



**St Peter & St Paul**  
Catholic Voluntary Academy  
*Pro Petro Paulo Patria*

Policy Document  
Status: Approved  
Confidentiality level: Public

# Careers Policy

*Policy Ref No. CP1*

**'I have come that they may have life and have it to the full'**

John 10:10

### **The Ethos of St Peter and St Paul**

*"Our school is a community where Jesus Christ is our role model and his message the guiding principle behind all we do.*

*Every member of our community is responsible for creating an environment that is caring, fair and respectful of each individual.*

*We develop our potential, celebrate our talents and go forward together in faith."*

Christ is the foundation of everything we do and the Gospels provide us with our influence and inspiration. We are therefore committed to promoting:

### **The uniqueness of the individual**

We believe that every person is a unique individual, created in God's image and loved by Him. We are therefore committed to treat every person with equality of esteem and the respect and dignity due to a child of God.

### **The search for excellence**

We are called to seek perfection in all aspects of our lives. We celebrate the enrichment of the total community, which flows from diversity of age, gender, racial and social origins, abilities, culture and religion. We are therefore committed to ensure that all are to be given every opportunity to develop their talents to the full.

### **The education of the whole person**

We offer young people the experience of life in a community founded on Gospel values and working in harmony. Through this and a variety of educational experiences and interactions we aim to prepare young people for a life working with others in communities which maybe diverse socially, culturally and religiously. We recognise that it is also important to help pupils to understand their own ethnic identity and cultural heritage as well as helping them to understand that of others irrespective of whether the school serves or is located in an ethnically diverse community.

### **The education of all**

We have the duty of care for all to ensure that we provide for those who are socially, academically, physically, emotionally or financially disadvantaged.

### **Moral principles**

Our belief in the Gospel message commits us to be in the forefront of the movement for social and racial justice and harmony. We believe this is fundamental to the common good. We aim to prepare our young people to serve as witnesses to these moral and spiritual values in the wider world.

### **Consequently, we still strive to ensure that:**

Any person recruited to the service of the school, whether as a member of staff or as a volunteer, is made fully aware of our aims and objectives and required to support them;

Children who are admitted to the school and their families are fully aware of our aims and objectives and undertake to support them;

All of our structures and policies are evaluated and kept under constant review in order to see that no individual is subject in any way to unlawful discrimination, whether intentional or unintentional, and to ensure that all are enabled to reach their full potential.

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## **Introduction**

Careers education, information, advice and guidance (CEIAG) is an essential part of the support we offer to students at St Peter and St Paul Catholic Voluntary Academy. Effective careers support is necessary to help students progress successfully beyond secondary school. As options for young people become more varied and complex, it is vital that we support them to develop the knowledge and skills they need to make informed choices for their future. As a result, our careers programme is embedded into the curriculum and forms the basis for many trips and visits. This policy sets out how career activity is integrated into the curriculum and explains what stakeholders can expect from the careers programme.

## **Aims & Objectives**

The St Peter and St Paul's careers programme aims to:

- Ensure students are well informed about the available options Post 16
- Educate students on self-assessment, managing change and identifying barriers and solutions

The objectives for the careers programme are as follows:

- Helping students to understand the local job market
- Facilitating meaningful encounters with employers and further/higher education providers
- Enabling students to develop the research skills to find out about opportunities
- Encouraging participation in continued learning, including further and higher education, apprenticeships and support positive transitions to these destinations
- Supporting inclusion, challenging stereotyping and promoting equality of opportunity
- Contributing to strategies for raising achievement and widening participation

## **Staffing**

All staff at St Peter and St Paul's Catholic Voluntary Academy are committed to the delivery of careers across the curriculum, through Aspire Days and KS3 conscience Week. Mr Challenger oversees the delivery of careers education in our academy.

The Headteacher, Senior Leadership Team, Careers Leader, SENCO, Sixth Form Leader and Heads of House contribute to the planning and delivery of careers across the academy, transitions to post 16 and Post 18 education.

## **Student Entitlement**

Students should have high expectations for their careers provision:

- To be supported to make the right choices in Year 8, Year 11 and Sixth Form.
- To have access up-to-date and unbiased information on future learning and training, careers and labour market information
- To access FAST TOMATO or similar online platform to help them stock take their careers journey.
- To be supported to develop the self-awareness and career management skills needed for their future
- To access career focussed sessions every year through Aspire Days and Conscience Week, for example, dispelling misconceptions in careers and looking at practical skills such as finance and salaries.

## **'I have come that they may have life and have it to the full'**

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- To have several meaningful encounters with representatives from the world of work; this could be inside or outside of the academy environment.
- To hear from a range of education and training providers, including colleges, universities and apprenticeship organisations; this could include visits and taster days, as well as assemblies, talks and meetings at the academy
- To have support to access, visit and apply for local colleges Post 16 and apprenticeships
- To have support with the UCAS application and interviews as appropriate

### **Parental Involvement**

Young people do not make career decisions in isolation and parents/carers can have a substantial impact, as well as a clear interest in the right outcomes for their young person. The Academy is keen to foster parental involvement in the careers programme, wherever possible.

There is a designated area on our website to allow parents and carers to keep up to date with our career-related events and activities.

### **Events for parents/carers**

Parents/carers are invited into school to discuss their son/daughter's progress, at annual Parents Evenings. There is the opportunity to discuss career aspirations as well as academic progress with subject specialists, form tutors, heads of house, SENCo or members of the senior leadership team.

In addition, specialist events for parents include Y8 Options Evening and Post 16 Evening.

Our Careers Leader is available at many of our parents' evenings and our annual options events.

External providers are regularly invited to our parents' events, allowing access to key information from other specialists.

### **Our Careers Programme**

At St Peter and St Paul's students receive their careers guidance via our Aspire Days and Conscience Week programme. These are specifically designed as part of the Government's plan to create a world class careers system that helps young people and adults to choose the career that is right for them. Each year group have a different focus within their Careers curriculum to reflect the needs of the student body eg choosing options in Year 8 and Post 16 applications in Year 11.

#### **Key Stage 3**

Key activities: Y9 options choices

Activities will support the options process which takes place in Y8.

By the end of Y9, all students will have had the opportunity to:

- Receive support to make the right KS4 choices, including assemblies, parents' events, meetings with senior staff and the option of a careers meeting.
- Use one of the UK's most popular career guidance programmes called 'Fast Tomato' to provide them with personalised information regarding employment that matches their interests, attitudes and motivations. [www.fasttomato.com](http://www.fasttomato.com)
- Engage in STEM days designed to challenge stereotypical thinking about career pathways.
- Meet local and national employers who visit the Academy to talk about the range of opportunities available to our students; for example NHS, armed forces

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## **Key Stage 4**

Key activities: Year 10 Work experience

Sessions include preparing to find and carry out work experience placements; CVs, applications and interview technique; understanding post-16 options.

By the end of Y10, all students will have had the opportunity to:

- Continue to use Fast Tomato to refine their potential career choices
- Develop their self-awareness and career management skills, including writing a CV
- Experience at least one week in the workplace

Year 11 Key activities: Learn about the different Post-16 pathways and Post 16 applications.

Students will learn how to write a personal statement for post-16 applications; attend group sessions discussing the different Post 16 pathways and key considerations when choosing Post 16 options.

By the end of Y11, all students will have had the opportunity to:

- Use a range of sources of information (with support, as required) to explore Post 16 options
- Attend events in school and out of school where they can speak to employers, colleges, training providers and universities
- Work with our Performing Arts department to develop their personal interview performance to give them the best chance at selection events
- Develop their self-awareness and career management skills
- Apply for Post 16 options and back-up plans, as necessary
- Continue to develop the skills needed for a successful transition

Selected Students have the opportunity to work with Bishop Grosseteste University on the 'First Steps 2 Study' programme to expose them to Higher Education opportunities.

## **Key Stage 5**

During Years 12 and 13, students will continue to work with our higher education partner LinHigher to raise our students' aspirations about their future education and employment pathways. For Sixth Form students, the Careers programme is delivered through Aspire Days and during Enrichment Afternoon (Wednesday)

By the end of Year 13, all students will have had the opportunity to:

- Use a range of sources of information to explore Post 18 options
- Further develop their self-awareness and career management skills
- Visit a variety of universities around the UK to help inform their choices regarding higher education opportunities
- Discuss apprenticeship opportunities with external providers
- Attend the Careers Fair at Branston Community Academy
- Attend a UCAS fair
- Attend masterclasses and events at local universities including Lincoln and Bishop Grosseteste
- Apply for Post 18 options and back-up plans, as necessary

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## **Career guidance meetings**

Students are entitled to appropriate guidance to meet their individual needs.

All students at school can request an appointment with the careers adviser but, in practice, Y10s and Y11s, are most likely to access the service. Students complete their own careers questionnaire late in Year 10 where they are asked about their career and Post 16 ideas.

Students are identified for careers meetings based on need and through self-referral.

- Form Tutors, Heads of House, SENCO identify students who would benefit from early intervention, for example students with lack of direction or lack of motivation; students with SEND; certain students receiving pupil premium funding; or those who have potential to become NEET (Not in Employment, Education or Training).
- Students may refer themselves for a careers meeting at any point, via a Form Tutor or Head of House. An appointment with the adviser will then be arranged. Students are made aware of the careers adviser through assemblies and via form tutors.

For those students identified as being at risk of NEET, further interventions are arranged as appropriate for each student. This support could include personalised curriculum in KS4, visits to colleges and training providers, contact with parents, support from other agencies and ongoing contact as the student leaves school.

## **External Providers & Access Policy**

St Peter and St Paul's Catholic Voluntary Academy welcomes a growing number of external providers to the school to assist with the delivery of the careers programme. We work closely with Lincoln College, Riseholme College, Lincoln University and Bishop Grosseteste University, where many of our students progress after leaving St Peter and St Paul's. We welcome new working relationships with employers and education providers to strengthen the offering of information to our students.

### **Provider Access Policy (full policy in appendix A)**

This policy statement aims to set out our academy's arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer.

It sets out:

- Procedures in relation to requests for access
- The grounds for granting and refusing requests for access
- Details of premises or facilities to be provided to a person who is given access

This complies with the academies legal obligations as outlined in section 42B of the [Education Act 1997](#).

A provider wishing to request access should contact Mr A Challenger, Careers Leader

Telephone: 01522 871400

Email: [a.challenger@sspp.lincs.sch.uk](mailto:a.challenger@sspp.lincs.sch.uk)

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## **Career information**

Career information is available through the careers section of the main library and Sixth Form library, through relevant displays and noticeboards or cascaded via form tutors or through assemblies. The careers library includes a range of university and college prospectuses, career guides, apprenticeship and employer information, as well as guides on job-search activities.

## **Monitoring & Evaluation**

Our careers programme is continually monitored and evaluated in a number of ways:

- Student feedback on their experience of the careers programme and what they gained from it
- Staff feedback from external events and providers
- Informal feedback from external providers and parents/carers
- Quality assurance in the form of observations
- Student destination information for Year 11 and Sixth Form leavers

## **References**

The Gatsby Benchmarks <http://www.gatsby.org.uk/education/focus-areas/good-career-guidance>

The Career Development Institute Careers Framework <http://www.thecdi.net/New-Careers-Framework-2015>

Careers guidance and access for education and training providers

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/672418/\\_Careers\\_guidance\\_and\\_access\\_for\\_education\\_and\\_training\\_providers.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/672418/_Careers_guidance_and_access_for_education_and_training_providers.pdf)

Careers strategy: making the most of everyone's skills and talents

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/664319/Careers\\_strategy.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/664319/Careers_strategy.pdf)