



King Edward VI School

Careers Education IAG Policy

(for Careers Education Information Advice and Guidance)

December 2021

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Drawn up by:	Beverley Tucker
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Rationale for a Careers Education IAG programme

Careers Education, Information, Advice and Guidance (CEIAG) programmes play a major part in helping young people choose pathways that suit their interests, abilities and individual needs. A stable, well-structured and progressive careers programme that is both clear and understood by all stakeholders (students, parents, teachers, governors and employers) provides the context for choices that take full advantage of the opportunities available to students in education, employment and training.

The Careers Programme at King Edward VI School (KEVI) is designed to educate, inform and inspire our students. Through the development of self-awareness and the exploration of pathways in education, training and employment, the Careers Programme supports students in building essential employability and life skills for planning and managing their progression effectively and in line with our school values of respect, aspiration and creativity.

Context

From September 2013, The Education Act of 2011 placed the responsibility on schools to ensure all registered students in Years 8-13 have access to independent, accurate and impartial information advice and guidance (IAG).

On 4 December 2017, the Department for Education (DfE) published its *Careers Strategy* document: *making the most of everyone's skills and talents*. This document detailed the government's long-term plan to create a system that supported young people and adults in choosing the best career for them. The DfE also introduced the eight Gatsby Benchmarks for good careers guidance which are the result of national and international research on best practice in CEIAG. The Gatsby benchmarks place employers at the centre of careers programmes and promote guidance that is tailored to the needs of every young person, especially disadvantaged students, and the use of data and technology to drive improvements.

The eight [Gatsby Benchmarks](#) are:

1. A stable careers programme
2. Learning from career and labour market information (LMI)
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

In line with the Gatsby Benchmarks, all students in Years 8-11 at King Edward VI School are entitled:

- to find out about technical 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
- to hear from a range of local providers about the opportunities they offer, including vocational education and apprenticeships – through options events, assemblies and group discussions and taster events (see **Appendix 1: Provider Access Policy Statement**)

- to understand how to make applications for the full range of academic and technical courses.

The school has the following statutory duties:

- To secure independent and impartial careers guidance for all students from Year 8 to Year 11
- To ensure that there is an opportunity for a range of education and training providers to access all pupils in Years 8 to 11 for the purpose of informing them about approved technical education qualifications or apprenticeships.

[Government statutory guidance for schools](#)

Commitment

The KEVI Careers Programme commits to both meeting and exceeding our statutory responsibilities and the careers guidance standards outlined in the Gatsby Benchmarks. By embedding our programme from Year 7 we aim to ensure that our students have a growing awareness of the educational and work-related world around them and are encouraged to investigate and explore their educational and employment options throughout their time with us.

We have established excellent links with Further Education (FE) and Higher Education (HE) establishments within our local area and, in particular, with Abbeygate Sixth Form College, West Suffolk College (WSC) and the University of Suffolk (UoS). We have dedicated support from our Higher Education Champion at the Network for East Anglian Collaborative Outreach (*neaco*) which enhances our IAG for students who aspire to go to university.

As an active member of the Western Area Careers Network, run by the Careers and Enterprise Company (CEC) within Suffolk County Council, we ensure that we are up-to-date with the latest CEIAG policies and practice. In doing so we commit to sharing meaningful information within our school and publishing updates on our website to inform our stakeholders of any change or progression in our careers provision.

We work closely with our Enterprise Advisor and Enterprise Co-ordinator on all aspects of strategic planning, employer-related connections and work experience preparation and facilitation.

Our ongoing commitment is to ensure that our Careers Programme remains relevant to our students' needs and that it continues to guide them towards optimal choices in their education, training and employment.

Organisation, management and staffing

All Staff are informed about compliance with The Gatsby Benchmarks. Staff training and support to ensure full compliance with the Gatsby Benchmarks is ongoing.

Key members of our wider organisation who take a lead in CEIAG are:

Careers Link Governor	Tom Ratcliffe
Careers Leader	Beverley Tucker (Co-Headteacher/ DDSL)
Enterprise Co-ordinator	Darian Vomund
Careers Co-ordinator	Angela Hahn

Programme Overview

The KEVI planned Careers programme runs alongside our ongoing provision of in-house and external professional CEIAG. This programme has been created in line with the Gatsby Benchmarks and is summarised below:

Key Stage 3 (KS3)

Year 7: students explore their own interests and character strengths in order to understand how these link with their curriculum learning and future careers. Year 7 students are introduced to the *jobs of the future* to support their aspirations and their understanding of labour market information (LMI).

Year 8: students start to learn about the practices that support their studies and workplace competences e.g. learning styles, time management and valuing diversity and difference.

Year 9: students receive information about their options and guidance as to how their choices will impact on future pathways; they explore careers and connect with employers at our annual Careers Fair.

By introducing careers and employability education and experiences from Year 7 we aim to help our students choose subject combinations in year 9 that create the right pathways for individual aspirations post-16.

Key Stage 4 (KS4)

Year 10: Tailored advice and support is provided to all our students in 1:1 interviews; students learn employability skills needed for work experience and job applications. Students explore careers and connect with employers at our annual Careers Fair.

Year 11: Students in Year 11 are supported in their choices post-16 through information assemblies that introduce further education, employment and training options, including apprenticeships and 1:1 interviews with the Careers Co-ordinator and Heads of College. Students explore careers and connect with employers at our annual Careers Fair.

For 2021-2022 our Foundation Trustees have awarded funding for a state-of-the-art online careers platform for all students in Years 7 to 11. This online programme uses a variety of tools to ensure inclusion for all students, including our SEND students. Students will benefit from using a number of features within the programme, including:

- personalised student portfolios to address the needs of each pupil and help with personal guidance
- assessments that build self-knowledge
- 500+ job roles – each career links to relevant career clusters and similar careers

- personalised interactive lessons to help teach critical concepts like getting work experience, workplace skills and attitudes, learning pathways, career demand and more
- access to custom assignments and resources
- post-16 course and apprenticeship data
- the ability to record and reflect on their experiences and achievements.

In addition to our embedded programme of careers education and activities, students from Years 7-11 are able to attend talks by alumni and industry experts and participate in a variety of activities that link curriculum learning to careers. These encounters with employers and employees provide valuable insights into the world of work and are important in supporting students' aspirations.

Whilst such activities remain part of our planned careers provision to all students, we remain aware of and compliant with any limitations or restrictions to this programme as a result of the latest Coronavirus guidance.

Resources

Careers information and resources, including Labour Market Information (LMI), are shared online through our Careers page on the school website: [Careers - King Edward VI School \(king-ed.suffolk.sch.uk\)](http://king-ed.suffolk.sch.uk). The Careers page includes a section for other useful websites such as www.thesource.me.uk, www.icanbea and the [National Careers Service](http://www.nationalcareersservice.co.uk) that students and parents can access to support career choices, especially at key transition points in Years 9 and 11.

Additional careers resources are located in our main library, which contains up-to-date, impartial information presented in a variety of media. It is reviewed and renewed on a regular basis by the Careers Co-ordinator and Librarian. College prospectuses are current and visual displays on the noticeboards are kept up-to-date. The Careers section of the library can be accessed by students during break and lunch times and the after-school Study Club.

The Careers Co-ordinator is available from 8.30am to 4.30pm Monday to Friday for individual student and parent appointments and for sourcing additional information directly from other educational establishments, training providers, employers and online websites.

Employer and Alumni engagement

King Edward VI School engages with our alumni and a number of local and national employers to enable students to have access to at least 7 employer/ employee encounters throughout their school life (in line with Gatsby Benchmark 5). Alumni talks and our annual Careers Fair offer allow our students to meet a range of new local and national employers each year that encourage them to expand their horizons and aspirations.

The school has an ongoing aim to forge strong links with a wider number and range of regional businesses that will provide our students with up-to-date labour market information (LMI) and pathways into work experience.

Preparation for Work Experience

Access to the world of work – whether through a virtual (online) connection with an employer, employees or workplace, or direct experience (in person) - is an important part of a careers programme. Work experience gives students an arena to test and develop their individual

skills and later to apply what they have learned to inform their choices. It is also valued by employers in the recruitment process.

Employability sessions provide a foundation for our Year 10 students to learn about the skills that employers value most such as communication, using own initiative, flexibility and organisation. By ensuring that our students are competent in drafting a CV, completing an application form and have experience with face-to-face interviews, we aim to provide them with the necessary skills to secure work experience in our school breaks and holidays.

Ultimately, the goal is to match as far as possible, our students' interests, abilities and aspirations with their desired choice of career.

The Careers Co-ordinator offers a first point of contact to facilitate the process of applying for work experience and to ensure that both students and their parents are fully aware of the conditions that need to be met to provide a mutually rewarding experience.

Engaging with Parents/Carers

We encourage collaboration with parents and carers to support our students in making key decisions along their career path. Parents and Carers are included in all information regarding Careers events and activities through letters, emails, careers information on our website and social media posts. The Careers Co-ordinator's produces a termly Careers Update for parents and carers: [Careers Update - King Edward VI School \(king-ed.suffolk.sch.uk\)](http://king-ed.suffolk.sch.uk)

With regard to key transition points, parents and carers of Year 11 students are provided with post-16 options information and parents and carers of Year 9 students are provided with information about GCSE choices and what these mean for future pathways.

Outcomes: monitoring, review and evaluation

Our careers provision is monitored by the Careers Leader and Careers Co-ordinator in collaboration with all staff who engage in careers-related activities with our students.

By collating information on our students' intended and final destinations after Year 11, we can review how best to support our students in terms of IAG. Our ongoing success in our careers provision is monitored and evaluated each term using the Careers & Enterprise Company's Careers Benchmark Tool, Compass+.

Links with other policies

The Careers, Enterprise and Employability Guidance Policy is linked to the following documents and policies:

- Accessibility Plan
- Citizenship and PSHE Policy
- King Edward VI School Development Plan
- Looked After Children Policy
- Public Sector Equalities Duty Statement
- Religious Education Policy
- SEND Policy

All of the above documents and policies are accessible via our main website: www.king-ed.suffolk.sch.uk

Appendix 1: Provider Access Policy



King Edward VI School

PROVIDER ACCESS POLICY STATEMENT

DECEMBER 2021

Version Number:	Version 1
Drawn up by:	Angela Hahn – Careers Co-ordinator
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Date reviewed:	December 2021
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1. Aims

This policy statement sets out the arrangements for managing the access of providers to students at King Edward VI School for the purpose of giving them information about their education, employment or training.

It sets out:

- procedures in relation to requests for access
- the grounds for granting and refusing access
- details of premises or facilities to be provided to a person who is given access

2. Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students. The latest (updated) statutory guidance is provided in the October 2018 DfE document: [Careers guidance and access for education and training providers](#). The latter expands on the DfE's original aims in making sure that *all young people in secondary school receive a programme of advice and guidance that is stable, structured and delivered by individuals with the right skills and experience.*

The updated DfE guidance refers to the following legislation:

- Sections 42A1, 42B and 45A of the Education Act 1997
- Section 72 of the Education and Skills Act 2008
- Schedule 4 (15) of the School Information (England) Regulations 2008

This policy statement outlines how our school complies with these requirements.

3. Student entitlement

All students in years 8-11 at King Edward VI School are entitled to:

- find out about technical 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
- hear from a range of local providers about the opportunities they offer, including vocational education and apprenticeships – through options events, assemblies and group discussions and taster events
- understand how to make applications for the full range of academic and technical courses.

4. Management of provider access requests

4.1 Procedure

A provider wishing to request access should contact:

Angela Hahn, Careers Co-ordinator

Telephone: 01284 761393 ext. 276 or Email: ahn@king-ed.suffolk.sch.uk

or Beverley Tucker, Co-Headteacher/Careers Leader/DDSL

Telephone: 01284 761393 or Email: tk@king-ed.suffolk.sch.uk

4.2 Opportunities for access

Encounters with employers and employees provide valuable insights into the world of work and are important in supporting students' aspirations. A number of events and activities included in our Careers programme (below) will offer providers an opportunity to connect and engage with students and/or their Parents/Carers:

Year Group	Autumn Term	Spring Term	Summer Term
Year 7	Exploring interests	Understanding character strengths	Linking school subjects with interests and character strengths Exploring the Jobs of the Future
Year 8	Time management	Exploring learning styles	Learning about Gender Biases and Career choices
Year 9	Trip: Suffolk Skills & Careers Festival (engaging with employers and employees) Discover Learning Pathways	GCSE Options: Information, Advice & Guidance Careers Fair: employer engagement and learning about different career paths	Researching options in careers, education and training Virtual tours: FE college, SFC, Apprenticeship, Internship
Year 10	Understanding Employability Skills Learning about optimum Study Skills and Habits	Careers Fair: employer engagement and learning about different career paths CV Writing Skills & Getting work experience	Interview techniques & Mock interviews Taster Day at FE College Tour of Sixth Form College
Year 11	Post-16 Progression Talks: FE College Sixth Form College Apprenticeships Supporting Post -16 choices and applications	Careers Fair: employer engagement and learning about different career paths FE Taster Day Sixth Form College Tour	Consolidating plans for post-16 pathways Exploring the future – careers, education, apprenticeships, training

To support our Careers programme in 2021-22, the KEVI Foundation Trustees have awarded funding for Xello, a state-of-the-art online careers platform for all students in Years 7 to 11. Providers will have an active role in sharing real life experiences and insights that relate to the virtual activities and experiences students are able to access through Xello. The platform offers:

- personalised student portfolios to address the needs of each pupil and help with personal guidance
- assessments that build self-knowledge
- 500+ job roles – each career links to relevant career clusters and similar careers
- personalised interactive lessons to help teach critical concepts like getting work experience, workplace skills and attitudes, learning pathways, career demand and more
- access to custom assignments and resources
- post-16 course and apprenticeship data
- the ability to record and reflect on their experiences and achievements.

In addition to our programme of careers education and activities, students from Years 7-11 are able to attend talks by alumni and industry experts and participate in a variety of activities that link curriculum learning to careers.

Please speak with **Angela Hahn** (ahn@king-ed.suffolk.sch.uk) to identify the most suitable opportunity for you.

4.3 Granting and refusing access

The school reserves the right to refuse access to any organisations that cannot meet safeguarding or Prevent requirements using the school's procedures. Similarly, if organisations are deemed by the school to be inappropriate to the age group they wish to have access to or the request is deemed unreasonable due to loss of curriculum time and the negative impact this might have on students.

COVID19 Health and Safety Precautions: At certain times the school reserves the right to deny access to the school on the grounds of health and safety with regard to Covid19 outbreaks. In this instance, the school will offer virtual access to the target group of students via MS Teams and by arrangement and co-ordination of the Careers Co-Ordinator. Visitors entering the site may be asked to comply with Covid19 school rules such as one-way systems, mask wearing and social distancing.

4.4 Opportunities for access

Our Child Protection and Safeguarding Policy outlines the school's procedure for checking the identity and suitability of visitors. Education and training providers will be expected to adhere to this policy, which can be found on our website: [Child Protection and Safeguarding Policy](#).

5. Premises and facilities

The school will make the Lower Hall, PAC, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity.

The school will also make available audio visual and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader/ Deputy Headteacher or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at Reception to be placed in the Careers Resource area, which is managed by the School Librarian. The Resource area is available to students at lunch times and during after school Study Club.

6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students is monitored by the Co-Headteacher.

This policy will be reviewed annually by the Standards Committee.

Appendix 2 Definitions of terms used in this policy

Government Definition:

“Careers guidance refers to services and activities, intended to assist individuals of any age and at any point throughout their lives, to make education, training and occupational choices and to manage their careers. The activities may take place on an individual or group basis and may be face-to-face or at a distance (including help lines and web based services). They include careers information provision, assessment and self-assessment tools, counselling interviews, careers education programmes, taster programmes, work search programmes and transition services.”

(Department of Education. *Statutory Guidance: The duty to secure independent and impartial careers guidance for young people in schools*: March 2015)

For purposes of planning a service, it might still be helpful to think of provision in these areas.

Careers Education - planned progressive provision by learning providers for all young people that enables them to learn about careers, learning and work so that they can manage their development, make life choices and decisions that will benefit their own personal and economic well being.

Employer Encounters – opportunities and experiences for learners to develop knowledge and understanding of work and enterprise, to develop skills for enterprise and employability and to learn through direct experiences of work and enterprise. This could be through employer visits to schools, careers fairs, employer mentoring, business and enterprise competitions that generally take place on the school premises.

Experiences of the Workplace -opportunities and experiences for learners to develop knowledge and understanding of work and enterprise, to develop skills for enterprise and employability and to learn through direct experiences of work and enterprise outside the school environment. This could include work experience, work shadowing, and visits to employer premises.

Enterprise - means more than just the ability to become an entrepreneur or being self-employed. It is that quality that gives an individual a positive outlook and to be able to look for opportunities and is a valuable attribute for the whole of life.

Employability - is about understanding and developing the skills that employers look for in potential employees as well as the tools and techniques to secure and keep a job.

Specialist Careers Guidance – a personalised service, delivered by a specialist and qualified careers guidance practitioner that assists young people make educational, training and occupational choices and manage their careers. This would usually be in a 1:1 interview but may take place in small groups.

Careers Education, Information, Advice and Guidance (IAG)

CEIAG can be delivered by a number of people in and out of the school/college environment – for example: careers co-ordinators, tutors, teachers, mentors, external visitors or agencies and employers. Some of these people may be trained, whilst others may not.

Independent is defined as external to the school. External sources of careers guidance and inspiration could include employer visits, mentoring, website, and telephone and helpline

access. Taken together, these external sources could include information on the range of education and training options, including apprenticeships.

Impartial is defined as showing no bias or favouritism towards a particular education or work option.

Appendix 3 Learners' Entitlement

Your Career, Enterprise and Employability programme will help you to:

- Understand yourself, your interests, likes and dislikes, what you are good at and how this affects the choices you make
- Find out about different courses, what qualifications you might need and what opportunities there might be
- Develop the skills you may need for working life
- Make realistic, but ambitious, choices about courses and jobs
- Develop a plan of action for the future
- Understand the different routes after Year 11 including training, further and higher education and apprenticeships
- Be able to make effective applications for apprenticeships, training and further and higher education
- Develop your interview skills
- Improve your confidence

You will receive:

- Careers lessons, activities or opportunities for meeting employers
- Access to the career information resources via a range of media
- Opportunities to discuss your career ideas with teachers, tutors and employers
- Guidance interviews – from a trained specialist
- A range of experiences of work inside and outside of the classroom
- Other subject lessons linked to careers, enterprise and employability learning

You can expect to be:

- Treated equally
- Given careers information and advice that is up to date, impartial and relevant to you
- Treated with respect by visitors to the school who are part of the careers, enterprise and employability programme
- Given extra help if you have additional / special needs