



TOWNLEY
— EST 1937 —
GRAMMAR SCHOOL

Careers, Guidance & Provider Access Policy

Introduction

This policy statement sets out the trust's Careers Strategy plus arrangements for managing the access of providers to pupils at the school for the purposes of giving them information about the provider's education or training offer. This complies with the school's legal obligations in providing information about technical education under Section 42A and 42B of the Education Act 1997.

Vision and Values

Statement of Intent

We are committed to embedding a Careers Programme across our trust that enhances students' future employability as a priority and that every student has access to impartial careers education, information, advice and guidance which inspires and informs all students of the range of pathways. We strive to deliver a diverse careers provision with a focus on inclusivity and social mobility. No student is left behind and all have access to a range of opportunities. Our provision encourages students to be aspirational and we break down barriers and stereotypes to improve access to a breadth of career pathways.

It is relevant and bespoke for the communities we serve, and we aim to work with a range of alumni and industry professionals to support this. By engaging with other Careers provisions and professionals we enhance opportunities and develop research that benefits our students. The development and growth of our staff is also essential and opportunities and networks will ensure we create a great place to work and learn.

Statutory requirements

The Trust is committed to fulfilling its statutory duties in relation to the Baker Clause and meeting the Gatsby Benchmarks (<https://www.gatsby.org.uk/education/focus-areas/good-career-guidance>) in line with the CDI framework (https://www.thecdi.net/write/Framework/CDI_107-Framework_Handbook-web_Updated.pdf) to provide a comprehensive Careers Programme for all students.

Learner Entitlement

Through the creation of our strategic implementation plan and proposed programme our aim is that all year groups across the trust will benefit from:

- 1-1 impartial Career Guidance meetings
- Access to the Unifrog platform to map the skills developed throughout their academic journey
- Careers Education: A comprehensive careers education programme delivered via PSHE lessons as appropriate for each year group; programme is reviewed and updated on a yearly basis.
- Careers Education: Ongoing delivery via subject teaching and promotion through focus weeks and days, for example STEM days.
- Careers & Higher Education Fairs
- Career Talks & Industry Insights: A comprehensive programme of career talks and industry insights from visiting professionals, industry representatives, Alumni, local and national organisations and employers and take place over the year.
- Townley Grammar Alumni: Inspirational Alumni talks, drop-in sessions and small group sessions offering career insights and advice, support and mentorship to current students.
- Trips and Visits: Exposure to a range of Higher Education establishments, local and national organisations and workplaces through individual departmental trips/visits.

- Personal Development Opportunities: A range of character and personal development opportunities arise throughout the key stages, including charity and volunteering initiatives such as First Give and DOE (Bronze, Gold and Silver Award).
- Student Leadership: A range of leadership training and practical opportunities to develop leadership skills arise throughout the key stages to develop transferable skills for future employability.
- Finding out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- Hearing from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies and group discussions and taster events.
- Careers focus weeks, for example, Green Careers Week, National Careers Week and National Apprenticeship Week.
- The skills to understand how to make applications for the full range of academic and technical courses.

In addition to the above, specific Key Stages have specific entitlements.

KS3 will benefit from:

- Unifrog Careers focus sessions
- Post 14 - Year 9 Options Programme: Targeted support with GCSE choices and other post 14 options to help ensure informed decisions and a smooth transition; includes an Information Evening for students and their parents/carers.
- STEM Days focusing on skills and knowledge associated with future careers
- Skills focus days as part of the EDGE (Explore, Discover, Grow and Engage) programme
- Character Development: Students have the opportunity to participate in the First Give charity initiative.

KS4 will benefit from:

- Post 16: Information, advice and guidance on all post 16 options, including Sixth Form, college, Apprenticeships, School Leaver Programmes, training and work.
- Post 16 - Year 11 Programme: Targeted support with A Level choices and other post 16 options to help ensure informed decisions and a smooth transition; all students and their parents/carers offered a 1-1 academic guidance interview with a member of the Senior Leadership Team or Cluster Leader.
- STEM Days focusing on skills and knowledge associated with future careers
- Opportunities from external speakers and sessions available through partner organisations. Advertised through Google Classrooms.

KS5 will benefit from:

- Post 18: information, advice and guidance on all post 18 options including Higher Education, Apprenticeships, School Leaver Programmes, gap years, training and work.
- Post 18 – Higher Education Programme: Targeted support for Higher Education choices and the UCAS application process to help ensure informed decisions and a smooth transition;

includes a Post 18 Information Evening for Year 12 students and their parents/carers, including a Post 18 provider Fair.

- All students are offered the opportunity to visit to the UCAS Fair.
- All students are offered the opportunity to engaged in Work Experience.
- All students are offered opportunities from external speakers and sessions available through partner organisations, often linked to virtual work experience, information sessions or subject knowledge enhancement. Advertised through Google Classrooms.
- Unifrog platform to support applications
- Oxbridge Programme: Targeted support programme for those applying to Oxbridge.
- Medics Programme: Targeted support programme for those applying to medicine, dentistry and veterinary medicine.
- Leadership Programme: Dedicated leadership training programmes run in partnership with external educational organisations.
- Work Experience Programme: Targeted guidance and support programme to help Year 12 students through the work experience process; students are permitted to secure a placement of up to one week in duration during the school term.
- Apprenticeship and employment application and interview support.
- Academic and Peer Mentoring Programme: A training programme for Year 12 students to develop their mentoring skills; academic mentoring is focused on Year 11 students and peer mentoring is focused on KS3 students.
- Alumni: Opportunity for all Year 13 students to join the Townley Alumni, the school's official former student network scheme
- Electives and Enrichment Programmes
- Enterprise: A variety of activities offered to help build enterprise skills, e.g. Micro-Tyco Challenge.
- Career Talks: A diverse range of career talks aimed specifically at Sixth Formers.

A selection of extracurricular engagement opportunities linked to Careers Education

- Goodwin Law visit (Law)
- IKEA Trip (Product Design)
- InvestIn (Investment)
- Bangalore Medical Internship (Overseas: Medicine)
- Goldman Sachs
- Mansfield College, Oxford (University)
- Advertising Unlocked
- Pacific Asset Management Insight Day
- Rhineland (Overseas: STEM Visit)
- Japan (Overseas: Humanities Visit)
- Silicon Valley, San Francisco (Overseas: Careers in Computing, Technology and STEM)
- Law Society (a student run society with external speakers)
- MedSoc (a student run medical society)

Management and Delivery

We recognise the importance of putting in place effective arrangements for the management and delivery of the programme and ensuring a consistently high level of quality of Careers Education for all students across the trust.

With a centralised provision provided in collaboration with other stakeholders within the school, we work towards the ambitions set out in the Strategic Implementation Plan under the leadership of the Senior Associate Lead and Director of Careers and Progression.

The Director of Careers and Progression being the main point of contact for employers, educational providers and career-related provision for opportunities to engage with the school

Staff Development

Staff training needs are identified with a continual awareness of local and national careers agendas. The school endeavours to meet training needs within a reasonable period of time.

Resources

The Director of Careers and Progression is responsible for the effective deployment of resources.

Sources of external funding are actively sought, and shared provision is used where appropriate and efficient, particularly in conjunction with our local network of providers.

Student Careers Hub: A dedicated careers space that students from all year groups may visit for information, advice and guidance. 1-1 career advice and guidance appointments take place in the hub and students may use the space for career related meetings and mentoring sessions.

Careers Resources: The Careers Hub and school library holds a wide range of resources, that includes current information on post 14, 16, and 18 options, a variety of career related publications, flyers for external careers events, and university prospectuses. There is internet access that students may use for career related tasks, or during their 1-1 advice and guidance sessions.

Unifrog:

Unifrog is a one-stop shop destinations platform that has now grown to encompass, alongside all UK universities, apprenticeships and Further Education colleges, as well as US and Canadian universities, and degrees taught in English in Europe, Asia, and Australasia. Their mission is to level the playing field when it comes to young people finding the best opportunities for them; they put having a positive social impact before anything else.

Students from Year 7 upwards have access to Unifrog and dedicated time to utilise the platform.

This can also be accessed outside of school. Parent can also request a parent login to support their child's career exploration.

The school subscribes to Unifrog on a yearly basis, enabling students to keep a portfolio of career ideas and aspirations as they progress through KS3, 4 & 5, with access to current career and higher education information.

<https://www.unifrog.org/>

Engaging Parents/Carers

Parents/Carers are encouraged to get involved in the progress of their children through

- Yearly Information evenings aimed at key decisions points e.g. GCSE Options, Post-16 Options, Post-18 evening, Oxbridge Evening etc.
- Access to school website with supporting information and resources
- Opportunity to engage in Unifrog
- Yearly parents' evenings
- Termly newsletters

Monitoring and Review

All aspects of CEIAG are reviewed at least annually with a development plan included in the overall school development plan.

This is done in the following ways, along with informal and formal collection of feedback throughout the year.

1. Director of Careers and Progression meets with the Staff in the Sixth Form weekly to discuss Careers provision and CEIAG.
2. Director of Careers and Progression meets bi weekly with SLT to discuss progress against that year's agreed plans for CEIAG, including UCAS and extra-curricular activities, Trips and Visits.
3. An annual review of the CEIAG service provided is undertaken using the compass tool and Gatsby benchmarks, as well as 2018 Statutory Guidance and the action plan resulting feeds into the school's development plan.
4. Director of Careers and Progression meets annually with each Learning Manager to discuss the plans for CEIAG in their respective year group, and to review the feedback from the previous year to support forward planning.
5. Each year the effectiveness of the service is reviewed with the aid of:
 - Statistics on NEET, destination of Year 11, 12 and 13 leavers
 - Direct feedback from staff, parents and students
 - Indirect feedback from students and parents via the annual consensus survey
 - The number and success of extra-curricular activities organised (trips, visits, clubs and societies)

Evaluation of programme and delivery

The careers programme will be reviewed on a termly basis September/January/June, using the Gatsby Benchmarks via the Careers Company Compass Tool and Unifrog Impact reports. The effectiveness and impact of this strategy and the Career Programme will be based on the following evaluation methods:

Compass tool assessment. Improvement against the Gatsby benchmarks. To be re-evaluated every year.

Career Development Audits against the CDI framework

Unifrog impact reports

Stakeholder feedback including student and parent voice

Activity evaluation forms. To record initial reactions of students, teachers and employers of each activity

Quality Assurance of PSHE programmes and curriculum reviews

Quality Assurance of Curriculum Areas with a compulsory question on careers through the curriculum

Relationship to other Internal Policies

This policy should be read in conjunction with the following school policies:

- Equality and Diversity Policy
- SEND Policy
- Safeguarding and Child Protection Policy