

CAREERS POLICY September 2018 - September 2019

“In Line with the LaSallian tradition the Careers department treats each student as an individual”.

Rationale for Careers Guidance

A young person’s career is the progress they make in learning and work. All young people need a planned programme of activities to help them make informed choices that are right for them and to be able to manage their careers and sustain employability throughout their lives.

Commitment

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 is committed to embedding the eight benchmarks in our 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 periods. The programme includes Steps (a careers education software package) together with Fast Tomato and Kudos (in-depth interactive computer based questionnaires matching students to their career aspirations). See Appendix

Learning from career and labour market information (GB2)

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.

All can also access St Joseph’s College careers website at any time. The website includes apprenticeship opportunities, current vacancies, information on Further and Higher Educations and general careers news.

Addressing the needs of each pupil (GB3)

All year 8 students are supported in the choice of their 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 may 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.

Encounters with employers and employees (GB5)

All year 10 students take part in a seminar, which covers CV preparation, financial planning etc. 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. 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.

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.

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.

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

Year 12 students also universities 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 co-ordinator and the careers adviser 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 independent careers adviser, the attached governor, the designated SLT person and students.

Staff and students evaluate individual events e.g Enterprise Day, 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.

Approvals

- Signatures:
Head Teacher

Chair of Governors
- Date of next review: September 2019

	Appendix		
	Summary of Careers Programme		
Year Group	Careers Education Priorities	Current Careers Curriculum	Current Careers Events (annual/monthly)
7	<p>Self-Development (to allow students to recognise their own skills and qualities)</p> <p>Aiming high – dream, believe, achieve</p> <p>Introduction to careers and exploring talent as a concept. (ie what might you enjoy)</p>	<p>Steps On line (a careers education software package of Individual lessons) listed on the SJC Intranet.</p>	<p>Outside Speakers: Human rights</p> <p>Bullying</p> <p>Game of life (Different services in Croydon and what people do in the community)</p> <p>Police</p> <p>Real eyes impact day</p> <p>Growing against violence</p> <p>Enterprise day – The Space Race 04/04/19</p>
8	<p>Who are you, what are you good at and what are your strengths?</p> <p>Budgeting – Managing your money</p> <p>Exploring the variety of roles in World Of Work today and in the future</p>	<p>Steps On line (a careers education software package of Individual lessons) listed on the SJC Intranet.</p> <p>Complete Fast Tomato (interactive computer based questionnaire matching students to their career aspirations)</p>	<p>Outside Speakers: Sex and Relationships - (SRE) family lives</p> <p>Real eyes impact day</p> <p>Gangs against violence</p> <p>Future creators</p> <p>Police</p>

	Choosing GCSE Options		Parents and Options Evening 8/02/19
9	<p>Research the skills needed for your perfect job.</p> <p>Look at how to gain those skills.</p>	<p>Steps On line (a careers education software package of Individual lessons) listed on the SJC Intranet.</p>	<p>Outside Speakers:</p> <p>Growing against violence</p> <p>Political education day</p> <p>Real eyes – mental health and emotional wellbeing</p> <p>Game of life</p> <p>Sex and relationships and drugs education</p> <p>Stem club</p> <p>CSI Workshop – 16/10/18 – all students</p> <p>Industry awareness visit Reuters – 10/12/18 organised by Urban Synergy</p> <p>First Generation Scholars Scheme Sussex University Campus visit – 02/05/19</p>

10	<p>Exploring career options in more depth (individuals and groups).</p> <p>The world of work & application skills – CV application skills.</p>	<p>Steps On line (a careers education software package of Individual lessons) listed on the SJC Intranet.</p>	<p>Outside Speakers:</p> <p>Financial awareness and CV workshop day - 07/19</p> <p>Police</p> <p>Growing against violence</p> <p>Game of life</p> <p>Political education day</p>
11	<p>Post 16 options</p> <p>How to develop your own plan for post 16</p> <p>Individual Careers Guidance interview for all students – Autumn term</p>	<p>Steps On line (a careers education software package of Individual lessons) listed on the SJC Intranet.</p> <p>Complete Kudos (interactive computer based questionnaire matching students to their career aspirations)</p>	<p>The Big Interview Morning – all students given an individual interview and feedback with an employer 06/11/18</p> <p>Outside speakers:</p> <p>Various Career and University options – 20/12/18</p> <p>Apprenticeship presentation ASK (Apprenticeship support and knowledge for schools and colleges)– 18/12/18</p>
12	<p>Review of progress and options</p>	<p>Work Experience 01/07/19 – 05/07/19</p>	<p>Business awareness day – 10/12/18</p>

	Individual Careers Guidance interview for all students –Spring term	Unifrog – computer interactive programme	<p>First Generation Scholars Scheme Sussex University Campus visit – 09/05/19</p> <p>UCAS Fair –Emirates Stadium 28/9/18 All Students</p> <p>Visit to Oxford University – 10/18</p> <p>Apprenticeship presentation by ASK (Apprenticeship support and knowledge for schools and colleges– 18/12/18</p> <p>Capgemini – Apprenticeship talk – 18/9/18</p>
13	What Next? University Choices, Apprenticeships, Gap Year, School Leaver Programmes, Work	Navigating UCAS, applying for jobs and apprenticeships.	<p>Capgemini – Apprenticeship talk – 18/9/18</p> <p>Various career option presentations by outside speakers e.g. Medicine, finance, education</p>