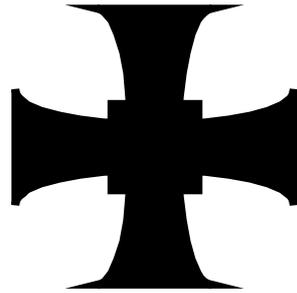


# TRINITY SCHOOL CARLISLE



A CHURCH OF ENGLAND ACADEMY

## CAREERS POLICY

**Pastoral Committee**

**Revised:** January 2015

**Approved by the Pastoral Committee:** February 2015

**Ratified by the full Governing Body:** March 2015

**Next review:** January 2017 (with annual schedule updated February 2016)

## **Careers Education and Guidance**

Trinity School is committed to providing its pupils with a varied programme of Careers Education and Guidance activities to equip and enable them to make informed decisions and choices at key transition points both during School and Post 16.

It aims to help pupils develop, identify and add to their employability skills throughout their School life. It also contributes to the School's key values in ensuring excellence, raising aspirations whilst enabling pupils to acquire social and vocational skills. Importantly it seeks to help pupils understand and be prepared for the ever changing and challenging Work and Career environment.

### **Statutory obligations for Careers work in School**

From September 2012 the Education Act 2011 placed Schools under a duty to secure access to independent and impartial Careers guidance for their pupils in years 9 to 11. The Careers Guidance in Schools Regulations 2013 has extend the age range to include pupils in year 8 and in years 12 and 13 from September 2013.

These changes will support information and advice from an earlier age, enabling better informed decisions at ages 13 and 14, and will assist with **the raising participation age** requiring young people to participate in education or training until the end of the academic year in which they turn 18<sup>th</sup> birthday from 2015.

### **Implementation of Careers education and Guidance**

Careers education will be delivered during designated days, when the timetable is collapsed in year groups. It will also take place during Parents' Evenings, and on days when there are Careers Conferences, Fairs, Workshops or Employers to visit, which will benefit pupils by attending.

The Careers Education programme will be organised by the Information Advice and Guidance Officer for the School. The programme of activities will be delivered by employers, Further and Higher Education representatives, Training providers, Training organisations and Teaching staff.

### **Entitlement to the Careers Guidance and Education**

All pupils are entitled to and will receive impartial and independent Careers Education and guidance support during their education at Trinity School, the key features of which include:

#### **Guidance**

- Access to impartial and independent individual advice and guidance from the school Careers Co-ordinator, open to years 7 to 13.
- All year 11 pupils will receive a one to one Careers interview and an action plan to discuss their post 16 progression options.
- Targeted support for identified vulnerable pupils in year 11 at risk of becoming NEET [Not in Education, Employment or Training] to discuss their Post 16 options.
- One to one guidance interviews with year 13 students applying to university, supporting them with their application and help with writing their Personal Statement.
- All students in year 13 not applying to University are offered a careers interview to discuss progression choices.

- The IAG Officer undertakes tracking and follows up all of year 11, checking they have offers and providing destination data back to the Local Authority. She also contributes to tracking and destination data for the year 13 cohort.
- Additional Careers Services are bought in when required.

### **Careers education**

- Programme of Careers Education topics covering: employability skills and preparation for work, options at year 9, enterprise activities, preparation for work experience, introducing Higher Education, progression options post 16 (which includes Sixth Form), Apprenticeships, Further education, Employment options at 18 (including employment, apprenticeships and a gap year), CV preparation and completing application forms.
- Organising visits to workshops, careers-related shows and conferences for students to raise aspirations and their careers knowledge and awareness.
- All of year 10 undertake one week's work experience, and year 12 pupils are encouraged to organise work experience.
- Careers information resources, prospectuses and useful websites are advertised on the School VLE Moodle site and in the libraries, as well as the Careers Office.
- Access to see the IAG Officer for appointments at any of the Parents' Evenings.
- Use of careers interest and information software packages Kudos, Kudos Inspire and Eclips to help pupils find out about careers interests and job profiles.
- Use of Careerscape software package for year 11 and sixth formers to help explore university courses and future careers
- The Careers Plan for 2014 – 2015 is attached as an appendix.

### **Career Professional development**

The IAG Officer attends a regular Careers Network meeting with fellow careers advisers to discuss school work and all issues relating to delivering Careers Guidance and Careers Education.

The IAG Officer will arrange to attend visits to employers, Further and Higher Education institutions, training providers and related careers conferences and workshops to support LMI knowledge and keep up to date with careers information.

### **Evaluation and Review**

The IAG Officer will seek evaluation from pupils, organised careers events and individual guidance interviews, and use the feedback to make any changes or revise any aspects of the careers delivery in School. The Policy will be reviewed along with the Careers Plan annually.