



**ILKLEY GRAMMAR SCHOOL**

AN ACADEMY TRUST

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## **Careers Education, Information, Advice & Guidance**

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	Position/Committee	Date
Prepared by	Assistant Headteacher: Groups, Inclusion & Intervention	December 2018
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FOR WEBSITE



# Careers Education, Information, Advice & Guidance at Ilkley Grammar School 2018-19

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### **1. Introduction**

Ilkley Grammar School is committed to providing a comprehensive Careers Education Information and Guidance (CEIAG) programme which fulfils the Gatsby Benchmarks. In this, the school recognises:

- the requirement for **equality of opportunity** in respect of gender, race, disability,
- the value of **diversity** and the **importance of challenging stereotypes** and assumptions as part of the CEIAG programme
- the need for **confidentiality and impartiality** within the CEIAG programme
- the requirement that the school provides a rich CEIAG programme in line with **statutory guidance**
- the importance of meeting the needs and requirements of key stakeholders e.g. Governors, Leadership Team, teachers, parents/ carers and students
- the importance of continuous **reflection and evaluation** of the CEIAG programme using the Compass Tool and resources provided by the Careers and Enterprise Company to ensure that the needs of all stakeholders are met.

### **2. Aims of the CEIAG programme**

**Self-Development:** To enable students to understand themselves and the influences on them, to recognise their strengths, the areas they need to improve, their skills, motivations, values and personal qualities through their career journey while at IGS.

**Career Exploration:** To enable students to investigate and raise their aspirations through career related learning opportunities and work experience. The aim is to develop a knowledge and understanding of local market information, wider employment trends, the influence of society and the range of options and routes available to them.

**Career Management:** To enable students to make and adjust plans to manage change and transition effectively from one stage of education, training or work into the next.

**To establish best practice in line with statutory guidance for CEIAG.**

**A personalised approach:** To ensure that careers guidance in IGS treats ALL students as individuals and caters to their own needs and aspirations, in particular recognising that students with additional needs require a bespoke approach and ensuring they receive this through personalised provision. This will involve the careful review of a student's EHCP at key transition points and the facilitation of a well-managed transition best suited to their individual needs

### **3. Statutory Requirements**

- The statutory requirements for Year 7 to 13 are delivered through and are part of Citizenship and PBT (Personal Best Time) as designated curriculum time.
- Impartial and independent careers guidance is accessed through the school's Careers Adviser and additional external careers professionals in attendance at selected Parents' Evenings. The school also works with other external agencies to provide quality CEIAG e.g. Local Networks, LEA, Employers, Local Enterprise Partnership, National Careers Service, Universities and Colleges and Job Centre.
- The school has a designated careers leader on the Leadership Team (Mr J. Gutch) and Careers Lead (Karen Mitchell) and a named Governor assigned to Careers (Melanie Kirkbride)
- Destination data is collated and reported within the required deadlines, including progression updates.

### **4. Provider Access Policy**

All pupils 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.

## 5. Procedure for the management of provider access requests

A provider wishing to request access should contact *Karen Mitchell*, Careers Lead

Telephone: 01943 608 424; Email: [Karen.mitchell@ilkleyqs.co.uk](mailto:Karen.mitchell@ilkleyqs.co.uk)

Details of timetabled career assemblies and events which providers may attend can be found at *14.Summary of provision by year group*. Providers may be refused access if there is an existing booking or planned activity and the provider has no flexibility. The area of school used for each activity will depend on the number of students involved, for example, a year group assembly would be in the main hall. Therefore the facilities available would also vary, however all available spaces have IT, interactive whiteboards and WiFi; any specific requirements would be discussed with the provider.

## 6. Implementation of Careers Education, Information and Guidance

Personal Development in CEIAG is delivered during the curriculum in Years 7 to 13, to provide both a range of opportunities specific to a year group and across the whole school. Material and courses are constructed by the Head of Citizenship in partnership with the Careers Adviser; the Assistant Head Teacher Inclusion and the Director of 6<sup>th</sup> Form.

The impartial delivery of careers education within school is complemented by an appropriate Independent Careers Adviser and is delivered in the following ways:

- Opportunities for individual and group interviews for Year 11.
- Individual interviews available for Year 9, 10, 12 and 13 through staff and self-referral.
- Group curriculum sessions for Year 12 on the opportunities available post 18. Students work on Unifrog software for UCAS applications supported by the student's tutor, co-ordinated and overseen by the Director of 6th Form Director.
- Assemblies, group sessions and talks to year groups arranged by the Careers Adviser.
- Attendance at Parents' Evenings, Assembly presentations, Open Events, Careers Fair & Aspirations Presentations, Next Steps interviews, Year 8 & 9 Options Evening.
- The promotion of opportunities through internal and external events and articles and adverts in the online newsletter to students, parents and staff.
- The advertising of upcoming opportunities and events on display boards around school, also emailed to students via their school email.
- Liaising with FE providers and collating information on behalf of the school for reporting Destinations Measures data.
- Close liaison with the Inclusive Learning Team to support students with additional needs and personalised liaison with FE and specialist local providers to enable a smooth transition for the student.

## **7. Careers Resources**

These are situated in C10, which is open daily with Drop-In sessions at break and lunchtime for any student. In addition, all students have an individual login for Unifrog, the school's careers related software.

## **8. Personal Guidance**

Individual independent guidance interviews with the Careers Adviser are available via staff and self-referral for any student in years 7 to 13. This is supported with additional independent Careers Advisers at Parents' Evenings for Year 11 along with Year 8 & 9 Options Evening as these are key points of transition.

## **9. Work Experience and Vocational Learning**

In July, a week work experience placement is undertaken by each student in Year 10 and a further opportunity is optional for Year 12 students. Work Experience is also available as enrichment in place of a 4<sup>th</sup> A level option. Such Work Experience is undertaken throughout the year as part of a bespoke arrangement to fit in with each individual timetable. Level 3 BTEC Health and Social Care is also now a Post-16 option which includes regular Work Experience throughout its delivery.

The Year 9 Alternative Curriculum (introduced in 2016-17) offers two practical, hands on courses, Maintenance and Trade and Hospitality and Catering, which link closely to the world of work and include guided visits to various employers. The Year 9 course Skills for Success option also involves around 15 off-site visits each year to employers and other settings and is geared to giving this small group of identified students an experience of the working world during their options year. The KS4 offer now includes Engineering and also a Hospitality & Catering qualification which provides the opportunity for additional work experience. A small number of KS4 students also participate in highly personalised work experience opportunities as part of the Alternative Curriculum in years 10 and 11.

## **10. Specialist Visitors**

Students gain access to professionals in a range of careers through participation in activities such as the biennial Careers Fair which include: very popular '*Aspiration Presentations*'; events during National Careers Week and National Apprenticeship Week; Mock Interviews; Year 11 Transition Day; Year 12 Next Steps Assemblies and PBT sessions across the year groups during the year.

## **11. Off Site Career Information Opportunities**

These are organised and offered to Year 11 through the 'Skills Show' and 'College Tasters' to enable IGS students to explore the different options available to them post 16. Open days for a wide range of colleges, training providers, Apprenticeship / Job Fair and STEM events are all promoted and students are encouraged to attend these out of school.

## **12. Post 16**

Students are provided with a range of opportunities and strategies to enable them to develop greater knowledge and awareness of Higher/Further Education and alternative employment opportunities or options through:

- Visits to Universities for Year 12 students
- Events and opportunities which provide information on financial budgeting, planning and access to student loans
- Careers Assemblies
- UCAS Fair
- Our careers software, Unifrog
- Open access to information in the Careers Office, C10 and ICT facilities
- Publications produced by the school and careers adviser
- Emails regarding other opportunities, including Apprenticeship Fairs, talks and seminars.

Year 12 and 13 students can self-refer or be referred by a member of staff for an individual career interview and are also supported by the post-16 Student Manager and the Director of post-16. The student's tutor supervises their UCAS applications on Unifrog and this is overseen by the 6<sup>th</sup> Form Director.

## **13. Transition**

Students receive information and advice at transition points through events such as:

- Year 8 and 9 GCSE Options, Post 16 and 18 choices
- Specific time in the Personal Best (PBT) programme, particularly in Years 10 and 11 which is given over to careers and transition related activities
- Assemblies, advice sessions to individuals, discrete and whole year groups by LT, Careers Adviser, Independent Careers Advisers, Year Leaders and Tutors.
- An annual planned day organised for all Year 11 students on 6<sup>th</sup> Form studies, college courses and apprenticeships (Transition Day) also, school organised opportunity to attend local College Tasters and the National Skills Guidance Show.
- An annual planned day of an organised carousel of presentations for all Year 12 students with a focus on career adaptability from higher education, alternative HE pathways, Apprenticeships, Gap year and voluntary options (Next Steps). A week of leadership opportunities or further work experience in July.
- Careers Fair and Aspirations Presentations held at Ilkley Grammar School bi-annually in Term 1 for all students and their Parents/ Carers in Years 7 – 13.
- Handouts and links to websites provided by national bodies and internally for the full range of pathways.
- Links and liaison with local colleges and employers providing alternative pathways to A levels.
- Attendance at any of the external career events promoted to students, e.g Leeds Arena Apprenticeship Fair, College Open Events.

- Headline provides regular information on pathway options Post 16 and Post 18 promoting an awareness of labour market information for students and includes a Jobs Board within the Careers section.

#### **14. Summary of provision by year group**

To summarise, the Careers Lead, in partnership with external providers, offers students access to information on the full range of career pathways available so that they are empowered to make informed choices about their next steps and the career options available to them. This is summarised in the table below:

	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
<b>Year 7</b>	<ul style="list-style-type: none"> <li>• Careers assembly</li> <li>• STEM Enterprise Challenge</li> </ul>	<ul style="list-style-type: none"> <li>• Careers assembly</li> </ul>	<ul style="list-style-type: none"> <li>• Careers assembly</li> </ul>
<b>Year 8</b>	<ul style="list-style-type: none"> <li>• FE Aspirational University Visit for identified students</li> <li>• Careers assembly</li> </ul>	<ul style="list-style-type: none"> <li>• Access to Independent Careers Adviser at Options Evening</li> <li>• Careers assembly</li> <li>• STEM Enterprise Challenge</li> </ul>	<ul style="list-style-type: none"> <li>• Careers assembly</li> </ul>
<b>Year 9</b>	<ul style="list-style-type: none"> <li>• FE Aspirational University Visit for identified students</li> <li>• Careers assembly</li> </ul>	<ul style="list-style-type: none"> <li>• Access to Independent Careers Adviser at Options Evening</li> <li>• College Taster for KS4 Vocational Offer Assembly</li> <li>• Employer visits (vocational curriculum)</li> <li>• NHS Competition</li> </ul>	<ul style="list-style-type: none"> <li>• Careers assembly</li> </ul>
<b>Year 10</b>	<ul style="list-style-type: none"> <li>• Careers assembly</li> </ul>	<ul style="list-style-type: none"> <li>• Careers assembly</li> <li>• World of Work CSI (Citizenship) programme (Internal)</li> <li>• 'Work' Workshop (external)</li> <li>• STEM Challenge</li> </ul>	<ul style="list-style-type: none"> <li>• Mock Interview Assembly</li> <li>• Preparation in PBT</li> <li>• Mock Interview (1 :1 with employer)</li> <li>• Work Experience</li> <li>• Careers assembly</li> </ul>
<b>Year 11</b>	<ul style="list-style-type: none"> <li>• Skills Show</li> <li>• Post 16 College Taster</li> <li>• Careers and next steps assemblies</li> <li>• Growth Sector Presentation</li> </ul>	<ul style="list-style-type: none"> <li>• Post 16 College Taster</li> <li>• Careers and next steps assemblies</li> <li>• STEM Challenge</li> </ul>	<ul style="list-style-type: none"> <li>• College interviews</li> <li>• Careers and next steps assemblies</li> </ul>

<b>Year 12</b>	<ul style="list-style-type: none"> <li>• Speakers for Assemblies and Lunch time Presentations</li> </ul>	<ul style="list-style-type: none"> <li>• Speakers for Assemblies and Lunch time Presentations</li> </ul>	<ul style="list-style-type: none"> <li>• Speakers for Assemblies and Lunch time Presentations</li> <li>• Work Experience</li> <li>• UCAS Conference</li> <li>• Next Steps Event</li> <li>• PIE Apprenticeship Evening</li> </ul>
<b>Year 13</b>	<ul style="list-style-type: none"> <li>• Speakers for Assemblies and Lunch time Presentations</li> <li>• Bespoke work experience placements</li> <li>• Growth Sector presentation</li> </ul>	<ul style="list-style-type: none"> <li>• Speakers for Assemblies and Lunch time Presentations</li> <li>• Bespoke work experience placements</li> </ul>	<ul style="list-style-type: none"> <li>• Speakers for Assemblies and Lunch time Presentations</li> <li>• Bespoke work experience placements</li> <li>• PIE Apprenticeship Evening</li> <li>• Mock Interview Panels</li> </ul>
<b>All Years</b>	Biennial Careers and Aspirations Fair including local, regional and national employers and a wide range of universities and Post-16 providers Access to C10 (the Careers Office) at break and lunchtime Employers linked to Curriculum Areas and co-presenting at events such as Open Evening and Options evenings.		

### **15. Opportunity Area Funding and the role of the Enterprise Advisor (2018-19)**

In 2017 IGS received Opportunity Area funding from Bradford to deliver a range of additional CEIAG opportunities to students which will be rolled out from September 2018.

These include:

- a) The development of an alumni programme with Future First
- b) Ahead Partnership Growth Sector Assembly, Industry Days, (KS4/5)
- c) Business in the Community, Employer led career learning
- d) Workshops, Workplace visits (Y9)
- e) Engineering Development Trust, First Edition: STEM challenge (Y7)
- f) Future First, World of Work Days
- g) NYBEP - Enterprise activities (Y8)
- h) Young Enterprise - Company Programme (Y12/13)

IGS also receives the support of an Enterprise Advisor, Stuart Hyde, a well-known local businessman who is working with the Careers Lead and the named governor to ensure that IGS provision fulfils the Gatsby benchmarks over the coming years.