

Careers Education, Information, Advice and Guidance

Careers Access Policy

Introduction

This policy statement sets out the school's arrangements for managing the access of further education, higher education and careers providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

We have a statutory requirement to provide careers education (information, advice and guidance). Students will be given information and impartial advice on a range of choices to help them make well informed and realistic decisions about their future

The members of staff responsible for careers education are Mr Leigh Pearson and Mrs Sini Thorpe.

All students have access to a range of online resources, a careers library and an impartial careers advisor who they can book appointments with via their Progress Leader or Pastoral Manager. All students will also have an opportunity to attend a careers fair which is usually held in February and is mainly supported by local businesses, higher education and further education providers.

Management of provider access requests

Procedure

A further education, higher education or other careers provider wishing to attend school should contact Mr Leigh Pearson, Progress Leader Year 11 (Careers Coordinator), or Mrs Sini Thorpe Careers Advisor.

Telephone: 01522 881144

lpearson@lchs.eu

sthorpe@lchs.eu

Opportunities for access

Our careers curriculum and events offer further education, higher education and careers provider's regular opportunities to come into school to speak to pupils and/or their parents/carers. Please speak to Mr Leigh Pearson or Mrs Sini Thorpe to identify the most suitable opportunity for you to attend.

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussion between the provider and students, as appropriate to the activity. The school will also make available equipment to support presentations. This will all be discussed and agreed in advance of the visit with Mr Leigh Pearson or Mrs Sini Thorpe.

Providers are welcome to leave a copy of their prospectus or other relevant course literature in the Careers Office, an area managed by Mrs Thorpe.

Pupil entitlement

All pupils in years 8-13 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 technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- To understand how to make applications for the full range of academic and technical courses.

At Lincoln Christ's Hospital School we offer:

- In Year 8 students focus on making informed and realistic choices with regards to their options:

Students are introduced to a range of careers through options assemblies. All LCHS Heads of Subject will deliver a presentation in advance of options evening to link curriculum learning to careers (**Gatsby 4**). These assemblies are then supported by Students will gain a clearer understanding of how a particular subject or a particular route will enable potential progression into a particular career path. These assemblies are supported by the diverse LCHS curriculum. This breadth of curriculum enables choices to remain open to all students. Various opportunities are open to students in Year 8 to undertake experiences of certain careers: **Construction Day and Project X (RAF)** being highly popular (**Gatsby 1, 2, 3, 4, 5, 6**).

- In Year 9 students focus on building a more defined knowledge base with regards to further education, higher education, apprenticeships and/or employment (with training) with local and national businesses. This is supported by:

- o A Careers Day (a range of local and national employers, apprenticeship speakers, higher education, further education, Armed Forces, KUDOS online package – **Gatsby 1,2,3,4,5,7**)

- o An online package available to all students (KUDOS) to support with CEIAG (**Gatsby 2, 3 & 4**)

Careers sessions on KUDOS focus on identifying personal qualities and areas for development, identifying the skills that employer's value and concepts surrounding equality of opportunity in the workplace.

- o An impartial careers advisor (**Gatsby 8**).

- o A visit to a local University (**Gatsby 7**).

- o Opportunity to undertake 'Finance for kids' programme (**Gatsby 3 & 5**)

- In Year 10 students focus on making informed and realistic choices with regards work-experience placements. This is supported by:

- o A fully supported Work-Experience Programme (**Gatsby 6**)

- o An online package available to all students (KUDOS) to support with CEIAG (**Gatsby 2, 3 & 4**)

- o An impartial careers advisor (**Gatsby 8**).

- o A visit to a more regional University (**Gatsby 7**).

- In Year 11 students focus on making informed and realistic choices with regards to further education, higher education, apprenticeships and employment (with training) with local and national businesses. This is supported by:

- o An Interview Day with Local and National Businesses (**Gatsby 1, 2, 3, 5, 8**)

- o An impartial careers advisor (**Gatsby 8**).

- o Sixth Form Experience Days (**Gatsby 7**).

CEIAG will focus on interview skills. Students will also benefit from an external and impartial employability visitors. All Year 11 students will attend a number of meetings with SLT and our Careers Advisor to support with CEIAG and potential applications, interviews or aptitude tests. Events in Year 11 are attended by external further education providers and local apprenticeship providers. Students are also given information regarding A Levels and life in Sixth Form. Pupils are given a wealth of information regarding their Post-16 options.

Overview of Sixth Form programme

Students are given a wealth of support and information to ensure they make informed, appropriate and realistic decisions:

- Rigorous academic mentoring ensures that students are well informed about their progress and how this will impact on their future career options;
- Students are encouraged to research the academic requirements for a wide range of career pathways;
- A range of impartial external speakers provide information on universities and alternative pathways. These include speakers on the positives of university and the positives of alternative pathways,

Once students have decided on their next steps, further support is offered:

- Students applying for university are given advice with regards to personal statements and choosing an appropriate course. In Year 12 all students will attend a Higher Education Conference (**Gatsby 7**). In Year 13, students all attend a UCAS morning giving information and advice on how to apply for UCAS and personal statement writing (**Gatsby 3 & 8**). Independent external speakers also offer support and advice with regards to choosing a course and personal statement writing. At the start of Year 13, those students who have decided to apply for university will be supported to perfect their UCAS applications.
- Our Director of Sixth Form supports the Head of Year 12 and 13. This provides continuity of support for UCAS applications and personal statements. The Director of Sixth Form will also identify and support students with aspirations to attend elite universities and/or a career in medicine.
- Students embarking on alternative pathways will be given support in applying for jobs and apprenticeships (**Gatsby 2, 3 & 5**). This support will include advice with regards to CV writing, letters of application and identifying strength and areas for development with regards to soft and hard skills. In Year 12, students will attend a talk given by an impartial external speaker on the benefits of pursuing alternatives to UCAS.

Work experience

Students are also encouraged to arrange their own work experience placements.

- In Key Stage 5 students wishing to arrange work experience in school time should speak with Mrs Farrow or one of the 6th Form team. This should then be coordinated through Mr Pearson for approval (**Gatsby 6**).