

Date ratified at Full  
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15 April 2021



Review  
TLS Committee

## NOTRE DAME HIGH SCHOOL

Part of St John the Baptist Catholic Multi Academy Trust  
Company No: 7913261  
Registered Office: Surrey Street, Norwich NR1 3PB

# CAREERS EDUCATION, INFORMATION ADVICE AND GUIDANCE POLICY

### THE SCHOOL MISSION STATEMENT

*I have come so that they may have life and have it to the full*  
(John 10:10)

We are a joyous and inclusive Catholic school, inspired by the love of God and the teachings of Jesus, specifically faith, hope, forgiveness and peace.

Our community is committed to a rounded education that develops knowledgeable, morally informed and compassionate young leaders.



If you need this document in large print, audio, Braille, alternative format or in a different language please contact the Company Secretary on 01603 611431 and we will do our best to help.

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

## Rationale

The Notre Dame High School (NDHS) careers education programme provides our pupils with the opportunity to plan and manage their careers effectively, ensuring progression which is ambitious and aspirational. It promotes equality of opportunity, celebrates diversity and challenges stereotypes. It is designed to meet the Gatsby Benchmarks and conforms to statutory requirements.

## Context

Each year, around 100 pupils (approximately 40% of the cohort) stay on from Year 11 into the Sixth form. They are joined by approximately 150 pupils from other centres at the start of Year 12; of these circa 85% of the cohort go on to tertiary education. At each point where we deal with 'leavers' we ensure that appropriate advice and guidance is available, including information and support regarding apprenticeships, employment or re-commencement of study with another provider.

NDHS is committed to providing all pupils in Years 7-13 with a careers programme embedded into the curriculum and including 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 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

## Aim

We aim to support pupils to make realistic and informed decisions about their future, by raising aspirations and providing impartial and independent information and guidance.

## Objectives

To ensure that pupils:

- develop the skills and attitudes necessary for success in adult and working life;
- are aware of the range of opportunities which are realistically available to them in continued education and training at 14+, 16+ and 18+;
- are equipped with the necessary decision-making skills to manage those same transitions;
- develop an awareness of the wide variety of education, training and careers opportunities both locally and nationally;
- use effectively the resources available so they can make informed and appropriate choices throughout their school journey;
- benefit from links fostered between the School, local businesses and further education establishments;
- experience the world of work and develop transferable skills;
- wherever possible leave the School to enter employment, further education or training;

- experience a culture of high aspirations, equality of opportunity, in which diversity is celebrated and stereotypes are challenged;
- receive extra assistance and guidance to reach their potential, where this is necessary.

## Provision

Careers provision is mapped against the Gatsby Benchmarks. The current careers programme is delivered through a combination of methods, including explicit lessons provided within the taught PSHE programme. Careers information is available both in the careers room and in digital format via Unifrog, a platform which provides access to information on apprenticeships, universities, the labour market, career pathways and UCAS applications.

At Key Stage 3, we aim to raise pupil aspirations, exploring stereotypes in the workplace, researching the workplaces, through 'work shadowing', and developing personal, social and employability skills through work with local employers and alumni. Assemblies and a parent and pupil information evening on choosing preferences are also provided.

At Key Stage 4, pupils continue researching careers and pathways into sixth form, higher education or apprenticeships. They will visit the County Careers Festival, looking at local opportunities and benefit from our CEIAG information evening. Details of open events, at local providers are shared and encouraged. Individual interviews are held with an independent careers practitioner, who also provides guidance on apprenticeships.

At Key Stage 5, a series of careers lectures are delivered from universities, employers, employees and representatives from most professional fields. Some of these lectures, together with form time, are devoted to the topic of UCAS applications and interview skills. There is also a Futures evening held for parents and pupils. In addition, Year 12 has a week of work experience and individual careers interviews are held with an independent, Level 6 qualified careers practitioner.

## Roles and responsibilities

All staff contribute to the implementation of this policy through their role as tutors and as subject specialists. Subject specialists embed careers into their subject area. A range of connections between Higher education providers and employers are forged and developed to support the curriculum through Key Stages 3 to 5.

### Careers team

Kate Freezer (Assistant Headteacher): SLT Lead and Strategic Lead for Careers

Rachel Holden: Careers Coordinator

Siobhan Whiddett: Independent Careers Advisor

To be confirmed: Link Governor

## Monitoring, Recording and Evaluation

Built into the careers programme are opportunities for pupils to self-evaluate and reflect on their learning at key points, such as work shadowing. Pupils develop a profile on Unifrog through which their activities and skills development can be recorded and monitored by staff including form tutors and the careers coordinator. All participants in the programme complete surveys following key events including pupils, parents and employers. Leavers' destination information is also collected and analysed.

## Careers and SEND provision.

Every pupil with SEND follows the same programme of careers as their peers, with adaption and support from the SEND team where appropriate.

Pupils with an EHCP have an interview with the careers advisor in Year 9 before the GCSE preference process to enable early identification of any necessary adaptations or interventions according to need to support their career aspirations.

At the end summer term of Year 10/autumn term of Year 11 all EHCP pupils have at least one interview with the School independent careers advisor who supports them with their post-16 transition choices. The SENCO and the careers advisor also liaise with colleges/alternative sixth forms that the pupil is transitioning into to enable as smooth a transition for the pupil into their new learning environment as possible.

Pupils can self-refer, and form tutors and pastoral staff are also able to raise concerns and highlight the need for an independent careers appointment for a pupil.

The SENCO meets with parents/carers to discuss preference suitability where individual need is likely to have an impact on choices made during the process.

## Entitlement

- Please see [Appendix A](#) outlining pupil and parent entitlement.

## Partnerships

The CEIAG programme is greatly enhanced through links which help to ensure that pupils' learning is current and relevant. We work closely with local employers and employees including previous pupils, alumni, parents 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, careers fair and workplace visits. In addition, we work closely with universities and the local FE College. We always strive to expand and improve our contacts. Governors are regularly updated on the careers programme and there is an active link governor.

## Policy statement for provider access

A provider wishing to request access should contact **Rachel Holden** (Careers Coordinator), via [rholden@ndhs.org.uk](mailto:rholden@ndhs.org.uk). Please see separate policy for further details on our website careers pages.

## Appendix A: Careers Entitlement

**Pupils** attending the School are in their careers programme entitled to:

- Receive a stable careers programme from Year 7 that continues until they leave school (or attend University, if taking a gap year);
- Receive relevant careers guidance and have access to independent careers information and guidance, including labour market data where relevant;
- Receive personal advice that helps pupils to achieve their individual careers goal – whether this is Higher Education, an apprenticeship or employment;
- Be equipped with the necessary skills to prosper in HE and employment;
- Have the relevant knowledge to make realistic and achievable goals based on their own interests and skills, whilst taking into account local job market information and relevant entry requirements;
- Receive up-to-date information about careers and skill-development opportunities;
- Understand how different subjects help keep different options open;
- Have access to additional help, whether this need is generated from a change of decision, personal circumstances or additional needs;

- Have meaningful and helpful encounters with employers and other education providers;
- Have a minimum of one day's work shadowing (in main school) and one week of work experience in the sixth form.

**Pupils** are expected to:

- Fully engage with careers lessons and activities;
- Utilise the available careers resources, including the on-line Unifrog platform;
- Record careers-related skills, participation and research, reflect upon what has been learnt;
- Identify and set goals for the future;
- Actively participate in workshops, presentations and visits from external employers or providers;
- Attend informative events such as Preferences Evening, CEIAG evening and the careers fair;
- Take advantage of opportunities offered outside school, such as school trips and projects.

**Parents** are entitled to have:

- Access to links to the National Careers Service information and other independent websites and resources via the School website;
- The opportunity to contact the independent careers advisor, careers lead and careers coordinator;
- Access to information and guidance through parent information evenings including choosing preferences, UCAS, work shadowing, work experience and pupil finance.