Y13, the emphasis is on securing higher education places and/or post-18 employment and training. Students are fully supported on an individual basis by their sixth form tutors. The Head of Sixth Form and / or the sixth form careers lead are heavily involved at this stage, particularly with students who are not planning to pursue the traditional university path.

In Y13, students receive careers guidance as part of the tutor programme although advice from the Head of Sixth Form/ sixth form careers lead is always available upon request. In the Autumn Term, mock interviews are arranged for those who need them, and practice MMI circuits are arranged within school for prospective Medicine, Vet & Dentistry applicants.

#### **Work related learning**

This is provided through:

- Visits to school by visiting speakers, for all students in Year 9 and above.
- Derby High Careers Fair
- Duke of Edinburgh Award Scheme, Year 10 and above
- Business Enterprise Scheme, Year 12
- Engineering Education Scheme (EES) Year 12

#### **3. Work Experience**

Please refer to the Work Experience policy for details.

#### **4. Resources**

The primary resource for all aspects of careers is Unifrog. All students are issued with their own login and parents are also issued with logins.

The school has an up-to-date collection of prospectuses and books which are replaced regularly according to the frequency with which new editions are produced and the level of demand from students. The careers section forms part of the school library and is open to students during regular library hours. Students are encouraged to use online resources wherever possible as these are more up to date and accurate than "hard copy" prospectuses.

#### **5. Guidance**

From Year 9, students can self-refer for an interview with the Head of Careers. One to one help is also provided by the tutors and heads of year.

## **6. Action Planning and recording of achievement.**

As part of the tutor programme students learn to action plan and keep records of their achievement. Students record their transferable skills and achievements using the Unifrog competencies tool, which will ultimately feed into future applications.

## **7. Key Personnel - Roles and Responsibilities**

- The Head of Careers has responsibility for:
  - the management and co-ordination of CEIAG and work experience;
  - the production and updating of the CEIAG policy;
  - liaising with the PSHE staff and key sixth form staff to plan and review the programme;
  - in-service training for all staff administering work experience and delivering advice and careers education elements of PSHE;
  - Managing the Unifrog platform
  - Organising the Careers Fair;
  - Identifying and co-ordinating the career guidance needs of individual students and making appropriate referrals.
- Heads of Year also contribute at relevant points of the year to the guidance process.
- PSHE staff undertake joint planning with the Head of Careers to integrate CEIAG within the PSHE programme and to deliver the CEIAG programme.
- The librarian is responsible for maintaining the careers library and signposting students to careers resources.
- Form teachers and sixth form tutors provide guidance and advice to pupils on educational and social matters and on their further education and careers, including information about sources of more expert advice on specific questions.
- The Head of Learning Enhancement and, where appropriate the DSL, will help oversee the individual support needs of students with learning difficulties and disabilities.

## **8. Quality assurance**

The Head of Careers assesses student career learning and planning and regularly reports back to teaching staff and tutors regarding the career planning needs of individuals.

Students' performance on work experience is monitored and reported on by the employer and the teacher who visits or contacts them.