

Policy Name	Careers Education, Information & Guidance
Policy Number	05
Date of Issue	01 September 2023
Author	Peter Butler and Anthony Hitchin
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Introduction

Our vision at Landau Forte College is to ensure that every young person is inspired, engaged and challenged to achieve at the highest possible level, which is why we provide our students with a full Careers Education, Information, Advice and Guidance (CEIAG) Programme that prepares them to make informed choices about their future career aspirations.

We want our students to succeed beyond academic achievement and recognise the importance of learning about and developing employability skills through a range of opportunities including work experience, visits to employers, employer presentations, careers activities, open days and our taught careers programme.

Landau Forte College is committed to providing all pupils in Year 7 to 13 with a careers programme which is embedded into the curriculum and includes a variety of enrichment activities. The programme has been developed in line with the eight Gatsby benchmarks for ensuring best practice and to meet the requirements of the Department for Education's statutory guidance last updated January 2023.

The Gatsby Benchmarks

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

This policy is also informed by:

- DFE 'Careers guidance and access for education and training providers: Statutory guidance for governing bodies, school leaders and school staff,' January 2023.
- CDI & The Careers & Enterprise Company
- The Gatsby Benchmarking Toolkit: Practical signposting tools for the Enterprise Adviser Network
- Framework for careers, employability and enterprise education 7-19 (CDI Framework 2018)
- Good careers guidance (Gatsby, 2014)
- Section 29 Education Act 2011: Revised Guidance March 2013
- Skills Builder Partnership

Policy Number:

Version:

Date of Issue:

Aims of Careers Education, Information, Advice and Guidance (CEIAG)

All young people need a planned programme of activities to support them through choices that are made during school and throughout their transition into adult life. The school values careers as a contribution towards the Education (Careers Guidance in Schools) Act 2022 which places a duty on schools to give students in Years 7 to 13 access to independent and impartial careers education, information and guidance at key transition points. Additionally to give providers of technical education and apprenticeships the opportunity to talk to all pupils in Years 8 to 13.

Every student will have access to the right information to meet their individual needs, to facilitate them in making informed choices about their future. Whether a student wants to enter the world of work at the earliest point, or become a leading academic in the most competitive field, they should hold the information which will allow them to make ambitious, considered, and educated choices.

Developing strong relationships with employers and professional partner organisations is key to our success. We want to inspire every student through first hand experiences of the world of work to help them understand where different choices can take them in the future and we wish to ensure that our students are not restricted by circumstances or location from becoming self-confident, well-educated and enterprising individuals.

Careers Programme

Students' provision for careers is undertaken in a whole-College approach where effective careers education is everyone's responsibility. Subjects across the College have planned for careers teaching opportunities embedded within their curriculum. Additionally guest speakers, visits and personal careers advice through Luminate careers coaching complement these opportunities. Specific careers education is delivered during *Values, Learning for Life, Creativity* lessons and tutor time. The Unifrog career platform is used throughout all key stages to support and record a student's career education.

Year 7: Students are introduced to the questions 'what is careers education?', 'what is a career?' and the concepts of the world of work and labour market information (LMI). Students receive an induction to the Unifrog careers platform where they learn the competencies they will develop and how to use the platform to access and record information on careers. All students have the experience of listening to a career-focused guest speaker and participate in a question and answer session. To support careers education students complete the Skills Builder programme during tutor time.

Year 8: Students are taught what is meant by 'success', specific careers terminology and further develop their knowledge on how to use the careers library. To support students with their GCSE/Vocational pathway choices careers sessions and gatherings inform, educate and equip students with the necessary skills to make these decisions. Additionally parents are invited to an information evening and we employ Luminate career coaching to support targeted students with 1-to-1 and group careers guidance. All Year 8 students participate in an enterprise day with local employers to develop leadership and collaboration skills and creative arts focused career event with a local provider. Continued development of students' competencies and skills through the Skills Builder programme.

Year 9: Within *Creativity* lessons students develop the understanding to create a careers journey and further develop the ability to research into and use LMI data. Students complete a University of Derby online work experience where they work collaboratively in designing and presenting a virtual zoo. All students receive an experience with internal speakers who talk to the students about their career journey and field questions. All students take part in workshop facilitated by local employers exploring careers and developing useful skills and competencies.

Year 10: Careers is explicitly delivered through *Learning for Life* sessions. During this year the aim is to develop students' employability skills and ability to interview effectively. They complete a personality profile to inform them about suitable and possible career routes, and develop useful skills that can be used in the workplace. They role-play and develop how to contact potential education providers and employers. They are introduced to the use, purpose and format of a CV and cover letters and are supported in the writing of these. Gathering, letters and individual support is given in preparation for the work experience week where students conduct a one-week placement with an employer. In addition, students are prepared for and conduct a mock interview with a local employer where they receive feedback on their on their performance.

Year 11: During this year students are thoroughly prepared for the next phase in their education. During *Learning for Life* sessions students learn the different post-16 choices available, what BTECs/T-Levels are and the different ones available, the options of Advanced Level qualifications and why someone may choose this route and an introduction to traineeships and apprenticeships. Selected students attend the National Apprenticeship Fayre. A range of gatherings explore 'next steps' with the students by external speakers from a range of post-16 providers that offer academic, technical and apprenticeship post-16 options. All students have an independent careers advice 1-to-1 appointment via Level 6 Careers Counsellors from Luminate to discuss their next steps and targeted group sessions follow-up these discussions. Students are supported with completing applications and preparing for interviews by their personal tutor and the Year 11 pastoral team.

Year 12: Careers education is embedded in students' weekly *Learning for Life* sessions, consistently delivered by a small team of tutors, but also form part of tutor times and the weekly extension programme. As part of their initial *Learning for Life* sessions, Year 12 students are introduced to the on-line Unifrog platform, degrees and degree apprenticeships and make preparations for their week long, ring-fenced work experience later in the academic year. Disadvantaged students are amongst those given an early opportunity to visit Lincoln University for an open day to help raise their aspirations. Later in the year, all Year 12 students attend the East Midlands UCAS Fair, an open day at a Russell Group university and sit an individual 30 minute mock interview with a local employer, including a feedback session. Additionally, all students are introduced to payslips, employment and contracts as part of the Keeping Safe unit. As part of the extension programme, Year 12 students attend a series of talks from different universities on specific degrees, from local and national apprenticeship providers and from returning alumni on their own experiences of HE and/or subsequent careers.

Year 13: The focus is on post-18 intentions including the UCAS application process, apprenticeship options as well as an introduction to student finance, personal budgeting, support and wellbeing at university and the domestic independence needed by those moving away from home. Individual mock interviews are arranged for those students invited for interviews at either university or for an apprenticeship. All Year 13 students attend a Careers Fair with a focus on both local careers both post Year 13 and post HE. Access to visiting speakers from universities and apprenticeship providers continue but now in line with individual career aspirations and applications. All sixth form students have access to independent careers advice via Level 6 Careers Counsellors from Luminare.

All students have access to the following:

- Extra-curricular clubs and trips support students in developing their understanding of a range of different subject. An enrichment timetable is available on the school website
- Careers page of the College website provides information on current labour market information and local events including Post-16 open evenings
- Access to the careers resources area of the Information Centre that contains a range of reference for students including Careers Guides, The Careers Directory, and information of UKCAT & BMAT. University & College prospectus, Information on apprenticeships. Books to support students with CV writing, attending assessments, interview preparation, job hunting.
- Online Unifrog careers platform

Monitoring, Review and Evaluation

The success of CEIAG at Landau Forte College is monitored and evaluated regularly by the Careers Leader, Peter Butler, and the Executive line manager for the Careers Leader, Anthony Hitchin.

The following sources are used to assess the impact of the careers programme and to help identify areas for improvement:

- Destinations Data
- Feedback of career events
- Responses to student, staff and parent/carer surveys
- Termly review of the school's adherence to the Gatsby Benchmarks through Compass+, an online self-evaluation tool for schools

Leadership and Management

Ken Fulton: Is the nominated link governor for careers

Alison Brannick: Principal

Anthony Hitchin: Assistant Principal, Executive line manager for Careers Leader

Peter Butler: Careers Leader, directly oversee the work of Luminate who provide impartial careers advice, information and guidance. Leader responsible for the preparation for KS3 Values and KS4 Learning for Life Curriculum

Amanda Quinn: Deputy Sixth Form leader & UCAS Co-ordinator

Nicola Murton: Responsible for the KS5 Learning for Life curriculum

Helen Guyatt: Enterprise Advisor

Student Entitlement

Students at Landau Forte College expect and receive a comprehensive, exciting and engaging CEIAG provision. All students receive clear, impartial and unbiased advice at critical points in their educational journey, where:

- Support and guidance is delivered by qualified advisors to help students make informed decisions about their 'next steps'
- A sequenced programme of careers education helps students to develop skills and knowledge to make choices in regards to further learning, training and employment
- Throughout their careers journey students will have a range of memorable experiences and opportunities to enhance their careers education experience
- A minimum of six provider encounters to inform about approved technical education qualifications and apprenticeships
- Access to Unifrog to support in the monitoring and recording of careers' activities and experiences.

Parents, carers and guardians can expect:

- Help and guidance at critical stages in the students careers, such as GCSE & Vocational pathway decisions, Post-16 and Post-18 choices.
- Comprehensive and accurate careers education records and information through the Unifrog platform
- Information on local events relevant to their child i.e. open evening, taster sessions

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Collaborative working with partners in CEIAG

Our ethos of working in partnership with parents/carers, the local community and industry extends to our careers programme. We aim to inspire, engage and challenge all our young people, regardless of background, to be the best that they can be. We work together in the following ways:

Teachers and School Staff – provide learners with opportunities to discover and learn about careers and employability, engage with the wider business community and with employers inside and outside of the classroom. Link schemes of learning with the world of work and, to discuss experiences, skills development and progression with students and help them record this on Unifrog.

Students – engage with CEIAG events and learning opportunities, ask questions, research and discover all they can about future possibilities. Evaluate, record events and maintain your continued professional development (CPD) information using Unifrog.

Parents/Carers/Guardians – be aware of the CEIAG calendar at Landau Forte College and engage in the events and discussion about careers, progression and opportunities. Use Unifrog and other CEIAG resources to help support at home. Support students with applications during key transition points.

Employers, alumni and the wider community – We work closely with a range of local, national and global companies to deliver vibrant presentations, workshops, careers activities and first hand experiences of the world of work. Please refer to our Policy Statement on Provider Access published on the school website for further information on how you can support CEIAG events and opportunities.

Career support agencies -The College has an annual resource agreement with Luminate Careers Coaching to provide Personal Careers Advisor Services (QCG Level 6).
The College has a resource agreement with Enterprise for Education (E4E) who help to broker relationships between our school and local employers who then support our enterprise activities.

Staff Development & CPD

Our Careers Lead works closely with the Executive Team, Heads and Deputy Heads of Years, Curriculum Leaders, academic and pastoral staff to ensure they are kept informed regarding career legislation, initiatives, employer engagement activities, and the planning and development of the careers programme.



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