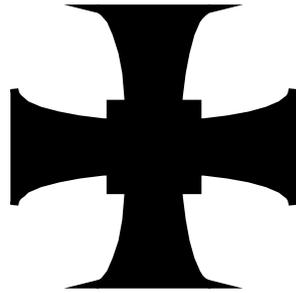


TRINITY SCHOOL



A CHURCH OF ENGLAND ACADEMY

CAREERS POLICY

Pastoral Committee

Reviewed: May 2017

Approved by the Pastoral Committee: June 2017

Ratified by the full Governing Body: July 2017

Next review: June 2019

Careers Education and Guidance

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

Provision aims to help students develop, identify and add to their employability skills throughout their School life. It also contributes to the School's key values of standards, responsibility and opportunity for all, raising aspirations and enabling students to acquire social and vocational skills, manage risk and to develop their decision making, their ability to contribute to a team and individual problem solving skills. Importantly Careers Education and guidance at Trinity School seeks to help students understand and be prepared for the ever changing and challenging work and career environment.

Statutory obligations for Careers work in School

'Statutory guidance and inspiration in Schools' (March 2015) promotes a duty for schools to secure independent careers guidance for all Year 8-13 students, which should aim to expand advice and guidance for young people so that they are inspired and motivated to fulfil their potential. It is our aim to help every student to develop high aspirations and consider a broad and ambitious range of careers. We recognise that inspiring every student through more real-life contacts with the world of work can help them understand where different choice can take them in the future.

The Government has raised the participation age (RPA) so that all young people in England are now required to continue in education or training beyond the age of 16. Students can choose how to participate as follows;

- Full time study in school, college or training provider;
- An apprenticeship, traineeship or supported internship;
- Full time work or volunteering (20 hours or more) combined with part time accredited study.

To this end, we endeavour to monitor both the attainment and the destinations of our students and do all that we can to support increasing numbers progressing to apprenticeships, universities (including selective universities), traineeships, and other positive destinations. It is also our aim to work closely with our Local Authority to support more vulnerable young people, including those with special educational needs and those who are disengaged or at risk of disengaging.

Implementation of Careers Education and Guidance

Careers education will take many different forms at Trinity School, including designated drop down days, information evenings, outside speakers in the Personal Development curriculum activities and assemblies. It will also take place during Parents' Evenings, and on days when there may be career conferences, university visits and talks, workshops and employer's visits as well as transition meetings, where advice will be given on work experience programmes. Face-to-face interviews are a regular feature of School provision emphasising a highly personalised approach.

The Careers Education programme will be organised by the IAG (Information, Advice and Guidance) Officer, Anne Ewing. The programme of activities will be delivered by a variety of contributors including employers, STEM (Science, Technology, Engineering and Maths) ambassadors, further and higher education representatives, training providers, training organisations and teaching staff as applicable.

Trinity School will ensure that high attaining students are supported to make an informed choice about whether to aim for university, including the very best universities and courses,

or an apprenticeship as an equally high calibre and demanding route into employment and higher education. We shall continue to provide a learning environment which will motivate students to think beyond their immediate experiences, and encourage them to consider a broader and more ambitious range of future education and career opportunities.

Entitlement to the Careers Guidance and Education

All students 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

- Providing access to impartial and independent individual advice and guidance open to Years 7 to 13.
- A conscious drive to work to prevent all forms of stereotyping in the advice and guidance to ensure that all boys and girls from all backgrounds and diversity groups consider the widest possible full range of careers.
- A determination that all Year 11 students will receive a one to one progression interview and an action plan to discuss their post 16 progression options.
- Providing access to Independent advisors for those students to whom the school deems it to be the most suitable form of support, including those with SEN or disabilities and pupil premium.
- Targeted support for identified vulnerable students 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.
- Careers interviews for all students in Year 13 not applying to University, to discuss progression choices including information on advance and higher level apprenticeships.
- Additional Careers Services that are 'bought in' as and when required.

We shall maintain records to allow frequent evaluation of our success in supporting students to take up education and training which offers good long term prospects through analysis of internal destination measures and DfE destination measures. This data will be shared routinely with the Local Authority.

Careers Education

A rich programme of careers education topics exist at Trinity School covering: employability skills and preparation for work experience/work, options at Year 9, enterprise activities, introducing higher education, and post 16 progression options (including sixth form), apprenticeships, further education, employment options at 18 (including apprenticeships and a gap year), CV preparation, mock interviews, work experience and completing application forms. Our provision also consists of;

- A range of careers activities, including work-related learning and work experience for all Year 10 and Year 12 students.
- Partnerships with a range of other schools, further education and higher education providers and work-based training and apprenticeship providers in order to ensure that students have access to a range of options at each stage of their education.
- Access for students to CIAG information on the school website as well as careers information held in the School libraries and careers office.
- Ready access to CIAG resources are available on the school website as well as in the libraries and careers office, including a wide variety of prospectuses and useful links.
- Use of on-line advice, including the National Careers Service, jobcentre plus

- One to one consultations/interviews with the IAG Officer.
- Sustained and varied contacts with employer networks and business ambassadors to raise the profile of important career choices and to develop entrepreneurial skills for self-employment as a viable career option.

Career Professional Development

The School IAG Officer attends regular careers network meetings 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 Labour Market Intelligence knowledge and keep up to date with careers information.

Evaluation and Review

The school will quality assure careers guidance, including that offered independently to ensure students are receiving advice that is impartial and is relevant to their needs. The IAG Officer will seek evaluation from students, organised careers events and individual guidance interviews, and use the feedback to make necessary adjustments to provision.