



St Olave's Grammar School

Careers Education, Information, Advice and Guidance (CEIAG) Policy

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1 Statement of Intent

Our careers programme is designed to:

- **Challenge** all our pupils to consider a wide range of post-school pathways in education and employment and to realise their highest aspirations;
- **Engage** all pupils and the wider Olavian community in careers-related learning;
- **Enrich** all pupils with detailed, personalised support and extensive opportunities to engage with providers of education and employment.

This programme should raise the aspirations of all pupils and empower them to make informed decisions about their future learning and employment.

The St. Olave's careers strategy embraces the high aspirations of our students through extension and enrichment activities which enhance the careers content of the curriculum. We measure the success of our programme against the Gatsby benchmarks to ensure that our key stakeholders, students and parents, are engaged through involvement with employers, alumni, professional careers experts and mentors.

2 Introduction

Our Careers Policy is informed by the strategies of the Gatsby benchmarks. Through our careers programme we aim to fulfil the intentions stated in the 2020 report *Disconnected: Career aspirations and jobs in the UK* of the charity 'Education and Employers':

... to ensure that every young person has the equality of opportunity to express their talents and lead full and meaningful lives.

Our programme is student-centred, integrated into the curriculum and co-curriculum and based on a partnership with students and their parents/carers, teachers, employers, further and higher education institutions, alumni and independent inspirational speakers and specialist consultants.

As well as summarising our intent and our programme, 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.

3 Aims

The eight GATSBY benchmarks underlie our careers provision and they are the reference point for all our activity, evaluation and development. We aim to comply with each benchmark in providing our stakeholders with a proactive careers programme suited to their individual needs.

- A stable careers programme
- Learning from labour market information
- Addressing the needs of every pupil
- Linking curriculum learning to careers
- Encounters with employers and employees
- Experiences of workplaces
- Encounters with further and higher education
- Personal guidance

The school will assist each pupil in developing high aspirations and considering a broad and ambitious range of careers and post school opportunities. In gaining the skills, attitudes and attributes to make informed choices they will challenge stereotypes to reach the destinations equivalent to their ambitions and achievements. This programme will be developed with input from staff with responsibility for curriculum and pastoral leadership, for managing the support for students and other appropriate external agencies and organisations used to deliver programmes. The Careers and Progression Co-ordinator plans and implements the programme and ensures that it is regularly and rigorously evaluated.

4 Pupil entitlement and responsibilities

All pupils in Years 8-13 are entitled to independent and impartial careers guidance, and specifically:

- 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 and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

All pupils will have access to the **Unifrog** platform which will be the key vehicle through which each student's progress to personally achieving the Gatsby benchmarks is tracked, and measured, and which will inform personalized interventions. Each student will undertake an annual review of their progress and will, through self-evaluation, identify next steps in their own personalized programme. All year groups should regularly use and update their individual profile on Unifrog to record their competencies, achievements and aspirations; this will ensure their personal investment in the

process and give them the best chance of success and the widest range of options as relate to their academic and employment future. Each pupil should reflect on their profile record to see themselves as a unique individual able to build on their activities and skills in confidence as they go forward.

Many pupils in Years 10 to 13 use the student and parent focussed platform of Springpod. The new partnership with provider of immersive career experiences, InvestIN Education has proved useful in bringing in lively speakers on apprenticeships as well as students attending virtual and live events. There has been increased uptake in Year 10 of Morrisby psychometric profiling and individual interviews plus increased visits to the information on careers and higher education presented frequently on the schools' intranet.

5 Learning Objectives

All pupils from Year 7 onwards will have access to a full and impartial programme of activities relating to life beyond school.

Through planned activities to assist our students in gaining the skills and confidence to:

- understand themselves as individuals and the contribution they can make to the world of work.
- show them the influences on them and to help them investigate the opportunities available in learning and work.
- enable students to relate their own abilities and achievements to their career intentions and enable them to make informed choices based on an evaluation of the alternatives.
- guide students in gaining the skills, attitudes, attributes and behaviours needed for a successful transition into the employment world and their contribution within it.

5.1 KS3

At Key Stage 3 we aim to inspire and inform students with an introductory programme on which to build.

In Years 7 and 8 to develop a broad understanding of the world of work and explore personal interests and motivations through introduction to STEM subjects, foreign languages, English skills of literacy and public speaking and St. Olave's extensive co-curriculum.

In Year 9 to build personal aspirations and explore career opportunities in more detail through challenging stereotypes in PSHE, volunteering and attending talks and workshops.

5.2 KS4

At Key Stage 4 we reinforce the key messages through advice and guidance.

In Year 10 to focus on self-presentation and the needs of employers through active participation as volunteers leading school events and through PSHE and the curriculum.

In Year 11 to follow a practical focus on making plans and applications for post 16 learning. To have individual progression interviews with pastoral teachers guiding them through the transition to post 16 education and opportunities.

5.3 KS5

At Key Stage 5 we prepare students for making their choices in a challenging labour market.

In Year 12 to undertake work experience, more volunteering and research. Personal development is their focus as they undertake their chosen courses of study. One to one careers interviews with a qualified advisor inform their thinking about decisions on the next step towards higher and degree apprenticeships, university or early careers. To explore MOOCs in developing their curriculum interests.

In Year 13 to confirm their post 18 choices and work to fulfil their potential towards their chosen career path. Talks and interaction with educational and employment professionals beyond school enhance their knowledge and prepare them for the challenges ahead.

5.4 The following initiatives are common across all year groups

- Students and parents can access regular updates of local and national careers' events via the school's virtual learning Moodle site.
- Careers events are celebrated and promoted in the weekly Headteacher's Newsletter.
- The Annual Parents' Association Careers Fair provides speed mentoring.
- Real-life career applications of mathematical concepts, problem solving and analytical skills feature in lessons.
- Science focuses on careers in environmental science, electrical, civil, mechanical, aerospace and nuclear engineering as well as astronomy, medicine and the arts and media. Related careers discussed are teaching and finance. The Physics and Engineering Society and The Natural Sciences Society are run by students who give weekly talks and write high quality articles for journals they produce. Lectures in central London or nearby schools are publicised by the Science Department.
- In English there are visits from poets, writers and actors and non-fiction writing of articles and job applications. The softer skills of speaking and listening are practised via the curriculum and through Speak Up Speak Out training as well as competition for the Poet Laureate position. Opportunities to perform in shows as actors, musicians and technical teams are offered frequently.
- Personalised SEND careers and progression guidance is available to all students.
- Pupil Premium students have equal access to all careers events through targeted funding and individual mentoring from the PP Champion.

A more detailed summary of the provision available to each year can be accessed via the [Careers](#) section of our school website.

6 Inclusivity

The school will help each pupil to develop high aspirations and consider a broad and ambitious range of careers. At St. Olave's we proactively seek to address the needs of pupils in respect of progression and careers.

Disadvantaged pupils have equal access to our careers provision. Those identified for Pupil Premium have their fees paid when attending careers events and participating in profile tests. Pupil Premium students have individual mentoring from the Pupil Premium Champion.

We want all young people with SEND to reach their potential by achieving the best possible outcomes in adult life through new opportunities, choices and increased independence. Students with special needs are supported in their progression by the school's SENDCo and those experiencing impairment

through disabilities including anxiety can access specialist guidance from the charity Scope at <https://www.scope.org.uk/employment-services/career-pathways/>

We support the local authority in their provision of activities and information for students as they prepare for adulthood and employment, inviting Bromley's Education, Business Partnership to present workshops and highlighting their provision for students with special needs at key transition points via their Preparing for Adulthood Pathways Guide.

7 Monitoring, Review and Evaluation

7.1 Introduction

The St. Olave's careers and progression programme is dynamic and evolving. Systematic evaluation follows all events and activities in order to identify stakeholder need and refine future provision as needed. This is by means of formal and informal feedback from participants and providers. The end of year annual review takes all this comment into consideration along with the results of formal summative reviews conducted by means of on-line questionnaires to our stakeholders. This information is used to inform the development of our provision as we seek to attain the Quality in Careers Standard.

7.2 Key Metrics

- Compass Evaluation Tool (summarising the school's overall delivery on all Gatsby benchmarks)
- Unifrog (summarising individual pupils' progress towards achievement of all Gatsby benchmarks for all year groups)
 - Summary reports of pupils' interactions and activities (such as meetings with employers, work experience or attendance at careers talks)
 - Summary reports of pupils' developing competencies (work-related skills)
 - Summary reports of provision for specific groups (e.g. SEN, VC, PP)
 - Qualitative data relating to pupils' "interactions" (such as feedback following one-to-one interviews with careers advisor)
- University Destinations Report (from UCAS and other internal data)
- Destination report for the Local Authority
- Annual stakeholder questionnaire data (pupils, parents, employers and teachers)
- Tracking data relating to pupils visiting the Careers and Higher Education section of Moodle
- Internal observation data related to careers education in school
- Pupil feedback from student councils

Ongoing and formal monitoring is carried out by a member of the Governing Body and the Deputy Headteacher. Their findings inform the activities of the Careers Co-ordinator. The annual evaluation takes place in the summer term. It is undertaken by the Careers Co-ordinator and informs the updating of the annual Careers Development Plan. Both of these documents are shared annually with the Governing Body and any needs highlighted by the Careers Development Plan inform the annual review of the Careers budget. As a preliminary to presentation to the Full Governing Body, the Careers Co-ordinator and the Deputy Headteacher will meet termly with their Link Governor, and updates will also be shared with the Curriculum Committee.

8 How to access Careers Support at St. Olave's

Whilst throughout the programme we seek proactively to meet the needs of all pupils, anyone wishing to request additional support should contact:

Mrs Stella Platts, Careers and Progression Co-ordinator

Telephone: 01689 820221 Email: splatts@saintolaves.net

9 The St. Olave's School Provider Access Protocol

The school's [Visitor Safeguarding Guide](#), [Safeguarding Statement](#) and [Child Protection Policy](#) set out the school's approach to allowing providers into school as visitors to talk to our students.

9.1 Premises and facilities

As appropriate to the activity, the school will make the Great Hall, classrooms or private meeting rooms available for discussions between the provider and students. The school will also 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 Co-ordinator. Providers are welcome to leave a copy of their prospectus or other relevant course literature at Reception for display within the Careers Library and Sixth Form study area.

9.2 Careers opportunities for providers at St Olave's

A variety of events, integrated into the school careers programme, offer providers an opportunity to come into school to speak to pupils and/or their parents/carers. For a full and detailed schedule of the various opportunities available at St Olave's, please click on the link: <http://www.saintolaves.net/careersoverview>

This details our provision, which includes:

- Careers Tuesdays when outside speakers talk about their professional career and their individual pathway
- Higher Education, Apprenticeship, Oxbridge and Medics Evenings in Year 12
- Sixth Form practice interviews at the end of Year 12 to help prepare students for forthcoming university, apprenticeship or job interviews
- Careers and Progression Interviews in Years 10 and 12 with a qualified careers advisor
- The Morrisby psychometric test in Year 10 to support progression and career choices
- The MyUniChoices test in Year 12 provides individual profiles for future options
- Careers education and information is also delivered during PSHE and via the curriculum and extensive co-curriculum
- Interactive Events and workshops run by The Bromley Education Business Partnership and the Department of Work and Pensions
- Progression sessions in Years 9 and 12 led by external consultants
- Display boards and intranet updates on events such as university days, apprenticeship week and visiting speakers
- Trips to early careers events and exhibitions run by employers

10 Our stakeholders

10.1 Introduction

The community of St. Olave's students, their parents/carers, our Old Olavians and teachers are all integral to our careers programme as we interact with external providers. Our programmes of talks

and workshops is supported by the contributions and the involvement of our close associates from our parent body and former students whose career paths are often relevant to current Olavians. We welcome the inspiring contributions of external professionals from the employment market in bringing their experience to St Olave's students.

10.2 Students

The high aspirations of St Olave's students is reflected in the destinations they apply for and achieve whether through study or further on into their careers. The school has a proud record of success in encouraging each student to reach the highest personal goals they can. In Years 10 to 13 all students have access to the Springpod platform where they can find opportunities for work experience, apprenticeships and careers and watch on-line videos via the chat show 'Classroom to Boardroom'. Students use Unifrog for personal profiling and researching career options and further study. Careers education is embedded in the curriculum and extensive co-curriculum and is supplemented by careers talks and workshops through the school.

10.3 Parents

St Olave's parents contribute much to the careers programme through their active interest in the provision for all our students. We welcome this interaction and are happy to answer queries about progression opportunities. The school's careers and progression programme is underpinned by the broad-based Unifrog platform. Parents can login to the information available there on careers, university, further education and apprenticeship guidance. They are welcome to explore the information for students on the Springpod website. The evening events for Year 12s explain the journey into higher education and apprenticeships. A careers and progression leaflet is available on request and around the school.

10.4 Teachers

Our teachers deliver careers education as part of the mainstream curriculum and through PSHE lessons to all years in the school. They seek out opportunities for employers to come into school to speak to students or for career-related school visits. The teachers are concerned that each student should reach their potential and as form tutors and Heads of Year they follow up any concerns that come to light over the motivation of a student. Informal and formal discussions with students help them in making choices along their individual careers journey as well as helping to build their confidence and motivation at times of difficulty and at the key transition points. All teachers have access to Unifrog to record the progression of our students and to help them to build a portfolio towards their personal statement and references.

10.5 Employers

Careers opportunities and insights into work are provided for students through employer talks, on-line videos and workshops such as 'Dragon's Pen' provided by Bromley's Education Business Partnership. A wide variety of careers are introduced to the year groups ranging from the army to architecture. Government agencies are represented via The Department of Work and Pensions skills and resilience workshop for Year 7s. Employers provide work experience in a wide variety of work environments including medicine, dentistry, finance and museums.

10.5.1 Apprenticeships

Increasingly Olavian students will be considering apprenticeships and the growing range of high-level degree apprenticeships which are consistent with typical Olavian aspirations. The school's careers' programme actively promotes these opportunities by working in conjunction with partners such as InvestIn Education who hold a workshop on employers apprenticeship assessment techniques in Year 12. The pathway and timeline enabling access to such opportunities runs alongside the UCAS process and parents are kept apprised of these pathways as part of the careers programme via events such as the talk by ASK apprentices at the Year 12 Higher Education Evening. The Unifrog platform provides advice on how to apply for apprenticeships and Springpod promotes numerous apprenticeship opportunities from leading employers. Higher and degree level apprenticeships are also posted onto Moodle, the school's intranet, on a regular basis.

10.5.2 Work Experience

In accordance with the Gatsby Benchmarks, St Olave's encourages pupils to undertake work experience from Year 10 onwards.

- We encourage pupils to try and gain an insight into areas which interest them in relation to future career pathways.
- The focus for most pupils is quite explicitly on moving onto university rather than directly into employment as historically this has been the most-popular destination. Nonetheless, the technical education provided by apprenticeships and professional education is also promoted and is supported if of interest to an individual.
- The School encourages pupils to seek opportunities to gain exposure to work environments where we know that this experience will enhance their progression into a career, higher education or an apprenticeship.
- Where appropriate the School might in exceptional circumstances support the absence of a pupil for an agreed period and an approved activity. Ideally this should take place outside of term time, not during the examination period and ideally during periods after examinations.
- Where appropriate the School can confirm that a student is a pupil at St Olave's if this is required as part of a placement.
- We cannot endorse any individual placements which pupils organise directly in terms of risk assessments, disclaimers or insurance waivers.
- The School cannot endorse placements where employers want risk assessments undertaken by the School.

Work Experience should be followed by some form of reference or feedback from the employer based on the young person's performance.

All students are expected to log engagement with work experience on their Unifrog account.

11 Useful websites

<p>https://www.prospects.ac.uk/</p>	<p>An extensive website providing helpful information about personal statements, study courses at home and abroad, work experience, internships, apprenticeships and</p>
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	careers. There is a specific section on Law work experience.
https://www.unifrog.org/	A progression and careers platform for students, teachers and parents. Students create an individual profile which they build through their school life. Parents can access the website for information. Teachers can upload students' work and record student successes in the curriculum and beyond.
https://www.springpod.co.uk/	Students have individual logins to this work experience platform which also delivers on-line interactive talks from leaders in many careers, e.g. sport, business, science and creative careers via their learn lounge. Parents and teachers are welcome to use the site too.
https://careerpilot.org.uk/	This comprehensive platform is delivered by the National Careers Service. It covers student pathways from choices at age 14 through work experience to the post study options of apprenticeships and training. Specialist guidance on finance, disability and care leavers is also available.
https://amazingapprenticeships.com/	The leader for all apprenticeship talks, information and representatives via their ASK programme. They are supported by the National Apprenticeship Service. Learning resources are available for parents and teachers and are updated regularly.
https://www.morrisby.com/	A well-established provider of paid for student profiling. Students sit detailed psychometric questionnaires which form the basis for an extensive individual report. One-to-one interviews are also available via the service and participants have lifelong access to advisors via email.
https://investin.org/	A partnership organisation for St. Olave's who provide speakers and workshops on employers' apprenticeship selection processes as well as paid for immersive career experiences where bursaries are available.

<p>https://icould.com/</p>	<p>A lively website for students, teachers and parents from umbrella organisation: https://www.educationandemployers.org/ Students can take a personality quiz and find out about choosing GCSE subjects, apprenticeships and university. There are resources for teachers and numerous links for parents to gain further information.</p>
<p>https://www.inspiringthefuture.org/</p>	<p>Another broad-based website from Education and Employers well worth exploring. The project enables schools to connect with employment volunteers.</p>
<p>https://barclayslifeskills.com/</p>	<p>Funded by Barclays bank, this website provides free careers lesson plans and teaching resources.</p>

12 Further Information

Please email St Olave's Careers and Progression Co-ordinator, Mrs Stella Platts at splatts@saintolaves.net Telephone: 01689 820221