

**Careers  
Education,  
Information,  
Advice and  
Guidance Policy**

**Policy Number: HBS038**

**Governor Committee: T&L**

**Author: Mc**

**Owner: Martin Monks**

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## Policy Review

This policy will be reviewed in full by the Governing Body every two years.

The policy was last reviewed and agreed by the Governing Body on 03/05/2023  
It is due for review in 24 months from the above date.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Head Teacher**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Chair of Governors**

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## **Rationale**

At Hitchin Boys' School we aim to develop each student's full potential and prepare them for their future lives as happy and successful adults. We see it as our responsibility to secure independent careers guidance for our students. We want to support our young people so that they are inspired and motivated to fulfil their potential.

The landscape of career choices is complex and constantly changing and in response the school provides dedicated careers support to ensure accurate and timely information; career advice and guidance; closer links with employers as well as training where necessary for teachers and pastoral staff.

## **We do this by providing:**

- A stable and comprehensive programme of careers input from Year 7 to Year 13.
- Individual advice and guidance with a trained careers' professional.
- Dedicated support during options choices and following mock results.
- Information on the labour market, careers, apprenticeships, college and university admissions.
- Careers events and drop-down days allowing students to explore their skills, interests and aptitudes in more depth.
- Access to employers to find out more about the world of work and particular career areas and job sectors.
- Access to further education, apprenticeship and training providers.
- Use of Unifrog online careers package that allows students to explore their career options and helps with researching relevant courses and pathways in detail.
- Support and help with applications to employment, college and university.
- Support and help with psychometric testing, online application forms and interviews.
- Group sessions delivered to students at key transition times.
- Work experience placements for Year 12
- A dedicated web page for students, parents and employers. Our careers programme is built around this vision and is designed to meet the Gatsby benchmarks and conforms to statutory requirements.

## **Quality & Consistency - Gatsby Benchmarks**

To ensure that the careers programme and careers strategy for Hitchin Boys School is of the highest quality, the careers department have adopted the Gatsby Benchmarks as the required standard for quality CEIAG at our school. These standards have also been used as the key organising structure for the Department for Education's latest statutory guidance 'Careers Guidance and Access for Education and Training Providers'. (Jan 2023).

## **The Gatsby Benchmarks**

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

## **Provision**

We deliver the **careers programme** through our Learning 4 Life programme, tutor time and Enrichment Day programme for all Key Stage 3, Key Stage 4 and Sixth Form students.

We recognise that staff, within each curriculum area, have a wealth of knowledge and expertise and we encourage them to integrate careers linked learning opportunities within lessons.

We also run different activities during our Careers week and throughout the year which enable students to meet face to face with employers and working adults to develop links with the curriculum.

Our Careers Lead delivers careers guidance to students at key transition points in their education. Students with additional needs are also supported by the YC Herts Advisor. This team offers one-to-one and small group sessions to students to enable them to make fully informed and appropriate decisions about their future.

Careers information is available both in the library and in digital format via Unifrog, a platform which provides access to information on apprenticeships, universities, the labour market, career pathways and UCAS applications.

The Careers Lead attends local IAG consortium meetings as necessary. The SLT link is responsible for the monitoring, review and evaluation of the programme. Students will be consulted on the impact of the CEIAG programme and changes may be made as a result.

### **Key Stage 3 Provision**

- PSHCE lessons and tutor time for exploration and research using careers software (Unifrog).
- Year 9 Work Shadowing Day.
- Year 9 Options Evening.
- Fortnightly careers workshops with visiting employers.
- Session delivered by External Speakers and Careers Lead focusing on KS4 options including vocational and alternative courses.
- Specialised sessions from YC Hertfordshire.

### **By the end of Stage 3 all students will have:**

- A better understanding of their strengths, achievements and weaknesses in addition to support in evaluating how these might inform future choices in learning and work.
- A better understanding of the full range of 14-19 opportunities for progression.
- An understanding of some key qualities, attitudes and skills needed for employability.
- Received appropriate advice and guidance on Key Stage 4 options.
- Used online careers resources to research information about opportunities and apply their findings to help to make informed choices for Key Stage 4 options.
- Applied their careers research to help make informed choices for Key Stage 4 options.
- Experienced the 'World of Work' through work shadowing.

### **Key Stage 4 Provision**

- 'Get Work Ready Day – a drop down day where employers speak about their jobs and careers. Students apply an investigative model to their own career ideas, researching and making an action plan.
- Access to Morrisby and online career exploration and research.
- Careers interview for all Year 11 students.
- Information on college open dates and visits to local colleges as well as support with completing college application forms.
- A series of fortnightly Careers Talks are delivered by industry professionals.
- Post 16 Options Evening supported by external IAG provider and career coordinators
- Close monitoring of vulnerable students.

### **By the end of Key Stage 4, all students will have:**

- Enhanced their self-knowledge, career management and employability skills.
- Used Unifrog to investigate and explore future choices and progression routes. Students are aware of all the pathways open to them after GCSEs.
- Been given guidance to help identify a range of post-16 options; careers advice and useful support networks to help students plan and negotiate their career pathways.
- Been provided with the resources to complete the post-16 application procedures, including CVs, personal statements, and preparation for interview.
- Been given direct access to employers, colleges and apprenticeship/training providers.
- Been given information about available appropriate funding.
- Produced a challenging but realistic plan for their future learning and work, by relating their abilities, attributes and achievements to the goals they have set themselves.

### **Key Stage 5 Provision**

- One-week work experience placement which focuses on students' future career aspirations, where possible, allowing learning about work through the experience of work.
- A series of fortnightly Careers Talks are delivered by industry professionals.
- UCAS preparation tutorials.
- UCAS Day visit
- Oxbridge Day
- Careers Drop-in sessions.
- Interviews with Careers Adviser as and when requested
- Employer Mentors.
- Employer visits during assemblies.
- Post 18 options day
- Course finder sessions during Careers Week/Post 18 options Day.

### **By the end of Key Stage 5 all students will have:**

- Enhanced their self-knowledge, career management and employability skills.
- Used Unifrog to investigate and explore future choices and progression routes.
- Received guidance through the UCAS application procedure.
- Been given direct access to employers, universities, training providers, colleges, apprenticeship providers and UTCs.

- Been given guidance to help identify a range of Post-18 options.
- Been provided with the resources to develop their CVs, personal statements as well as interview preparations.

## **Governance**

Governors will receive a report on careers and the opportunities available to students at Hitchin Boys School. A link Governor will monitor this work against the Gatsby benchmarks and will report back to the governing body. This will form part of the annual review and the evaluation of the programme.

## **Monitoring, Recording and Evaluation**

Built into the careers programme are opportunities for students to self-evaluate and reflect on their learning at key points, such as Employability and Careers Days. Students develop a profile on Unifrog through which their activities and skills' development can be recorded and monitored by staff including form tutors and the Careers Co-ordinators. All participants in the programme complete surveys following key events including pupils, parents and employers. Leavers' destination information is also analysed.

## **Careers and SEND Provision**

Every student with SEND follows the same programme of careers as their peers, with adaption and support from the SEND team where appropriate. Students can self-refer and form tutors are also able to raise concerns. If current provision cannot fully address a student's additional need, advice will be sought from the National Careers Service.

The SENDCo will meet with parents/carers to discuss option suitability where individual need is likely to have an impact on choices made during the option process. Help with applications and support at open days is provided by the Department.

## **Partnerships**

The CEIAG programme is greatly enhanced through links which help to ensure that students learning is current and relevant. We work closely with local employers and employees including previous students, the Former Student's Association, parents and other local groups.

A number of events, integrated into the school careers programme, offer providers an opportunity to come into school to speak to students and/or their parents. This involvement enhances the provision of work experience placements, careers talks, workplace visits and mock interviews. In addition, we work closely with universities and the local FE College.

Hitchin Boys' School ensures that parents are aware of the options available at key decision points for young people, the specialist advice and support available to students and how parents can help in their son's career planning and decision-making process. The Careers Lead attends Parents' Information Evenings for both the Year 9 and Post 16 options.

## **External Liaison**

The careers team liaise with a number of external parties to ensure our comprehensive careers programme is relevant and up-to-date with current labour market and careers trends.

- Youth Connexions, Hertfordshire.
- Careers and Enterprise Company.
- Willmott Dixon

- Hertfordshire LEP.
- Tilehouse Rotary Club of Hitchin
- Parents.
- Employers.
- Unifrog
- UCAS
- Speakers for Schools
- Local Colleges
- ASK apprenticeships
- Our consortium schools.

### **Safeguarding**

Our safeguarding/child protection 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.