



St Joseph's College

Careers Policy

Date Reviewed – Autumn 1st Half-Term 2023

Next Review Date – Autumn 1st Half-Term 2024

Policy Author – Ms J Ampah (Director of Business, Enterprise & Careers)

Chair of Governor's signature: Mr S Horsman

A handwritten signature in blue ink, appearing to read 'S Horsman', is written over a light blue circular stamp.

*To inspire the minds of all generations through education, with fearless faith.
As a united community we demonstrate our Lasallian values of faith, service, and respect.*

Mission Statement

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St Joseph's College Values Statement:

St Joseph's College policies are centred on our young people, designed to prepare them to take their place in society. The college is determined to enable our students have life and have it to the full (Jn. 10:10) through a quality human and Lasallian Christian education.

At the core of what we want for a St Joseph's College student when they leave the college is to embody these 5 fundamental respects:

- Respect for Self
- Respect for Others
- Respect for Learning
- Respect for Community
- Respect for Faith

1. Careers Guidance

This policy is written taking into account a number of key policies and statutory guidance.

Impartial Careers Guidance from a qualified Careers Adviser is available to all students from years 7 - 13. Students are able to find out about A Levels, technical and vocational education qualifications and apprenticeship opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point. We work with a network of organisations who provide a number of opportunities to speak with students in assemblies and offer other workshops for students to understand opportunities and how to access them.

The Skills and Post-16 Education Act, implemented in January 2023 requires schools to make sure that students meet providers of technical education throughout their school life so that they learn about a range of careers and understand progressions routes outside traditional academic ones. Our Provider Access Policy, in line with the Baker Clause, is available on our website.

We provide a wider careers programme that address the 6 career development skills that people need to have a positive career (based on the 2021 CDI framework, see <https://www.thecdi.net/New-Career-Development-Framework>) which is mapped and available on the college's website.

Grow throughout life

Explore possibilities

Manage career

Create opportunities

Balance life and work

See the bigger picture

2. Links with other policies, and other requirements and statutory guidance

The college's Careers Policy is developed in line with:

a) The Education Act 2011 and most recent Statutory Guidance July.2021 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1002972/Careers_statutory_guidance.pdf

b) The Technical and Further Education Act 2017 (incorporated in section 42B of the Education Action 1997) introducing the legal duty from January 2018 giving a range of education and training providers access to pupils in years 8 – 13 to inform them about approved technical education qualifications and apprenticeships (The Baker Clause) and ensures compliance with The Skills Act from January 2023

that strengthens the 2018 legislation. The college's Provider Access Policy is available [here](#) and meets the DfE requirement to inform learners of the full range of options.

c) The Gatsby Benchmarks for good careers guidance provide the framework for the how the college structures and develops careers provision. The Careers Lead and Line Manager will complete the annual Compass Report. (Compass is a tool for schools and colleges in England, that evaluates careers activity against the eight benchmarks of best practice.)

d) Ofsted recommendations for effective careers guidance as indicated in the School Inspection Framework (EIF) Sept 2021 <https://www.gov.uk/government/publications/school-inspection-handbook-eif/school-inspection-handbook> . The Education Inspection Framework includes Careers Guidance as part of the personal development judgement. Ofsted's updated 2021 EIF and School inspection Handbook have a strengthened focus on careers guidance and require inspectors to state in their inspection report when a school falls short of the provider access legislation. Inspectors will consider what impact this has on the quality of Careers Education, Information, Advice and Guidance (CEIAG) and their subsequent judgements for personal development.

e) The Skills and Post 16 education Act which comes into effect in 2023 strengthens the requirement for schools to ensure that students hear from a range of technical education providers from year 8 onwards. Our provider access policy is available on our website.

f) The careers team works with the governing body and specifically the link governor for careers to ensure careers provision reflects the statutory guidance, sets out expectations of its role and responsibilities relating to CEIAG, impartial guidance and implementation of the "Baker Clause" and reflects the Catholic nature of the college.

g) The college's work experience policy is updated every year and available on our website.

3. Commitment

St Joseph's College is committed to the following through its careers, information, advice and guidance (CEIAG) delivery.

- Providing a planned programme of activities for Years 7 – 13 . The programme takes into account the needs of all students and is informed by annual audit and consultation with students and parents.
- Contribute to the whole college policy to raise achievement, especially by increasing motivation and 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;
- Provides independent advice and guidance which is impartial and is based on the needs of students.
- Ensuring that the CEIAG and the Employability Learning programme follows local, regional and national frameworks for good practice and other relevant guidance from DfE and OFSTED.
- Integrates careers learning into the whole curriculum.
- Support inclusion, challenge stereotypes and promote equality of opportunity. Taking an inclusive approach and ensuring all students with SEND are supported to access the careers programme and are supported fully in exploring all options and planning for their next steps.

- Sustaining long term partnerships with employers and learning providers to ensure students have access to impartial and independent information and guidance about the range of options.
- Offering work experience in year 12 and 10.

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;

- Developing decision making skills to reduce drop out from, and course changing, in education and training;

4. 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 PSHE lessons for years 7 – 9 and PSHE tutor periods for years 10 and 11. The programme includes Morrisby (in-depth interactive computer based questionnaires matching students to their career aspirations). Years 7 - 9 will develop Employability Skills through scheduled Enterprise activities and year 12 and 13 will be guided through their University and Apprenticeship choices with a UCAS programme in tutor time. Learners will record their Learning on Unifrog.

Learning from career and labour market information (GB2)

We have regular presentations from employers and visits to employers.

Students, Parents, Carers, Teachers and Governors have access to up dated careers information including Labour Market trends, pay, entry requirements. We purchase Morrisby and Unifrog every year.

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

Addressing the needs of each pupil (GB3)

Our approach is inclusive and personalised. All students are supported in their Year 9 choice of their GCSE options. In years 11 and 12 students have an individual interview with the careers lead who is an independent Careers Adviser to support them in their career path decisions. In addition, all students with an Education, Health and Care Plan (EHCP) have an annual individual careers interview before their transition reviews. Students from Year 7 to 13 can request an interview or guidance. The Careers lead keeps records of students' interventions and aspirations.

Linking curriculum learning to careers (GB4)

All Heads of Departments incorporate careers into their subject area and this is audited annually. Departments and the Careers Lead undertake regular trips to employers and Universities to link learning to careers.

St Joseph's College is a Peter Jones Academy which allows students to develop their business ideas and entrepreneurial skills beyond the classroom.

Encounters with employers and employees (GB5)

Years 10 – 13 will attend the College's Careers Fair.

Year 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 includes visits to industry, trips and drop down days 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 through assemblies with years 10 -13.

Experiences of workplaces (GB6)

All year 12 and 10 students will have the opportunity to do a work experience placement in the summer term. Trips for small groups are organised to work places either through the careers department or through subject areas. Each student in years 8 spends 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 are 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 Local Authority. St Joseph's College organises visits to local Further Education providers as required and Universities with which the college have links.

Year 12 students will attend a UCAS fair and have the opportunity to visit Universities throughout the year.

The college will organise the 6 encounters with providers of technical and vocational education in line with the Skills Act.

Personal Guidance (GB8)

Year 11 students have an individual interview in order to clarify their post 16 pathways (sixth form, further education and apprenticeships). A careers action plan is given to all students after their interview.

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 to support with planning for their transitions.

5. Resources

The college purchases annual computer licenses (Morrisby, Unifrog). The Unifrog system is enhanced track and record work experience placements.

6. Staff Development

Training for teaching staff is coordinated by an Assistant Head.

The Careers Lead attends regular professional network meetings, and external CPD.

Heads of Department are supported in developing careers content in the curriculum and sent LMI updates by the Careers Lead. Teachers are encouraged to approach the careers department with questions and training needs. In addition, the Careers Department provide annual tutor training for Year 7-11.

7. Monitoring, Review and Evaluation

The Careers Lead reviews the programme annually in partnership with the link governor, the designated member of SLT and students.

Parents are asked for their feedback at parent events.

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

Destination data provided by the London Borough of Croydon and St Joseph's College enables the college to track the career path of past pupils.

The Careers Lead and line manager monitor their record keeping of students' interventions and aspirations to ensure appropriate action and follow-up.

The Careers Lead and line manager complete Compass self-assessment regularly and discuss progress monitoring with the link governor for careers.

We engage in external review through the process of achieving and maintaining the Quality in Careers Standard.

8. Roles, Responsibilities and Resources

The Director of Careers and Business oversees the Careers and Enterprise departments and is responsible for day-to-day management of careers and enterprise strategies including a Year 9 personal development and enterprise programme.

The Careers Lead is qualified with a level 7 accreditation and therefore offers impartial advice to students and subscribes to the CDI code of ethics and ensures the school meets the Gatsby Benchmarks, tracks the destinations of former students and coordinates work experience.

All staff contribute to the CEIAG delivery through their roles and as tutors and curriculum teachers, teaching assistants supporting with transitions and pastoral leads through motivational and goal setting activities.

Funding is allocated in the annual budget planning round and is based on the upcoming needs of the CEIAG and Enterprise programmes. The Careers Lead is responsible for the effective deployment of resources, with the support and guidance of the Director of Careers. This includes the purchase of annual software licences e.g., Fast Tomato, Unifrog

The Head of PSHE coordinates off timetable and in class PSHE activities which includes careers delivery, and coordinates “Character” lessons which explicitly develop skills.

A link governor for Careers is in place who has regular communication with the careers team.

9. Partnerships/ Employer Engagement/ Encounters with/ Experiences of Workplaces

To ensure high quality delivery St Joseph’s College continues to develop and maintain good relationships with local, national and international employers, colleges and universities.

The college works closely with Future First to access the alumni network who offer support at events and motivational assemblies.

The Croydon Careers Hub offers the college a fixed number of work experience placements every year.

The College ensures that students from years 8 – 11 attend assemblies and presentations with universities and targeted students from years 9 and 10 visit Universities and St Joseph’s College Sixth Form has a planned programme with link universities.

The National Apprenticeship Service Apprenticeship providers offer assemblies to years 10, 11, 12 and 13.

Links with voluntary organisations and social enterprise organisations are well established and offer enrichment and work experience activities for the sixth form.

Chelsea Foundation works with Sport students in the sixth form to develop employability skills and teach them about careers in the sports industry.

10. Equality and Diversity

The Careers Adviser works closely with the SENCO and Learning Support Assistants to support students with their transitions.

The college's careers programme includes content that challenges stereotyping and promotes avoidance of stereotyping in careers decision-making.

The college takes care to provide employer encounter that, amongst other things, shows diversity in the workplace.

11. Parents/ Carers

Parents are encouraged to use the parents' section on the website. The Careers Lead contributes to the regular newsletter for parents to update on events and offers appointments at parent's evenings. Parents are invited to feedback ahead of our reviews.

12. Impact

Delivery is monitored by the Assistant Headteacher responsible for Careers & Work Experience.

The Compass report is completed every year by the Careers Lead and Director of Careers.

Careers Lead completes formal and informal evaluations of events and programmes with students, parents and teacher in line with college policies.