



ST ALBANS GIRLS' SCHOOL

Careers Employability and Enterprise Policy

GB sub-committee: Curriculum, Assessment & Standards Committee

Co-ordinator: Mrs J Flint

Last Reviewed: Spring 2024

Next Review: Spring 2025

Signed by:
Margaret Chapman
Head Teacher

Signed by:
Claire Barnard
Chair of Governors

1. RATIONALE AND STATUTORY REQUIREMENTS

- | | |
|------------|---|
| 1.1 | Career education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned progressive programme of activities supports them in choosing pathways at key transition points that suit their interests and abilities and help them to follow a career path and sustain employability throughout their working lives. |
| 1.2 | At the heart of the school ethos is the notion of creating a positive learning environment where students have a sense of belonging to the school and wider community, and they develop a healthy respect for themselves and that community. STAGS will enable our students to access a wide range of opportunities that allow them to develop the confidence to make the most of their abilities. |
| 1.3 | As a school we believe that a comprehensive careers education programme makes a major contribution to preparing students for the opportunities, responsibilities and experiences of life, supporting young people to achieve their full potential. Our programme empowers young people to plan and manage their own futures and acknowledges that availability of information is a key determinant of career choice. It also raises aspirations, promotes equality, diversity, social mobility, challenges stereotypes and support young people to sustain employability and achieve personal and economic wellbeing throughout their lives |
| 1.4 | St Albans Girls' School is committed to providing our students with a programme of careers education, information, advice and guidance (CEIAG) for all students in Years 7–13. This programme is monitored and evaluated by the Careers Lead. |
| 1.5 | St Albans Girls' School is committed to fulfilling its statutory requirements as set out by the Department of Education in their Careers guidance and access for education and training providers which refers to The Education Act 2011 where there is inserted a new duty, section 42A, into Part VII of the Education Act 1997, requiring schools to secure |

	<p>access to independent careers guidance for pupils in Years 7-13. Careers guidance must be presented in an impartial manner and promote the best interests of the pupils to whom it is given. Careers guidance must also include information on all options available in respect of 16-18 education or training, including apprenticeships and other work based education and training options. The Department of Education guidance also refers to The Education and Skills Act 2008 and The School Information (*England) Regulations 2008. This policy is also in line with the more recent Skills and Post 16 Education Act 2022 which came into force on 1 January 2023. It explains that our school must provide a minimum of 6 encounters with technical education or training providers to all pupils in years 8 to 13. Details of this can be found in our Provider Access Policy Statement which is on our website.</p> <p>This policy is also in line with the Education (Careers Guidance in Schools) Act 2022 which came into force on 1 September 2022 and amended the existing duty in The Education Act 1997 so that:</p> <ul style="list-style-type: none"> - Our school must now secure independent careers careers guidance from Year 7 - As an academy in England, we're now required to provide and publish careers guidance on our website. <p>St Albans Girls School also acts in line with our statutory duty under the 'Baker Clause' to be impartial and not show bias towards any route, be that academic or technical. This policy should be read in conjunction with our provider access policy statement, which sets out how St Albans Girls School meets this duty.</p>
	<p>St Albans Girls' School is committed to continuing to fulfil all eight of the Gatsby Benchmarks to ensure that the school provision of CEIAG continues to be outstanding. As such the Careers Lead meets regularly with the Careers and Enterprise Company and an external Careers Advisor for support, guidance, and review of the CEIAG programme at St Albans Girls' School.</p>
<p>2. AIMS</p>	
<p>2.1</p>	<p>St Albans Girls' School Careers Employability and Enterprise Policy has the following aims:</p> <ul style="list-style-type: none"> ● to contribute to strategies for raising achievement, especially by increasing motivation to focus students on their future aspirations; ● to support inclusion, challenge stereotyping and promote equality of opportunity; ● to encourage participation in continued learning including apprenticeships, higher education and further education; ● to develop enterprise and employment skills in order to prepare students for life in modern Britain; ● to enable students to develop key skills - communication, application of number, information technology, problem solving, working with others, evaluating their own learning and performance; ● to contribute to the economic prosperity of individuals and communities; ● to meet the needs of all our students through appropriate differentiation; ● to develop an understanding of employee roles, rights and responsibilities; ● to involve parents and carers.
<p>2.2</p>	<p>Student Entitlement</p> <p>Careers Education Information Advice and Guidance (CEIAG) is an important component of the PSHE Curriculum in Years 7–11 and through the Step Up Programme at Post 16.</p> <p>Hertfordshire Services for Young People (SfYP) Personal Advisor (Careers) is available to all students one day per week; they are used for individual interviews for a minimum of 76% of the Year 11 cohort and other targeted pupils throughout the year. A formal process</p>

	<p>takes place every spring to identify students needing the assistance of a personal careers adviser.</p> <p>Students in all year groups and their parents are invited to a careers fair once per year, held in the evening so that parents are able to attend and support their child's decision making process.</p> <p>Senior staff and those who work with the sixth form students are available on GCSE and A Level results days and beyond to assist students in further choices and confirming university places and, if appropriate, going through the clearing process.</p> <p>Students will experience all of the elements of CEIAG during their school career. The level of input is differentiated depending on the student's needs. Student need is identified by input from any of the following:</p> <p>Student, Form Tutors, DOLS, HOKS, Inclusion Team, Parents, Careers Lead, YC Hertfordshire SfYP Personal Adviser, Other Professionals.</p>
<p>2.3</p>	<p>Equality and Diversity</p> <p>Careers education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.</p>
<p>3. PROCEDURES</p>	
<p>3.1</p>	<p>Careers Education is delivered during PSHE lessons in Years 7-11 and at Post 16 through the Step Up Programme at key appropriate points throughout the academic year. This is planned in conjunction with the Assistant Headteacher responsible for Personal Development to ensure effective and explicit coverage of topics.</p> <p>Elements of Careers Education will also be covered within the pastoral curriculum by form tutors and in assemblies.</p> <p>At various points in the year, subject teachers will focus on careers in the curriculum within their lessons.</p>
<p>3.2</p>	<p>Our school has an embedded careers programme that aims to inform and encourage pupils to consider their career options, and take steps to understand their choices and pathways. We provide statutory independent careers guidance to pupils from year 7 onwards.</p> <p>Our programme is fully compliant with all eight of the Gatsby Benchmarks. These are:</p> <ol style="list-style-type: none"> 1. A stable careers programme 2. Learning from labour market information 3. Addressing the needs of each pupil 4. Linking curriculum learning to careers 5. Encounters with employers and employees 6. Experiences of workplaces 7. Encounters with higher and further education 8. Personal Guidance <p>Our programme doesn't show bias towards any particular career path, and promotes a full range of technical and academic options for pupils. It is structured in a way that builds upon previous years, and the overarching aim is divided between the Key Stages so that</p>

	<p>pupils are encouraged to think appropriately about their future. We provide aims, objectives and activities for each year group.</p>
<p>3.3</p>	<p>For each year group there is a stable programme of careers learning to provide students with the skills to effectively access careers information advice and guidance. The programme takes place within PSHE lessons in Years 7-11 and within the Step Up Programme at Post 16.</p> <p>All Year Groups In all year groups all curriculum areas make links within the curriculum to the world of work and careers education. Additionally, Form Tutors provide time for students to log their employability skills from across the curriculum on Unifrog.. The school’s House system and events also aim to assist learning techniques to solve day-to-day problems through charity stalls, the Winter Fair and other House events. .</p> <p>Year 7 The focus is about introducing students to the vast array of careers/employment opportunities. There is an enterprise day in the autumn term run by the school to develop their team work, communication and problem solving skills. These are revisited within the careers lessons in PSHE where employability skills are addressed. Additionally, there is an opportunity to work shadow for one day in the summer term.</p> <p>Year 8 The focus is linking plans and dreams to reality by introducing choices at 14, 16 and 18 and linking them to employment plans. There is an enterprise day in the summer term run by the school to develop their team work, communication and problem solving skills.</p> <p>Year 9 The focus is self-assessment, career paths and making curriculum choices at Key Stage 4. There is an enterprise day run in the summer term led by Young Enterprise called ‘Learn to Earn’ which helps students to begin to connect curriculum learning to the world of work. All students have a meeting with a member of the SLT to discuss their curriculum choices. Students with an EHCP will meet with a Hertfordshire SfYP Careers Advisor; the cost of this is covered by HCC.</p> <p>Year 10 The focus is the development of employability skills through business and charity activities as well as beginning to think about Post 16 options. Additionally, there is an opportunity to participate in one week of work experience in the summer term and the careers lessons preparing for this focus on employability skills</p> <p>Year 11 The focus is Post 16 choices and the application processes; providing effective impartial guidance for the best route to individual students, personalising their opportunities. This is in conjunction with Hertfordshire SfYP. Students with an EHCP will meet with a Hertfordshire SfYP Careers Advisor; the cost of this is covered by HCC.</p> <p>Students are encouraged and supported to participate and organise their own work experience, volunteering or participating in the National Citizen Service programme in the summer after their GCSE examinations.</p> <p>Students have access to psychometric testing in Year 11 following either the Morrisby Profiling methodology or the array of options within Unifrog The Morrisby Profiling service</p>

	<p>is online and the cost is borne by the students undertaking the assessment unless they qualify for PPG support.</p> <p>Post 16 The focus at Post 16 is to develop students' ability to access either Further Education, Higher Education or Employment through the weekly Step Up Programme. Additionally, in Year 12 there is a Next Steps Programme in the summer term which supports the UCAS and Apprenticeship applications, small group sessions, form periods and assemblies, with specific focus on decision making, UCAS applications, preparing for university and applying for work and apprenticeships.</p> <p>Students who are applying to Oxbridge/Medicine/Vet Science and other competitive courses are offered specific small group sessions to prepare them for the application process.</p> <p>Careers Fair A Careers Fair is held once a year in November. The event starts at 16:30 so that parents and carers can attend along with their child. The evening provides the opportunity to access a wide variety of careers and progression routes by showcasing local and national employers, local colleges and local and national universities.</p>
3.4	<p>Work Experience / Work Shadowing Extended work experience is provided for some students in Key Stage 4 when appropriate. In Year 7 students have the chance to participate in one day of Work Shadowing. In Year 10, this increases to a full week of work experience. Students at Key Stage 5 are encouraged to undertake specific work experience to support their studies during a Professional Placement in July each year. Students are also encouraged to undertake voluntary work to support their University applications. (see Work Experience Policy)</p>
3.5	Information and Resources
3.5.1	The main school Careers library has a wide range of materials open throughout the school day situated in the main library. Additionally, there is a specific careers library for Post 16 within the Sixth Form Study Room which contains texts specific to Post 16 and University Prospectuses.
3.5.2	All students in Years 9, 10 and 11 have a formal meeting with members of SLT to discuss their academic progress, wellbeing and curriculum choices
3.5.3	Post 16 Information Evening takes place in November each year to compliment other Open Events run by local schools and colleges
3.5.4	A Year 9 Options Choices process enables students to make informed choices for their GCSE studies
3.5.5	IT resources are also available for PSHE lessons and outside of school in the form of Unifrog. Students are also signposted to a variety of industry specific sites as is appropriate. The school website has links to these resources and also provides information to parents about the content of the CEIAG programme for all year groups.
3.5.6	Information is displayed on the Key Stage Bulletins. Careers information is also promoted in the weekly school newsletter Stagslink
3.5.7	Funding is allocated in the annual budget. The Careers Lead is responsible for the effective deployment of resources.

3.6	Careers Implementation and Guidance
3.6.1	The Careers Lead coordinates each of the careers events that take place throughout the school year. The Careers Lead is responsible for maintaining the Career Libraries and online notice boards.
3.6.2	Formal Careers guidance is provided by a dedicated personal advisor from Hertfordshire SfYP under arrangements negotiated annually and detailed in the Service Level Agreement. The Hertfordshire SfYP PA has a dedicated interview room and delivers small group and 1:1 sessions and attends Curriculum Choices evenings for Years 9 and 11.
3.6.3	Teachers of Careers Education lessons within the PSHE curriculum are trained to provide Careers Education. The curriculum adheres to the need for a balanced and impartial learning and teaching of all options available to students at Post 16 or 18.
3.6.4	<p>Students with special educational needs or disabilities (SEND)</p> <p>We expect that the majority of pupils with SEND will follow the same careers programme that meets the Gatsby Benchmarks as their classmates, with adjustments and additional support as needed.</p> <p>The careers leader will work with teachers and, where appropriate, professionals from relevant organisations, to identify the needs of our pupils with SEND and put in place personalised support and transition plans. This may include meetings with pupils and their families to discuss education, training and employment opportunities, supported internships and transition plans into higher education. Students with SEND and other vulnerabilities will be Services for Young People in school if required.</p> <p>Our careers leader may, as appropriate, invite adults with disabilities to visit and share their experience and advice.</p> <p>No information will be given to pupils without SEND that is not also offered to our pupils with SEND.</p>
3.7	Staffing and Staff Development
3.7.1	All staff contribute to CEIAG through their roles as tutors and subject teachers.
3.7.2	Staff training needs are identified as part of the Service Level Agreement process with Hertfordshire SfYP.
3.7.3	The Careers Lead provides updates to all staff through staff meetings and STAGS Bites
3.8	<p>Parents and Carers</p> <p>Parental involvement is encouraged at all stages. Online resources have been specifically chosen to help parents become more involved. All online resources are easily accessed through the links on the school website. Parents are kept up to date with careers related information through letters, newsletters and at open evenings. Parents are welcome at careers interviews and, where necessary, they are invited.</p>
3.9	<p>Partnerships and Business Links</p> <p><u>Hertfordshire SfYP</u></p> <p>A Service Level Agreement is on-going with YC Hertfordshire to provide an independent and impartial IAG Level 6 qualified YC Hertfordshire Advisor. YC Hertfordshire are Matrix</p>

	<p>Certified.</p> <p><u>STEAM</u> The school provides STEAM activities with the support of local STEM companies including, Setpoint Herts Young Enterprise The school participates in the YE Company Programme with Year 12 students and the 10X with students in Year 8. YE also provides enterprise days for Years 9 and 10.</p> <p><u>Rotary Club</u> The school is host to the Interact Club of St Albans. . The school also competes in various Rotary competitions such as Youth Speaks, Chef of the Year, Technology Tournament and the Young Photographer of the Year.</p> <p><u>Oaklands and West Herts College</u> The Colleges are invited to attend all careers information evenings that take place including the Post 16 information evening. Students who are applying to College have the opportunity to visit the college with an appropriate member of STAGS Staff.</p> <p><u>University Student Ambassadors</u> The school invites ambassadors from universities to attend careers information evenings. Student Ambassadors are also invited to lead Year 7 and 8 assemblies to raise the aspirations of students.</p> <p><u>Virtual Opportunities</u> When appropriate opportunities are available online these are promoted and shared with students. These vary from pre-recorded videos, live webinars or Google Meet sessions with volunteers. All virtual opportunities are monitored by the Careers Lead to ensure safeguarding of students. No direct information is shared with volunteers and they are not able to work with students outside of the session.</p> <p><u>Careers and Enterprise Company</u> The school works with the CEC who regularly reviews the school’s careers programme in line with Compass+ and liaises with the school’s Enterprise Advisor to provide encounters for the students.</p> <p><u>Local Enterprise Partnership</u> Hertfordshire has an active LEP who works closely with the CEC. The school uses resources provided by the LEP such as Local Labour Market Information in careers education lessons.</p>
4. ACCESS & MONITORING	
4.1	The Service Level Agreement with Hertfordshire SfYP is reviewed annually.
4.2	Evaluations are carried out through the PSHE programme, lesson observations and through student and parent surveys. The Careers Education programme is planned, monitored and evaluated by the Careers Lead and Curriculum Leader of PSHE annually. The Post 16 Pastoral Team will liaise and consult with the Hertfordshire SfYP to ensure that specialist career guidance is available when required.
4.3	The school further evaluates the CEIAG provision against the Gatsby Benchmarks through the use of the Careers and Enterprise Company’s Compass+ toolkit. Progress against these Benchmarks is monitored at regular meetings by the Enterprise Advisor and the Enterprise

	Coordinator in conjunction with the Careers Lead. The school has consistently maintained the achievement of all Eight of the Gatsby Benchmarks since 2019.
4.4	Student and Parent evaluations take place following all careers evenings and events to ensure that students are receiving the most relevant sources of IAG. Employers who attend events are also consulted for feedback.
4.5	When reviewing the programme, the School Improvement Plan (SIP) is used to ensure that the Career provision is fully supporting whole school aims.
4.6	St Albans Girls' School monitors and reviews its policies and procedures on a regular basis to ensure that there is compliance.
4.7	A summary of our school's careers programme is published on our school website including details of how pupils, parents, teachers and employers can access information about the careers programme. Pupils, parents, teachers and employers can request any additional information about the careers programme by contacting the careers leader whose details are available on the school website.