



**ST MARY'S
COLLEGE**

Careers Policy

Date of review	September 2023 – subject to final approval from Directors
Date of next review	September 2024
Responsible person: Careers Adviser:	Miss J Simmons Mrs V Connell/ Mr J Charlton

Rationale

The Careers programme at St Mary's College exists to prepare all students for life in Modern Britain. It is one of many examples of how at St Mary's the curriculum extends beyond the academic. Entwined with the employability skills, PSHE/RSE curriculum contributes to preparing young people for the choices, opportunities, responsibilities and experiences of life.

Every member of staff at St Mary's College is committed and involved in our CEIAG strategy. This could be as a teacher, form tutor, personal tutor, learning mentor, or through our enrichment offer.

Our CEIAG ensures that every student leaves us ready for their next step in the world of work, training, further or higher education.

Commitment

St Mary's College is committed to providing a programme of careers information for all students in Years 7-13. St Mary's College is committed to providing a high-quality and impartial careers guidance for all our students in partnership with external providers, which include:

- Humber Local Enterprise Partnership
- Careers and Enterprise Company
- Hull City Council and other appropriate agencies.

St Mary's College endeavours to follow:

- Careers guidance and access for education and training providers (DfE, 2023)
- The Gatsby Benchmarks (Gatsby Charitable Foundation, 2014)
- Any other relevant guidance from DfE, QCA, CDI and Ofsted as appropriate.

Opportunities for access - The Baker Clause – DfE White Paper

Providers can make an application for provider access. We actively encourage alternative providers to do this through assemblies and workshops.

[How To Make An Application for Provider Access](#)

Gatsby Compliant

St Mary's College is committed to ensuring that the eight benchmarks of good practice from the 'Good Career Guidance Report' (2014) by the Gatsby Charitable Foundation and further guidance from the DfE in 2018, are in place.

These eight benchmarks are:

1. A stable Careers Programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters from employers and employees
6. Experience of workplaces
7. Encounters with further and high education
8. Personal Guidance

We commission careers guidance for all our students. The primary focus is on Year 11 and 13 students, though all years will receive a comprehensive careers education through a range of opportunities:

- Assemblies
- STEM days
- Educational visits linked to career or virtual encounters
- GCSE option evenings
- Careers in the curriculum work
- Tutor time activities
- PSHE
- Drop ins with the Careers Adviser
- CV writing workshops
- Work Experience
- Medical Health and Social Care Academy

A focus on PP and SEND students is given through prioritising Careers meetings and offering a second meeting of support where necessary. Personal tutors also prioritise their meetings around SEND and PP students. The school works with Connexions support for our EHCP students and their parents.

The full Careers Learning Journey can be found on the school website.

Aims

This Careers Policy has the following aims:

- To contribute to strategies for raising achievement, especially by increasing motivation and aspiration
- To support inclusion, challenge stereotyping and promote equality of opportunity
- To encourage participation in continued learning including Further Education and apprenticeships
- To develop enterprise, employment and citizenship skills
- To contribute to the economic prosperity of individuals and communities
- To meet the needs of all our students by maintaining strong links with local businesses, training and education providers and employers
- To focus students on their future aspirations.

Student Entitlement

Students at St Mary's College will benefit from:

- Having completed a CV writing workshop/lesson
- Having the knowledge/skills to effectively apply for the next stage of their education/employment
- Access to careers software including Morrisby.
- Work experience provision where it is appropriate and beneficial
- Meaningful encounters with employers, helping all students learn about what work is like or what it takes to be successful at work.
- Access to a range of activities that inspire them, including employer talks, careers fairs, motivational speakers, college and university visits.
- Links with local employers, to help boost attitudes, broaden students' horizons, develop employability skills and learn about the range of roles and opportunities available.
- Access to advice on options available at Post-16 including apprenticeships and entrepreneurialism, and opportunities available from other post-16 providers.
- Activities during form time in all year groups that promote awareness of a wide range of career opportunities and progressive routes.
- Tailored support for all statemented and EHCP students through progression and transfer reviews, and individual meetings for all students in Year 11 and above, including working with the Connexions service.

Curriculum

Our Careers in the curriculum approach includes:

- Careers forms a part of the PSHE programme. The Careers Programme during PSHE includes: career guidance activities (group work and individual interviews), information about careers and the world of work, work-related learning, and individual learning planning/portfolio activities and developing skills useful for the world of work.
- All staff deliver teaching careers in their subject area which are planned into curriculum learning journeys.
- Throughout the year we provide a further opportunity for students to learn about their future opportunities and routes open to them and how to access them successfully, using our many business links.
- All individual subject areas organise visits/workshops for students in Years 7-13 that provide insight into careers within that subject and allow students to work with professionals.

SM6 Careers

All pupils in the Sixth Form are given ample opportunities to prepare for life after college. The Sixth Form provides a bespoke Careers guidance for all pupils and helps all students to successfully complete UCAS, student finance, apprenticeship and job applications to help them in their next steps.

Future pathways and careers are embedded across the programme with clear links given to the local context. Ultimately, we strive to prepare our students for modern Britain and the world, to enable them to find their place in an ever-changing, fast-paced environment.

Sixth form students have a bespoke careers programme through their higher educational skills sessions once per half term as well as through the PPD programme. All students engage in career enrichment activities outlined in the Core Enrichment learning journey. Activities as a part of this programme include HE visits, apprenticeship fairs, UCAS guidance and 'Ambition Week' with a range of employer/ provider guest speakers.

SM6 Student Entitlement

Students at St Mary's College will benefit from:

- Having completed and updated their CV/ Personal Statement via an SM6 writing workshop/lesson
- Having the knowledge/skills to effectively apply for the next stage of their education/employment
- Making an application to UCAS to support their ambitions regarding degree choices or degree apprenticeships
- Every SM6 student to meet with careers adviser and access advice on options available at Post-18 including apprenticeships and entrepreneurialism, and opportunities available from other Post-18 providers.
- Access to university software including UCAS
- Work experience provision where it is appropriate and beneficial
- Career talks through Personal Professional Development (PPD), Ambition Week and also lunch time career talks through the year, this is part of our range of activities including employer talks, careers fairs, motivational speakers and university visits.
- Established links with local and national employers to improve access to bespoke careers advice through completion of a careers and apprenticeship fair.
- Annual one night residential to Kings College Cambridge and Oxford day trip for the highest attaining Oxbridge applicants enabling our SM6 students to experience a sample of student life prior to application
- Activities during higher educational skills lessons once per half term in all year groups that promote awareness of a wide range of career opportunities and progressive routes.
- Sixth Form SEN link to support SEN and vulnerable students on appropriate courses and pathways and liaise with providers to instigate bespoke advice and guidance for each student
- The opportunity to join the Medical, Health and Social Care Academy providing they are studying on appropriate courses. All students to be assigned a mentor from within the NHS who will meet with students 1-1 over the 2-year period. Students in the Medical Academy also have opportunities to attend a wide range of workshops and trips and are offered work experience opportunities in their chosen field. Practice panel for university interviews are also provided.

Links with other Policies

This policy supports and is underpinned by key school policies including those for:

Teaching and Learning, Assessment, Work Experience, Access Provider statement and Spiritual, Moral Social & Cultural development.

Through our school ethos and learning, both within and beyond the classroom, we provide opportunities for students to develop the skills, knowledge, understanding, characteristics and attitudes they need to be active and employable citizens.