



# St Joseph's College

## Careers Policy

**Date Reviewed- May 2020**

**Next Review Date- May 2021**

**Chair of Governors signature:**

*Benedict Jay*

### ***St Joseph's College Values statement:***

Our policies are centred on our young people, designed to prepare them to take their place in society. We are determined to enable our students to “live life to the fullest” (Jn. 10:10) through a quality human and Christian education.

At the core of what we want a St Joseph's student to embody when they leave the security of the college on their life journey are these 5 fundamental respects

Respect for Self

Respect for Others

Respect for Learning

Respect for Community

Respect for Faith

### **Policy for Careers Guidance**

In line with Government Strategy Impartial Careers Guidance is available to students from years 7 - 13. Students are able to find 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 and our provider access statement is available on our website. We work with a large network of organisations who provide a number of assemblies and other workshops for students to understand opportunities and how to access them.

### **Commitment**

- Contribute to strategies for raising achievement, especially by increasing motivation;
- Encourage students to become reflective learners who are self aware of their strengths, skills and attributes and how these link to career and life planning;
- Support inclusion, challenge stereotyping and promote equality of opportunity;
- Encourage participation in continued learning, including higher education;
- Develop enterprise and employability skills through Enterprise and Character lessons;
- Developing decision making skills to reduce drop out from, and course switching in, education and training.
- Contribute to the economic prosperity of individuals and communities so that students are prepared for a life of economic wellbeing;
- Make clear to students how their behaviour, attendance and learning skills are inherently linked to their careers prospects and future prosperity.

### **Gatsby Benchmarks**

Research was commissioned by the Government in 2013 to enhance careers provision in secondary schools. This resulted in the Gatsby benchmarks. St Joseph's College has embedded the eight benchmarks into careers provision for all students. They are:

A stable careers programme (GB1)

Learning from careers and labour market information (GB2)

Addressing the needs of each pupil (GB3)

Linking curriculum learning to careers (GB4)

Encounters with employers and employees (GB5)

Experiences of workplaces (GB6)

Encounters with further and higher education (GB7)

Personal guidance (GB8)

## **IMPLEMENTATION**

### **A Stable careers programme (GB1)**

The careers programme includes a range of activities. The careers education sessions for years 7 - 11 are timetabled in Life Skills days for all year groups and character lessons for years 7 - 9. The programme includes Fast Tomato and Kudos (in-depth interactive computer based questionnaires matching students to their career aspirations). Year 9 will develop Employability through timetabled Enterprise activities and year 12 and 13 will be guided through their University choices with a UCAs programme in tutor time.

### **Learning from career and labour market information (GB2)**

We have regular presentations from employers, including Amazon and HMRC, so students can learn how industries are changing. Students can attend employer visits. Throughout the year visits to employers will be arranged and advertised.

Students, Parents, Carers, Teachers and Governors have access to up dated careers information including Labour Market trends, pay, entry requirements etc. through three programmes purchased by the school, Fast Tomato, Kudos and Eclips.

Students and parents can also access St Joseph's College careers website at any time. The website includes apprenticeship opportunities, information on Further and Higher Educations, quizzes and general careers news.

### **Addressing the needs of each pupil (GB3)**

All students are supported in the choice of their GCSE options on an individual basis. In years 11 and 12 all students are given an individual interview with an independent Careers Adviser to support them in their career path decisions. In addition, all students with an EHC plan have an annual individual careers interview. All students from Year 8 to 13 can request an interview or guidance.

### **Linking curriculum learning to careers (GB4)**

All heads of departments incorporate careers into their subject area. The careers department forward information related to employment opportunities and events to curriculum leaders. Careers information related to subjects is obtained from Kudos, Fast Tomato and Eclips. We undertake regular trips to Businesses and Universities to link learning to careers.

We are proud to be a Peter Jones Academy which allows students to develop their business ideas and entrepreneurial skills beyond the classroom.

### **Encounters with employers and employees (GB5)**

Year 10 students take part in a seminar, which includes CV preparation, financial planning from the banking and accountancy industries. All 11 students have an encounter with an employer through the Big Interview Day (a one to one interview between the student and an employer from his chosen career path). All year 12 students attend a Careers/HE Fair where they are encouraged to meet employers.

A programme of Enterprise activities is organised for each year group to develop and enhance their future employability skills over their time at the College and is timetabled for year 9. This will include visits to industry, trips and drop down days e.g. CSI Day Year 9, which are organised for various groups throughout the year. In addition, speakers are invited to address the students on a variety of career routes including apprenticeship opportunities.

We work with the national Apprenticeship Service to raise awareness of apprenticeship opportunities.

### **Experiences of workplaces (GB6)**

All year 12 students take part in a one-week work experience placement in early July. Trips for small groups are organised to work places either through the careers department or through subject areas. Students in years 7 and 8 will spend a day helping the receptionist and those in years 10 and 11 will be able to volunteer to support at events. Students undertaking the Duke of Edinburgh Award will be supported to find voluntary work.

### **Encounters with further and higher education (GB7)**

All students have access to further education information via the St Joseph's College careers website, which includes local FE colleges/schools, UCAS progress, and post 16 information published by Croydon LEA. We will organise visits to local Further Education providers as required and

St Joseph's College have established a first-generation scholar's scheme with the University of Sussex for selected students in years 9, 10 and 12.

Year 12 students will attend a UCAS fair visit universities for workshops including Oxford.

### **Personal Guidance (GB8)**

All year 11 students have an individual interview in order to clarify their post 16 pathways (apprenticeship, training, college etc). A careers action plan is given to all students after their interview.

All year 12 students have an individual interview in order to clarify their post 18 pathways (employment, training or university). A careers action plan is given to all students after their interview.

In addition, all year 13 students are given priority when guidance is requested.

All students in years 9-13 on the SEND programme are given an individual careers interview prior to their local authority annual review.

## **Resources**

Funding is allocated in the annual budget-planning round in the context of whole school priorities and particular needs in the CEIAG area. The careers co-ordinator is responsible for the effective deployment of resources. This includes the purchase of annual computer licenses (Steps, Kudos, Fast Tomato, Eclips) and various paper based materials.

## **Staff Development**

The College careers team identify their training needs. They will attend events in order to update their knowledge, these include the National Careers Guidance Day, Central Careers Hub, university open days, employer led events and Croydon IAG & Progressions forum. In addition, the Careers Department provide annual tutor training for Year 7-11.

## **Monitoring Review and Evaluation**

The Careers Co-ordinator reviews the programme annually with input from the attached governor, the designated SLT person and students.

Parents will be asked for their feedback at parents events.

Staff and students evaluate individual events including Enterprise Activities, Big Interview morning immediately after the event.

Destination data provided by the London Borough of Croydon and SJC enables the college to track the career path of past pupils.