



# Careers Education, Information, Advice & Guidance (CEIAG) Policy (including provider access policy)

Responsibility: Assistant Headteacher responsible for careers

Policy Update: September 2020

Next Review: September 2021

# Salesian School Chertsey

*A Catholic School in the Diocese of Arundel and Brighton*

## Policy Statement



### Overall Aims

The aim of the Careers & Employability programme at Salesian School is to provide students with the information they require to enable them to make an informed decision about their future learning and/or career. A programme of activities will help students to make informed choices regarding their future careers. They will develop and use the skills they need to review their achievements, plan their future actions, make decisions, present themselves well and cope with change and transition.

All students will be encouraged to make good use of the information and impartial guidance available in the school. They will learn about the changing nature of work, career choices and other relevant information which will affect their decisions. All students will have an opportunity to participate in meaningful encounters with employers.

### Commitment

Governors and staff at Salesian School are committed to providing a planned Careers & Employability programme to support all students in the school, working in partnership with our wider school community and extensive number of local business contacts. The programme will promote equality of opportunity and will help to ensure that students leaving Salesian School will have received appropriate and relevant information to enable them to progress to an opportunity in further or higher education, training or employment, wherever possible.

### Management

An Assistant Headteacher line manages the Careers & Employability programme at Salesian School. The Careers & Employability team comprises the Assistant Headteacher and Careers Lead, with input from the Head of PSHE, Heads of Year 7 to 13, Key Stage 5 UCAS Lead and SEN Co. The Assistant Headteacher and Careers Lead oversee programme delivery and liaise with programme contributors.

The Assistant Headteacher manages the development of the Careers & Employability provision at Salesian School, advises senior managers and governors, facilitates the contribution of colleagues and partners, develops the careers programme, organises resources and secures high standards of careers teaching, learning and guidance across the school.

### Resources

Students have access to a wide range of resources to inform themselves about the various different careers available to them. A dedicated careers office provides a comprehensive and up-to-date selection of information for student use and is open to all students at all times. Students have access to a number of online careers resources such as Unifrog, as well as hard copy materials such as our termly careers magazine. Support is available for students with learning difficulties and/or disabilities, for example via the NCFE Level 2 Diploma in Occupational studies. Additional information sources include participation in events and activities both in school and outside, working with our wider school community, including parents, governors, past students, staff and local businesses/organisations. The Careers Lead informs staff about useful teaching resources.

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### **Guidance**

All guidance aims to be impartial, confidential, responsive to students' needs and based on the principle of equality. In addition to the information provided to students by the Careers Lead, an external careers company provides qualified careers guidance to students. All staff contribute to the Careers & Employability programme through their roles as tutors and subject teachers. Staff respond to any careers-related queries that they may receive from students and know how to obtain more specialist advice when it is required.

### **Training**

The Careers Lead attends conferences, seminars and exhibitions throughout the year and provides staff INSET through tutor meetings. Members of the Careers & Employability team attend conferences, careers fairs and seminars on a regular basis, to ensure their continuing professional development. Heads of Year and Tutors also receive training.

### **Monitoring, review & evaluation**

Careers & Employability programme activities are monitored, evaluated (with active involvement of students) and reviewed. Feedback is welcomed from all members of the school community who help with our programme and from businesses and organisations we work with. This provides the basis for the programme's development plan. The service offered by our external careers guidance provider is reviewed regularly.



## Salesian School, Chertsey: Provider Access Policy

### 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.

### Student entitlement

All students in Years 8-13 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: Joanne Hawkins, Careers Lead, telephone: 01932 582520; email: [jhawkins@salesian.surrey.sch.uk](mailto:jhawkins@salesian.surrey.sch.uk)

Opportunities for access: A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers. For further information, please see the next page.

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	Autumn Term	Spring Term	Summer Term
<b>Year 7</b>	<ul style="list-style-type: none"> <li>- Encouraging STEM Careers session held in PSHE for all students.</li> <li>- Careers presentation by a guest speaker held during PSHE for all students.</li> <li>- Speakers4Schools Interactive Virtual Talks made available to all students.</li> <li>- Termly careers magazine and general literature available for students in careers office.</li> </ul>	<ul style="list-style-type: none"> <li>- Careers presentation by a guest speaker held during PSHE for all students.</li> <li>- Speakers4Schools Interactive Virtual Talks made available to all students.</li> <li>- Termly careers magazine and general literature available for students in careers office.</li> </ul>	<ul style="list-style-type: none"> <li>- Introduction to Unifrog careers platform in PSHE for all students.</li> <li>- PSHE employability skills focus for all students.</li> <li>- Careers presentation by a guest speaker held during PSHE for all students.</li> <li>- Speakers4Schools Interactive Virtual Talks made available to all students.</li> <li>- Termly careers magazine and general literature available for students in careers office.</li> </ul>
<b>Year 8</b>	<ul style="list-style-type: none"> <li>- Encouraging STEM Careers session held in PSHE for all students.</li> <li>- Careers presentation by a guest speaker held during PSHE for all students</li> <li>- Speakers4Schools Interactive Virtual Talks made available to all students.</li> <li>- Termly careers magazine and general literature available for students in careers office.</li> </ul>	<ul style="list-style-type: none"> <li>- Careers presentation by a guest speaker held during PSHE for all students.</li> <li>- Speakers4Schools Interactive Virtual Talks made available to all students.</li> <li>- Termly careers magazine and general literature available for students in careers office.</li> </ul>	<ul style="list-style-type: none"> <li>- Introduction to Unifrog careers platform in PSHE for all students.</li> <li>- PSHE employability skills focus for all students.</li> <li>- Careers presentation by a guest speaker held during PSHE for all students.</li> <li>- Speakers4Schools Interactive Virtual Talks made available to all students.</li> <li>- Termly careers magazine and general literature available for students in careers office.</li> </ul>

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<p><b>Year 9</b></p>	<ul style="list-style-type: none"> <li>- Introduction to Unifrog and career exploration.</li> <li>- GCSE Options, Careers Library Treasure Hunt and Post 18 Options covered during PSHE for all students.</li> <li>- PSHE employability skills focus for all students.</li> <li>- Career/Curriculum Linking (10-minute, career linked starters across all subjects)</li> <li>- Careers presentation by a guest speaker held during PSHE for all students</li> <li>- All students have access to 1-2-1 careers advice through Innervate.</li> <li>- Speakers4Schools Interactive Virtual Talks made available to all students.</li> <li>- Termly careers magazine and general literature available for students in careers office.</li> </ul>	<ul style="list-style-type: none"> <li>- Careers presentation by a guest speaker held during PSHE for all students</li> <li>- All students have access to 1-2-1 careers advice through Innervate.</li> <li>- Speakers4Schools Interactive Virtual Talks made available to all students.</li> <li>- Termly careers magazine and general literature available for students in careers office.</li> </ul>	<ul style="list-style-type: none"> <li>- Careers presentation by a guest speaker held during PSHE for all students</li> <li>- All students have access to 1-2-1 careers advice through Innervate.</li> <li>- Speakers4Schools Interactive Virtual Talks made available to all students.</li> <li>- Termly careers magazine and general literature available for students in careers office.</li> </ul>
<p><b>Year 10</b></p>	<ul style="list-style-type: none"> <li>- Years 10 &amp; 11 application for Work Experience with Cisco</li> <li>- Selected students begin NCFE L2 Diploma in Occupational studies.</li> </ul>	<ul style="list-style-type: none"> <li>- Certain students attend talks by Kings College London, Royal Holloway and Cambridge University.</li> </ul>	<ul style="list-style-type: none"> <li>- PSHE employability skills focus for all students.</li> </ul>

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	<ul style="list-style-type: none"> <li>- Selected students participate in National Apprenticeship Show.</li> <li>- Careers presentation by a guest speaker held during PSHE for all students</li> <li>- All students have access to 1-2-1 careers advice through Innervate.</li> <li>- Speakers4Schools Interactive Virtual Talks made available to all students.</li> <li>- Termly careers magazine and general literature available for students in careers office.</li> </ul>	<ul style="list-style-type: none"> <li>- Careers presentation by a guest speaker held during PSHE for all students</li> <li>- All students have access to 1-2-1 careers advice through Innervate.</li> <li>- Speakers4Schools Interactive Virtual Talks made available to all students.</li> <li>- Termly careers magazine and general literature available for students in careers office.</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>- Subject-specific assemblies exploring A Levels, BTECs and career aspirations.</li> <li>- Careers Week including work experience, careers carousel of 40 industry professionals, CV writing &amp; workshops on interview techniques, managing finances, exploring apprenticeships.</li> <li>- Unifrog reflection on careers week.</li> <li>- College Open Day including Oxbridge and vocational provision.</li> <li>- Brooklands College visit for selected students.</li> <li>- Careers presentation by a guest speaker held during PSHE for all students</li> <li>- All students have access to 1-2-1 careers advice through Innervate.</li> <li>- Speakers4Schools Interactive Virtual Talks made available to all students.</li> <li>- Termly careers magazine and general literature available for students in careers office.</li> </ul>
<b>Year 11</b>	<ul style="list-style-type: none"> <li>- Introduction to Unifrog and career exploration.</li> </ul>	<ul style="list-style-type: none"> <li>- Year 11 Leadership Team interviews.</li> <li>- College life assembly.</li> </ul>	<ul style="list-style-type: none"> <li>- Year 11 “into College” transition work.</li> </ul>

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	<ul style="list-style-type: none"> <li>- PSHE employability skills focus for all students.</li> <li>- Years 10 &amp; 11 application for Work Experience with Cisco</li> <li>- RONI (Risk of neither in education, employment or training &amp; NEET) provision for up to 10 students providing a personal coach who works with them during Year 11.</li> <li>- Selected students attend National School &amp; College Leavers Show.</li> <li>- Providing face to face support and guidance through applications, college visits, 1:1 mentoring.</li> <li>- Careers presentation by a guest speaker held during PSHE for all students</li> <li>- All students have access to 1-2-1 careers advice through Innervate.</li> <li>- Speakers4Schools Interactive Virtual Talks made available to all students.</li> <li>- Termly careers magazine and general literature available for students in careers office.</li> </ul>	<ul style="list-style-type: none"> <li>- College Taster Day which includes subject lessons, as well as workshops on CV writing, interview techniques, independent learning and Oxbridge.</li> <li>- Careers presentation by a guest speaker held during PSHE for all students</li> <li>- All students have access to 1-2-1 careers advice through Innervate.</li> <li>- Speakers4Schools Interactive Virtual Talks made available to all students.</li> <li>- Termly careers magazine and general literature available for students in careers office.</li> </ul>	<ul style="list-style-type: none"> <li>- Careers presentation by a guest speaker held during PSHE for all students</li> <li>- All students have access to 1-2-1 careers advice through Innervate.</li> <li>- Speakers4Schools Interactive Virtual Talks made available to all students.</li> <li>- Termly careers magazine and general literature available for students in careers office.</li> </ul>
<b>Year 12</b>	<ul style="list-style-type: none"> <li>- Introduction to Unifrog and extensive research tools linking to preparing</li> </ul>	<ul style="list-style-type: none"> <li>- St Hilda's College (Oxford University) visit</li> </ul>	<ul style="list-style-type: none"> <li>- PSHE lessons on job seeking, writing a CV &amp; covering Letter, interview</li> </ul>



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	<p>applications for UCAS and World of Work.</p> <ul style="list-style-type: none"> <li>- McLaren Insight Day for selected students.</li> <li>- Cambridge admissions talk at St George's.</li> <li>- Assembly on importance of super-curricular and extra-curricular.</li> <li>- Higher education fayre (SWPS)</li> <li>- College enrichment programme (Medical Society, Young Enterprise, Teaching Internship)</li> <li>- Lunchtime careers presentation by a guest speaker</li> <li>- All students have access to 1-2-1 careers advice through Innervate.</li> <li>- Speakers4Schools Interactive Virtual Talks made available to all students.</li> <li>- Termly careers magazine and general literature available for students in careers office.</li> </ul>	<ul style="list-style-type: none"> <li>- College enrichment programme (Medical Society, Young Enterprise, Teaching Internship)</li> <li>- Lunchtime careers presentation by a guest speaker</li> <li>- All students have access to 1-2-1 careers advice through Innervate.</li> <li>- Speakers4Schools Interactive Virtual Talks made available to all students.</li> <li>- Termly careers magazine and general literature available for students in careers office.</li> </ul>	<p>techniques, work experience preparation).</p> <ul style="list-style-type: none"> <li>- Work experience week.</li> <li>- Post 18 options day, which includes guidance on writing a personal statement, workshops on various careers, a parent talk from a university and a local apprenticeship provider.</li> <li>- College enrichment programme (Medical Society, Young Enterprise, Teaching Internship)</li> <li>- Lunchtime careers presentation by a guest speaker</li> <li>- All students have access to 1-2-1 careers advice through Innervate.</li> <li>- Speakers4Schools Interactive Virtual Talks made available to all students.</li> <li>- Termly careers magazine and general literature available for students in careers office.</li> </ul>
<b>Year 13</b>	<ul style="list-style-type: none"> <li>- National School &amp; College Leavers Show for selected students</li> <li>- CV &amp; cover letter workshop for selected students</li> </ul>	<ul style="list-style-type: none"> <li>- Year 13 careers interviews with professionals for all students.</li> <li>- Year 13 Leadership Team interviews.</li> </ul>	<ul style="list-style-type: none"> <li>- College enrichment programme (Medical Society, Young Enterprise, Teaching Internship)</li> <li>- Lunchtime careers presentation by a guest speaker</li> </ul>

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	<ul style="list-style-type: none"> <li>- Apprenticeship Insight Day at BDO Offices in London</li> <li>- Medic Interview Day at St George's</li> <li>- Surrey schools Oxbridge interview evening at St George's</li> <li>- College enrichment programme (Medical Society, Young Enterprise, Teaching Internship)</li> <li>- Lunchtime careers presentation by a guest speaker</li> <li>- All students have access to 1-2-1 careers advice through Innervate.</li> <li>- Speakers4Schools Interactive Virtual Talks made available to all students.</li> <li>- Termly careers magazine and general literature available for students in careers office.</li> </ul>	<ul style="list-style-type: none"> <li>- College enrichment programme (Medical Society, Young Enterprise, Teaching Internship)</li> <li>- Lunchtime careers presentation by a guest speaker</li> <li>- All students have access to 1-2-1 careers advice through Innervate.</li> <li>- Speakers4Schools Interactive Virtual Talks made available to all students.</li> <li>- Termly careers magazine and general literature available for students in careers office.</li> </ul>	<ul style="list-style-type: none"> <li>- All students have access to 1-2-1 careers advice through Innervate.</li> <li>- Speakers4Schools Interactive Virtual Talks made available to all students.</li> <li>- Termly careers magazine and general literature available for students in careers office.</li> </ul>
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Please speak to our Careers Lead to identify the most suitable opportunity for you.

### **Premises and facilities**

If an education/training provider is coming into school, we will work with them to find a suitable room (hall, classroom or private meeting room) for the session, as appropriate to the activity. 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 Lead and provider. Providers are welcome to leave a copy of their prospectus or other relevant course literature to be included in the careers information available to students in the careers office at all times, which is managed by the Careers Lead.