



**Careers Information, Advice and
Educational Guidance
Policy
2022-23**

Vision and purpose

Promoting a career development culture is an essential part of the mission and ethos of our Catholic school. We aim to support the aspirations of all our learners 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 contributes to the well-being of individuals but also to the wellbeing of their families, the communities, including their Catholic community to which they belong, wider society, businesses and the economy. We also believe exposing pupils to the world of careers, business and enterprise encourages and motivates pupils' learning, through applied learning experiences that will create the entrepreneurs, business and innovators of the future.

The Gatsby Benchmarks

At St. Patrick's we continue to strive to meet the eight Gatsby Benchmarks to ensure our pupils are getting the highest quality Careers provision that they can. Through regular liaison with Bridge GM and consistent termly COMPASS assessments, we are aiming to provide students with:

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

Our Careers programme and pupil experience is under continued development in line with the eight Gatsby benchmarks for ensuring best practice and to meet the requirements of the Department for Education's statutory guidance.

Careers within the curriculum

Here at St. Patrick's we ensure that Careers information is embedded within each curriculum subject across all five year groups. This whole-school approach to Careers ensures that pupils are given information on a plethora of potential career paths in a wide variety of subject areas. Not only does this highlight the relevance of

studying particular topics within subject lessons, it gives pupils knowledge on the diverse career paths out there. This curriculum-based work complements the Careers work going on outside of lesson and works towards each and every pupil leaving St. Patrick's with a clear, achievable ambition. To see how Careers is mapped out in each subject lesson, please see the full document here:

<https://www.stpatricksrhigh.co.uk/curriculum/careers/>

Careers provision outside of subject lessons

Much of our careers provision occurs outside of subject classrooms. The list below is not an exhaustive list of Careers activities that take place during a pupil's five years with us, but provides an overview of the diverse set of experiences each pupil receives. The specific activities are subject to change and dependent on the availability of internal and external staff.

PSHE: The work completed during form time plays an important role in preparing our young people for life beyond St. Patrick's. Aside from specific careers-related work on their aspirations, labour market information and skills and experiences, we ensure that from the start of Year 7 pupils improve their employability, self-awareness and decision making through the work conducted during PSHE and implications that this has on their life beyond St. Patrick's.

Aspirations Audits: Pupils will be audited on what their aspirations are so that this can be shared with staff to support their ambitions and also guide the external visitors that we get into school to work with pupils

Careers Information Evening: Pupils and parents are invited in to speak with a variety of colleges, apprenticeship, traineeship/training providers along with representatives from employers, university and public services.

Working Skills Day: Pupils are off timetable all day attending various sessions to prepare them for life beyond St. Patrick's. Pupil sessions are all delivered by external agencies and include: sessions on maintaining positive wellbeing, CV Writing, banking & budgeting, the importance of volunteering, team building, University/College life and many more.

Mock Interview Day: Pupils experience a realistic interview experience in which they prepare for an interview with an employer via application form, have the interview and then gain invaluable feedback

Visits to various colleges: All pupils experience a college visit in Y10 but many of our pupils require a second taster or something more specific to them e.g. a more hands on day at Future Skills

Assemblies: As well as internal presentations to highlight the different options available to them once they leave us, pupils also receive assemblies from: Loreto

College, Salford City Colleges, LLS, ASK apprenticeships, Bolton College, Xaverian College, Urmston Grammar, GM Higher, the Growth Company and many more

GM Higher Activities: To support with life after St. Patrick's we have engaged with various GM Higher initiatives such as: 'University Life', the Go: Further mentoring programme, How to become a confident public speaker and Interview Skills.

Focused apprenticeship sessions: All pupils gain information about apprenticeships from Y7 onwards and as the time comes nearer to apply, pupils still interested receive more bespoke support on the process via Matt Leigh from ASK.

Careers-based visits: Examples of recent careers-based visits include: the cardiovascular dept. at the University of Manchester, the Marriott Hotel work experience, New Scientist: Live, Chester Zoo Zoology, University visits, College visits.

Employer Encounters: Where possible, we encourage employers to come into school to link the curriculum with real world careers. Aside from the various events listed above, recent employer encounters have included: A Volcanologist, an Engineer, a midwife, an artist, an athlete and professional actors.

School Based Careers Advisor

Our Careers Advisor, Hannah Fox is based at school for one and a half days per week. Hannah will meet with every student in Year 11 to ensure they are given individualised advice and guidance on their proposed courses and routes post 16. Accordingly, each and every pupil receives an individual action plan. Hannah also sees pupils from younger year groups and pupils and parents can request appointments with our School Based Careers Advisor by contacting the school (please contact Sadie Taylor on Sadie.Taylor@salford.gov.uk if you would like to speak with Hannah Fox).

Provider Access Policy Statement

At St. Patrick's, we consistently give education and training providers the opportunity to talk to pupils in years 8 to 13 about approved technical qualifications and apprenticeships and have worked closely with such organisations for many years.

We aim to provide a minimum of 6 encounters with technical education or training providers to all pupils in years 8 to 11 through drop down days, assemblies, live-online encounters, presentations, after-school events, small-group activities etc. and are open to working with new providers who are keen to work with our students on the opportunities available to them. Please see below for more details:

Opportunities for access

We will consider requests from approved training, apprenticeship and vocational education providers to speak to students. We also approach these providers when planning and organising key CEaIG events throughout the school year.

All requests should be emailed at least 6 weeks in advance of an expected date for the planned session. In the first instance, requests by providers should be sent to Sadie.taylor@salford.gov.uk and should include:

- The proposed format, timings and duration of the planned session.
- The number of staff from the provider's organisation who propose to visit.
- Any support requirements needed from the school.

All requests will be given due consideration from the designated Careers Leader and Senior Leadership. Requests will be considered against:

- Clashes with other planned activities or visits.
- Interruption to preparation for public or internal examinations.
- Availability of school staff, space and resources to host the session.

The Headteacher may refuse a request if it would be likely to be detrimental to the safety or wellbeing of students or staff, or if granting the request would be likely to bring the school into disrepute.

For questions on this policy statement or the wider CEaIG programme at St Patrick's RC High School, please do not hesitate to contact us.

In the past three years, we offer some examples of what we have done to meet the requirements of the provider access statement:

- Inviting various providers into school for events such as: Working Skills Day, Careers Information Evening and Mock Interview Day
- Allowing educational/apprenticeship/training providers to present their provision to large cohorts of pupils and subsequent smaller groups
- Working with external providers to work with pupils within specific subject lessons
- Obtaining funding for an external provider to run our National Careers Week to ensure impartiality and various destinations are covered
- Working closely with organisations such as GM Higher to ensure all pupils are aware of the various post-16 options available to them in Further Education and beyond.

Resources

Once visits/sessions have been agreed, the school will provide appropriate rooming to facilitate any work with pupils, along with any equipment requested by the provider where it is available. Providers are always welcome to leave copies of prospectuses, or other course literature at reception, where it will be taken to the Careers Information Hub. This will be readily accessible by all pupils.

Examples of providers we have worked closely with in recent years which provide technical qualifications and/or apprenticeships (or information about them):

- The Greater Manchester Learning Provider Network: <https://gmlpn.co.uk/>
- Salford City Colleges: <https://www.salfordcc.ac.uk/>
- GM Higher: <https://gmhigher.ac.uk/>
- Find an apprenticeship: <https://www.gov.uk/apply-apprenticeship>
- The Growth Company: <https://www.growthco.uk/>
- For Housing: <https://www.forhousing.co.uk/apprenticeships/>

Complaints

Should you have any complaints regarding provider access, please contact Sadie Taylor (Sadie.taylor@salford.gov.uk) in the first instance, detailing your concern(s) and she will ensure that it is escalated appropriately.

The Baker Clause

The Baker Clause stipulates that schools must allow colleges and training providers access to every student in Years 8 to 13 to inform them about approved technical education qualifications and apprenticeships. At St. Patrick's, we actively encourage this and are fully compliant with the Statutory guidance for schools set by the Department for Education (DfE).

At St. Patrick's we:

- Open our doors to other education and training providers
- Provide a range of opportunities for providers to talk to all of our pupils
- Ensure that pupils are aware of the different avenues of study beyond St. Patrick's, including apprenticeships, T-Levels and other approved technical education
- Make every effort to improve our performance against the Gatsby Benchmarks by systematically reviewing our offer at a Senior and Governing Body level
- Publish all of our policies, programs and provider access statements on our school website for pupils, parents, teachers and employers/providers to see.

Our full Baker Clause policy statement can be found here:

<https://drive.google.com/file/d/1EX9pS4LLfTbESSPFQXcXOhb2hqCgRHYB/view>

Employers/External Agencies

We understand that a successful CEIAG programme cannot just be delivered internally. We value our excellent support from our industry links and from our network of post-16 providers: including colleges, universities and apprenticeship and training providers. Please see our Provider Access Statement above for more information about how to get involved.

Reducing NEET Strategy

It is of paramount importance that we are ensuring our pupils leave St. Patrick's having applied for and attained a relevant and appropriate post-16 destination. As part of a change in government legislation, young people are now expected to continue some form of education until they are 18 years old. Essentially, pupils have these options when they leave us:

- Full time education at school or college
- Part time education or training if they are employed, self-employed or volunteering for 20 hours or more a week
- Apprenticeship

In addition to the one to one guidance that pupils receive and the careers provision undertaken both inside and outside of the classroom we recognise that other factors (such as SEND, Mental Health, Attendance etc.) could affect a pupil's post-16 destinations.

In order to best support our pupils going to a placement that is appropriate and relevant to them, we assess all of our pupils for their risk of NEET and send this information to the local authority from Year 10 onwards, so that pupils can be best supported in overcoming any barriers to their desired post-16 choices.

Latest Destination Figures

At St. Patrick's we do our very best to make sure that each and every pupil leaves here with a post-16 placement that is appropriate and relevant to them. We are very pleased with our history of very low NEET figures and have been consistently below the Salford average in this respect. Our latest destination figures can be found on the school website here: <https://drive.google.com/file/d/1V1MRtKOCKa2Ljq6wJ-8TNWD-su3pq2rr/view>

Careers team

Miss H Mainwaring: Careers Lead

Hannah Fox: Careers Advisor

Mrs S Taylor: Careers Admin Support

David Grounds: Designated Careers Governor