

# LANCASTER ROYAL GRAMMAR SCHOOL

## POLICY STATEMENT

Number 22	Date Approved July 2019
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### Careers Education and Information Advice and Guidance (CE/IAG):

In practice it is difficult to separate Careers Education and IAG but they may be defined as follows:

#### Careers Education:

A range of activities which develop individuals' knowledge, understanding and experiences of opportunities in education, training and employment and the skills necessary to make informed decisions through structured discrete careers lessons. Through careers education it is hoped that students will be encouraged to make the most of their talents and to go on to jobs or courses which suit their needs and intelligence.

In particular we intend our students to:

- Through **Career Exploration** develop a broad understanding of the world of work and an ability to respond to changing opportunities.
- Through **Self Development** use their self-knowledge when thinking about and making choices both with regards to further/ higher education and employment.
- Develop **Career Management** and independent research skills to enable pupils to review achievements, plan future actions, make decisions, present themselves well and cope with change and transition.

**IAG** may be delivered through a range of interventions including group sessions, one to one guidance interviews and external visits to employers or education providers.

- **Information:** accurate, up-to-date, facts and data about personal and lifestyle issues, learning and career opportunities, progression routes and choices; where to find help and advice; and how to access it.
- **Advice:** activities that help young people to gather understand and interpret information and apply it to their own situation.
- **Guidance:** impartial guidance and specialist support to help young people to understand themselves and their needs, confront barriers, resolve conflicts, develop new perspectives, make realistic decisions, progress and realise their potential.

#### Lancaster Royal Grammar School vision and purpose of CEIAG

Promoting a career development culture is an essential part of the mission and ethos of our school. We aim to support the aspirations of all our students and to ensure that they gain the understanding, skills and experience they need to make progress and succeed in learning and work. We believe that effective careers education and guidance not only contributes to the

well-being of individuals but also to the wellbeing of their families, the communities to which they belong, wider society, businesses and the economy.

## **AIMS & OBJECTIVES**

- To ensure that every student will leave School prepared for life in modern Britain.
- To provide a structured programme of teaching and learning that allows each student to develop the necessary values, skills and behaviours for life.
- To ensure students will receive a rich provision of extra-curricular, employability, enterprise and work related learning activities that develop a range of character attributes, such as resilience and aspiration, which underpin success in education and employment.
- To provide access to high quality, independent careers guidance that helps pupils emerge from education as rounded individuals and ready for the world of work.
- To ensure all students will be well-informed when making subject and career decisions.
- To provide a variety of opportunities to all pupils for engaging with employers, universities, apprenticeship/training providers and colleges, and to experience the working environment during their time at Lancaster Royal Grammar School.
- To provide resources and information that allows parents to support their children in making informed choices.

## **Independent Advice**

Securing independent and impartial careers guidance for Years 8-13 as required by the 2011 Education Act. In implementing this duty we will pay particular regard to the DfE's principles of good practice (Section 10 of the statutory guidance, March 2015) and Ofsted's inspection criteria for evaluating careers provision in schools (September 2015)

The role of Impartial Information Advice and Guidance delivered in LRGS is to give each student the opportunity to gain face to face IAG specific to meet their individual needs.

Pupils will have access to impartial information and advice on a broad range of options to include apprenticeships, entrepreneurialism and vocational routes alongside A levels and university, to support informed decisions at key transition points.

LRGS will employ on an annual contract an Independent Qualified Careers Adviser who will submit a detailed offer to meet both schools requirements for intervention for Years 8-13. This professional will be managed by the Deputy Head (Academic).

## **LRGS CEIAG priorities 2019-2021**

- Supporting individual aspirations, improving attainment and ensuring positive destinations
- Meeting the needs of specific groups including looked after children, young carers, children from economically-deprived backgrounds and children with special educational needs and disabilities
- Developing students' career management skills, especially those associated with career adaptability, resilience, enterprise and employability
- Improving young people's working lives by helping them to identify the values that are important to them such as contributing to the wellbeing of others through their paid and voluntary work and working in greener ways

- Developing the use of digital technologies to meet young people's career development needs in conjunction with face-to-face support
- Working with parents/carers, alumni and education, community and business partners to meet students' career development needs

The programme will be 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 2018.

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

<https://www.gatsby.org.uk/education/focus-areas/good-career-guidance>

## **LINKS BETWEEN THE CURRICULUM AND CAREERS**

Careers Education will be delivered as an integral part of the School's programme during the Values course in each of years 10 and 11. This will happen through a bespoke package of Careers Education delivered by the Independent careers adviser. Careers information and materials will be included in the respective courses where relevant.

All teachers should link their own areas of curriculum learning with careers (Benchmark 4), to highlight the relevance of Arts, Humanities, STEM and other subjects for a wide range of career pathways.

In the Sixth Form, all students will gain knowledge and skills for future career pathways through the timetabled Values programme and a wide range of additional lunchtime and evening workshops. Parents are also invited to some of those sessions. This includes preparation for University or a prospective career; preparation of a UCAS personal statement and application; advice about writing a CV (curriculum vitae); interview techniques and public speaking. Also all students will have access to impartial IAG through a booked appointment system.

Lower Sixth students will take part in the **Praesis Ut Prosis Award** developing their Employability Skills alongside other extracurricular activities.

The CEIAG programme is greatly enhanced through partnership links which help to ensure that pupils' learning is current and relevant. We work closely with local employers and employees including previous pupils, parents, the Old Lancastrian Club and other local groups. A number of events, integrated into the school careers programme, offer providers an opportunity to come into school to speak to pupils and/or their parents. This involvement enhances the provision of work experience placements, careers talks, the biennial careers fair, workplace visits and mock interviews.

A wide range of universities, employers and apprenticeship providers visit the school to speak to students about options for education and training. A provider who wishes to request access

should contact our Independent Careers Adviser via the school's contact details. The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to speak to our students. Once visits have been agreed, the school will provide appropriate rooms to facilitate the visit along with any equipment requested by the provider (such as a projector) where it is available. Providers are also welcome to leave a copy of their prospectus or other relevant course literature with our Independent Careers Adviser, who will make these available to students in the appropriate year groups.

#### *Useful websites*

- [www.nationalcareersservice.direct.go.uk](http://www.nationalcareersservice.direct.go.uk)
- [www.bestcourse4me.com](http://www.bestcourse4me.com)
- [www.icould.com](http://www.icould.com)
- [www.ucas.com/](http://www.ucas.com/) Parents Guide
- [www.prospects.ac.uk](http://www.prospects.ac.uk)
- [www.startprofile.com](http://www.startprofile.com)
- [www.notgoingtouni.co.uk](http://www.notgoingtouni.co.uk)
- [www.Getingofar.gov](http://www.Getingofar.gov) (Apprenticeship)
- [russellgroup.ac.uk/policy/publications/informed-choices/](http://russellgroup.ac.uk/policy/publications/informed-choices/)