

Careers Advice and Guidance at Robert May's School

Vision and Purpose

A young person's career reflects the progress they make in learning and work. It is part of the vision and mission of Robert Mays School that all learners have a planned programme of activities to help them choose pathways that are right for them and to be able to manage their careers, sustain employment and achieve personal and economic wellbeing throughout their lives.

High quality careers, advice and guidance supports high achievement and ambition in our students. This is developed throughout the students' time at the school and works alongside supporting their strengths and aspirations. We ensure that learners have the understanding, skills and experience to progress and succeed in their careers.

Careers education and guidance contributes to the well being of individuals as well as working to the benefit of the local and wider community, alongside boosting the economy. Students develop important characteristics including resilience, communication skills, teamwork, leadership skills and employability.

Aims

Fundamental to our policy is the broaden and increase the aspirations of our students and ensure they are inspired to understand and achieve their chosen career goals, even at an early age. Our careers portfolio allows students to make informed choices and guides them through the decisions they make looking forward. We work with parents and carers to encourage them to take an active part in assisting the delivery of the careers offering with information evenings, events within the school and regular bulletins.

We work with external agencies to

- Encourage participation in education and learning, including further and higher education and apprenticeships
- Reduce the number of students who are not in education, training and employment
- Provide opportunities to experience a variety of workplaces
- Ensure students come into contact with representatives from a variety of education and business providers
- Provide specific STEM focus encouraging groups that are not well represented in this area to be involved
- Give students the tools and opportunity to analyse themselves and link to their strengths and aspirations
- Link behaviour and attitude to learning to their potential career prospects

Statutory Duties

The careers provision at Robert May's School is in line with the Education Act 1997 and the Technical and Further Education Act 2017 by providing independent impartial careers guidance including a range of training and education options including apprenticeships and by ensuring a range of education and training providers have access to students. Full details are included in our Provider Access Policy on our website.

The Government's careers strategy, published on 4 December 2017, sets out a long-term plan to build a world class careers system that will help young people and adults choose the career that is right for them. This statutory guidance has been updated to expand on the aim set out in the strategy to make sure that all young people in secondary school get a programme of advice and guidance that is stable, structured and delivered by individuals with the right skills and experience.

Careers advice and guidance opportunities are provided for students across each year group. Themes taught to our students are:

	Autumn	Spring	Summer
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Year 7*		Introduction to Enterprise through Fair Trade activity	
Year 8	Interviewing external enterprise guests to find out about their careers paths and varying job roles. Introduction to interview techniques.	Financial enterprise through events planning	
Year 9	Self analysis activities and study of careers through Kudos application.	Options choices for GCSE which include vocational opportunities at post-14 in area technical colleges	STEM enrichment day (off-timetable)
	Opening up the variety of career opportunities available.	Options Information event for parents. Decision making around careers.	
Year 10	Careers Fair (on site)	CV writing, Local Market information, local colleges and apprenticeships Planning work experience	Work Experience Local College presentations Link College Oxbridge visit Enterprise Day (off-timetable)
Year 11	Review of Work Experience Writing personal statements Careers Fair (on site) Local College presentations Attending FE College interviews Mock Interviews	Attending FE College interviews Completing 1-2-1 careers advice meetings for the cohort Job/sector specific presentations/sessions	Examinations, results and support for post-16 destinations

*Yr 7 is not expected to undertake careers advice and guidance.

Student Entitlement

- 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 evenings, assemblies, 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.
- Activities may take place on an individual or group basis.

- To have access to labour market information (LMI).
- The opportunity in Year 10 to have a week of work experience, the opportunity to prepare and review work experience, CV writing workshops and the development of key and employability skills.

The school aims to adhere to the principles explained in Gatsby benchmarking. The main elements of this are:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

The school quality assures and analyses its careers provision by conducting student and provider questionnaires, receiving reports from employers at the end of work experience week, assessing the national school performance database on destinations of Year 11 and by conducting lesson and assembly visits.

Information, advice and guidance

The school will ensure that all students have access to independent and impartial career guidance and will ensure that students have access to information and advice about all pathways – not just HE. This career guidance will be delivered by a Level 6 or above qualified career development professional (careers adviser) who upholds the professional standards of the Career Development Institute.

How careers provision is monitored, reviewed and evaluated

Every year the Careers Leader will evaluate and monitor improvements in the careers education against the eight nationally recognised benchmarks using the online tool provided by Careers and Enterprise Company called Compass, this will enable the School to assess what it is doing well, and what areas need to be improved. The results of the yearly review will be presented to Governors and SLT. Gatsby benchmarks listed above.

Mr A Peake holds the post of post-16 pathways leader and is responsible for coordinating Careers Advice and Guidance for our students.

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