



Fitzharrys School

Careers Strategy and Plan 2022-2023

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Purpose and Aims of Careers Education at Fitzharrys School

Fitzharrys School is fully committed to ensuring that all of our students acquire the skills, knowledge and attitudes to manage their learning and career aspirations. Ultimately, we work towards them becoming independent and productive adults who achieve their full potential. We aim to do this through our Careers programme.

Our Careers programme provides high quality advice and guidance, ensuring that students are informed of the range of options available to them at key transition points and in future careers, and that they are supported during the decision-making process.

Students' progress from Fitzharrys School to a range of destinations. We seek to ensure that students have high aspirations, and that guidance is impartial and tailored to individual needs. We aim to make parents aware of the choices available to their children.

We respect the right of students to choose from a range of pathways. Year 11s may choose to continue their education at JMF6, or move to another school or Further Education college, specialist provision, or into an apprenticeship. Year 13s may choose to move onto university, into apprenticeships, further education, gap years, voluntary work, internships, or straight into paid employment.

We recognise the importance of students developing strong interpersonal and communication skills; including that of oracy, as these are vital skills for entering the workforce. We also aim to develop our students' cultural capital, so that they have social mobility and are never disadvantaged by social situation.

The Department for Education's Careers Strategy was published in December 2017. It set out a series of measures to improve careers guidance in England, including new benchmarks for careers education and instigating the requirement to have a named Careers Leader in every school. Our Careers Leader, Mrs Wileman is committed to providing a reviewed and evaluated programme of careers education from Years 7 to 13, which meets the eight Gatsby Benchmarks for careers guidance:

1. A stable career programme.
2. Learning from career and labour market information.
3. Addressing the needs of each pupil.
4. Linking curriculum learning to careers.
5. Encounters with employers and employees.
6. Experiences of workplaces.
7. Encounters with further and higher education.
8. Personal guidance (Gatsby Foundation, 2014).

We adhere to the Department for Education guidance, 'Careers guidance and access for education and training providers' (DfE, August 2022), which stipulates that all schools must allow other educational providers access and that we must publish a provider access policy,

Careers Education, Information, Advice and Guidance and Employability Learning Policy

Introduction

Through a planned programme of activities, Careers Education, Information, Advice and Guidance (CEIAG) and Employability skills, Fitzharrys School seeks to help all students take their place as suitably qualified and responsible adults within society. The focus is upon career and option choice, raising the aspirations and achievement of individual students and equipping them with skills, attitudes, knowledge and understanding as a foundation for managing their lifelong career and learning.

The school is proud to demonstrate its ongoing commitment to:

- Providing a planned programme of activities to which all students from Years 7 – 13 are entitled which will help them to plan and manage their careers
- Providing IAG which is impartial, unbiased and is based on their needs
- Ensuring that the CEIAG and Employability programme follows local, regional and national frameworks for good practice and other relevant guidance, such as: Section 19 Education Act (2011), The Technical and Further Education Act (January 2017), Careers strategy: making the most of everyone's skills and talents (December 2017), Careers guidance and access for education and training providers: Statutory guidance for governing bodies, school leaders and school staff (January 2018); Updated Statutory Guidance (October 2018) as well as guidelines from Ofsted, the Career Development Institute and the Gatsby benchmarks for good career guidance.

The eight Gatsby Benchmarks of good career guidance:

1. A stable career programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance.

Links with other policies

The policy for CEIAG supports and is itself underpinned by a range of key school policies especially those for teaching and learning, assessment, more able learners and SEND. The policy must be considered alongside the Provider Access Policy (Appendix 2).

Entitlement

Students are entitled to CEIAG which meets professional standards of practice and is both personalised and impartial. It is integrated into students' experience of the whole curriculum and based on a partnership with students and their parents or carers. The programme is structured to meet the Gatsby Benchmarks of good Careers education, raise aspirations, challenge stereotyping and promote equality and diversity.

The careers programme is designed to meet the needs of the students at Fitzharrys School to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. The primary aims of the Careers Education and Guidance programme are to:

- Help young people develop an understanding of their own and others' strengths, limitations, abilities, potential, personal qualities, needs, attitudes and values
- Help young people investigate opportunities for further learning and employment, make decisions and manage transitions across key stages
- Ensure that, wherever possible, all young people leave the school with employment, further education or training

CEIAG at Fitzharrys aims to provide students with the skills, knowledge and understanding to support the 3 core aims of the CDI Framework for Careers, Employability and Enterprise Education (2018):

- Developing yourself through careers, employability and enterprise education
- Learning about careers and the world of work.
- Developing your career management and employability skills.

The CEIAG programme provides pupils with a wide range of experiences to help them progress effectively through their education and on to successful careers. The intended career learning outcomes for students are based on the National Framework and can be found embedded in the Statement of Entitlement (Appendix 1).

Assessment

Through evaluation following career-related events we assess whether students have achieved these aims. Aims and objectives are shared in PSHE Careers lessons and revisited at the end of lessons to assess whether they have been achieved.

Implementation: Management

Responsibilities are spread between the Deputy headteacher with oversight of CEIAG and the Year leaders. They plan, co-ordinate and evaluate the careers programme. They also plan and implement work experience for Y10 pupils. Subject leaders and Heads of Year are consulted to ensure appropriate coverage of careers themes in the PSHE programme, tutor time activities and in applied subjects across the school. All subjects have a focus on and link to career development and employability learning. This is co-ordinated through the work of the Careers Leader.

Implementation: Staffing

All staff contribute to CEIAG through their roles as tutors and subject teachers. The tutor team at Key Stage 3, 4 and 5, deliver specialist sessions through PSHE. Heads of Year liaise with the Careers Leader to address needs of all students, including support from teachers and external agencies, such as the independent Careers Advisers. Careers information is available, for all staff, in the library and on the school SharePoint.

Implementation: The CEIAG Programme

The careers programme includes careers lessons (within the school's PSHE programme), tutor time careers sessions, career guidance activities (group work and individual interviews), information and research activities, employability learning (including 1 week of work experience in year 10). All activities are recorded using compass +. Other focused events, including destinations events for transition years, higher education and apprenticeship fairs at Key Stage 4 and 5. Students are actively involved in the evaluation of activities, including work experience, through lessons and in written feedback.

All students receive at least one careers interview with the Careers Adviser during KS4 and additional intervention strategies are introduced for those students who may find processes such as securing work experience placements particularly challenging. The Careers Adviser is central to providing guidance to students on routes beyond school and those students who are unsure of their destination after Year 11 are given further support in groups or as individuals to provide the best possible guidance. All students are given the opportunity to request an additional careers appointment with an independent career's adviser.

The Careers Adviser also provides an important contribution to the planning, design and delivery of all aspects of our career's education programme. Year 11, 12 and 13 pupils at risk of not being in education, employment or training post-16 and post-18 are identified and have additional meetings with the Careers Advisor, after which appropriate interventions are agreed and implemented. The support is arranged by the relevant Head of Year and implemented well before any student at this risk is due to leave the school.

Careers Education helps young people to develop the knowledge and skills they need to make successful choices, manage transition between key stages and transition between education and the world of work.

Staff Development

Staff training is identified by a needs analysis and planned for in the SIP.

External Partnerships

An annual partnership agreement is negotiated between the school and Adviza who provide the external, independent Careers Advisor.

The school works with the Enterprise Adviser to make links with business. Firm links have been established with a range of employers, Employers visit the school to run work-related activities with pupils and to speak to pupils about a range of employment sectors.

Apprenticeship information is shared with pupils via Padlet, assemblies and the careers advisers. In addition, employers offering apprenticeships visit the school to facilitate work-related learning and speak to pupils about opportunities within their companies and sectors.

Strong links also exist with universities, further education colleges, apprenticeship providers and training providers, who often come into school to speak with pupils. Any provider wishing to request access should contact the Careers Leader in the first instance (Provider Access Policy – Appendix 2). Our Human Library and Careers Fairs are the perfect opportunity for education providers to speak to relevant pupils.

Resources

Funding is allocated in the annual budget-planning round in the context of whole-school priorities and particular needs in the CEIAG area. The Deputy Headteacher with oversight of CEIAG is responsible for the effective deployment of resources.

Monitoring, review, evaluation and development of CEG

Our partnerships are reviewed regularly. The following provision is reviewed by the Deputy Headteacher with oversight of CEIAG: -

- Review of all career's events by Careers Leader.
- Lesson and tutor observations within PSHE lessons as part of School Self Evaluation
- Developmental activity is identified annually in the SIP.
- Feedback on the effectiveness of the CEIAG programme is sought through student focus groups, parent council groups and questionnaires. Resulting action points then feed into the following years' planning process to ensure they are addressed.
- Review of the school's adherence to the Gatsby Benchmarks through Compass +, an online self-evaluation tool for schools.

Pauline Wileman
**Careers Leader/Deputy
Head Teacher**

Updated: September 2022
Next review due: September 2023

Employability Learning and Careers Education, Information and Guidance Statement of Entitlement

As a pupil at Fitzharrys School, you are entitled to receive a programme of work related and career related learning, careers information and impartial advice and guidance, designed to help you to recognise and develop your skills and abilities, know what opportunities are available in the world of work and to make plans to help you achieve your education and career goals.

At all Key Stages you can expect to ...

- access a planned programme relevant to your year group
- access a qualified impartial and independent careers adviser for personalised advice and guidance
- recognise your likes, dislikes, influences, strengths and preferences in relation to career decisions
- have information about the world of work and how the labour market is changing
- be given information about further and higher education, training and apprenticeships and employment routes
- take part in activities which challenge stereotyping and raise your aspirations
- develop skills and qualities to improve your employability
- develop enterprise skills
- be well prepared for different transitions
- help to develop financial capability skills
- develop and strengthen your personal presentation skills for selection processes
- signposting to relevant up-to-date and impartial sources of careers information and advice
- not have limitations imposed on your aspirations based upon your social, economic or ethnic background.

ALL STUDENTS WILL:

By the end of Key Stage 3:

- begin to develop an awareness of your individual skills, strengths and preferred learning styles in relation to post 16 pathways and future career goals
- set targets and review your progress through PSHE lessons
- receive Careers information and on-going support from staff such as your Tutor
- take part in an Options event where you can access information about different curriculum areas and the implications of studying specific subjects in Key Stage 4
- be given the opportunity to have a meeting with a qualified, independent and impartial careers guidance adviser.

By the end of Key Stage 4:

- experience careers education, focused on your development, labour market awareness, educational pathways and employability skills, as part of a Spiritual, Moral, Social and Cultural education programme, through tutor group time.
- be offered at least one individual appointment with a qualified, independent, impartial careers adviser
- devise an action plan towards your career goals
- have taken part in an enterprise activity
- have listened to talks on different careers
- have been given the opportunity to speak to representatives from various sectors of the world of work
- have developed financial capability skills
- have produced and reviewed a curriculum vitae
- have written a formal letter, e.g., covering letter
- been given impartial advice and guidance on post-16 education, employment and training and apprenticeship options
- develop presentation and interview skills
- be offered the opportunity to take part in taster days/ sessions
- have visited or spoken to representatives of further or higher education institutions, such as universities
- have opportunities to evaluate individual achievements e.g., Parent Teacher Evenings and rewards assemblies
- be given the opportunity to take part in work experience

By the end of Key Stage 5:

- be offered at least one individual appointment with a qualified, independent, impartial careers adviser
- participate in an enrichment and tutorial programme focused on your personal development
 - be given the opportunity to set targets and review your progress, with on-going support from your tutor and subject teachers
 - develop independent research skills
 - meet university representatives
 - have the opportunity to meet apprenticeship providers
 - be given the opportunity to visit universities
 - have the opportunity to volunteer or take part in work experience
 - receive information on higher education taster days, apprenticeship vacancies and job opportunities
 - understand the UCAS process and be able to research different universities and courses using online resources
 - receive information and support with financial planning for university, work and training
 - write a personal statement for a UCAS, apprenticeship or job application
 - have been mentored through the university application process or supported with job or training applications
 - have access to information on how to apply for internships, sponsorships or Gap Year placements
 - be given the opportunity to take part in enterprise and challenge activities.

Application for Provider Access

Introduction

This document 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.

Pupil entitlement

All pupils in years 7-13 are entitled:

- ☐ to find out about technical education qualifications and apprenticeships 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.

Management of provider access requests

Procedure

A provider wishing to request access should contact Mrs Pauline Wileman

Telephone: 01235 520698

Email: pwileman@fitzharrys.oxon.sch.uk

Opportunities for access

The school offers a comprehensive Careers Education, Information, Advice and Guidance programme and an overview of this programme can be seen in the School's Careers Charter which can be seen on the school website.

Please speak to our Careers Lead (details above) to identify the most suitable opportunity for you.

The school will make a suitable space available for discussions between the provider and students, as appropriate to the activity. The school will also make available ICT 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 with the Careers Lead so that they can be displayed in the Careers Section of the school library.

Careers Responsibilities:

Senior Leadership link- Mrs Pauline Wileman

Careers Leader- Mrs Pauline Wileman

Personal Advice, KS3 and KS4: Adviza.

OxLEP – Nikki Wakefield

Enterprise Advisor - Natalie Davis

Curriculum Model

Careers education is delivered through subject areas, in tutor time activities, via year group assemblies and events and key stage events, as well as whole school activities.

All subject areas have links to careers in their curriculum planning. Audits are undertaken to ensure that this is the case.

Partners

We work with a range of organisations from the further and higher education sector, training providers and apprenticeship providers. We also have links with a wide and evolving range of businesses in varied sectors. We bring workplace representative into school to provide workplace relevance to our careers activities and to support our vocational and performing arts teaching. We have strong relationships with many businesses, both local and national, and we actively seek new relationships. We use a range of organisations, such as Speakers for Schools and Education and Employers: Inspiring the Future, to source high quality speakers, as well as using parent and teacher contacts.

Fitzharrys School is supported by OXLEP. OXLEP provides links with businesses and provides careers-related guidance to the school.

Resources

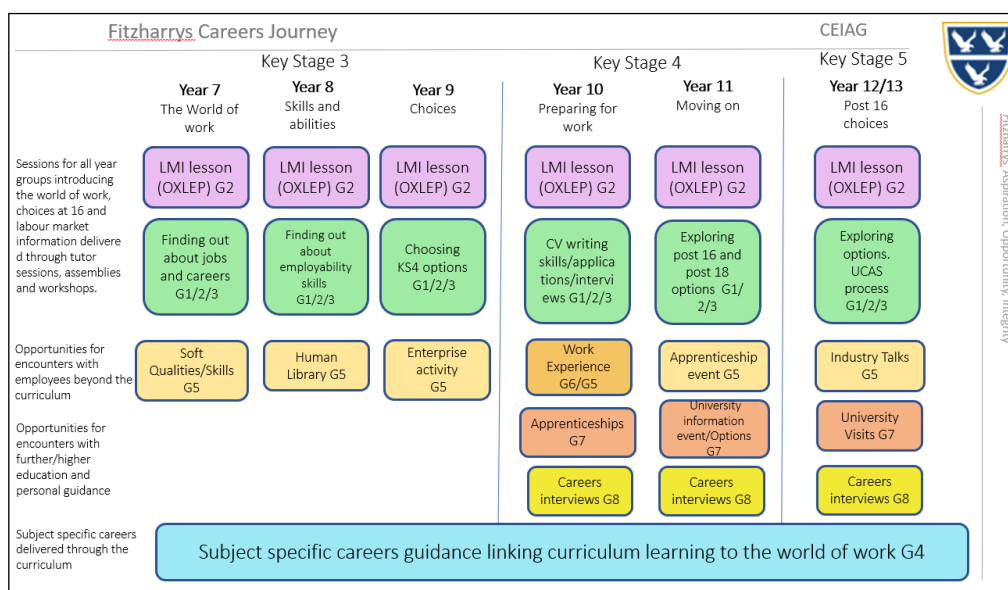
All students have access to up-to-date information on a wide range of career-related topics.

How We Deliver Careers Education, Information and Guidance

Careers education, information and guidance is embedded throughout the entire curriculum and bi-annual audits ensure that there is good coverage. Parent consultations and reports allow for personalised conversation about pupil progress and target setting. Pupils are encouraged to have high aspirations and to be aware of the world of work from Year 7 onwards. The 'Gatsby Benchmarks' are used as a measure of high-quality careers education. The school regularly evaluates progress against these benchmarks using the compass+ tool.

Gatsby Benchmarks:

1. A stable career programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
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5. Encounters with employers and employees
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7. Encounters with further and higher education
8. Personal guidance



Careers-themed lessons are delivered as part of the whole-school tutor programme.

Signposted Careers Information and Guidance Resources

We signpost pupils to a range of online careers resources. We update this list regularly and appreciate suggestions from providers.

Evaluation of 2022-2023 Careers Provision Plan

We will evaluate the provision plan and policy each year and adjust in response to feedback from pupil, parents, staff, OXLEP, OFSTED and employers.

Methods of evaluation will be questionnaires, interviews and observations.