**Xx School Careers and Information, Advice and Guidance (IAG) Policy**

**Overview:**

This section of the website is intended for Students, Parents/Carers, Teachers and Employers wanting to find out more about our Careers Education programme.

(VISION STATEMENT)

Example: Our Careers Education and IAG programme aims to prepare our students for their future lives beyond school. This means that all students, and parents, should be made aware of all their options as they progress through school and their post-school options.

**Key Careers Staff (Mandatory)**

Our designated Careers Leader is ………… he/she can be contacted on……..

The SLT member responsible for Careers is…..

The Governor with responsibility for careers is…..

**Who we work with: (Recommended)**

The following organisations support our Careers and IAG provision:

|  |  |
| --- | --- |
| HCC Services for Young People  <https://www.servicesforyoungpeople.org/> | * Source our Year 10 Work experience placements including site risk assessments. * Provide qualified personal advisers to deliver careers interviews with all students in Years 11, 12 and 13. |
| Young Enterprise  <https://www.young-enterprise.org.uk/> | * Deliver a range of enterprise activities for Key Stage 3 and 4 students |
| University of Hertfordshire  <https://www.herts.ac.uk/about-us/widening-access-and-student-success> | * Provide direct interventions for targeted students in Year 10 to promote university/higher education as a post-school option |
| Inspiring the Future  <https://www.inspiringthefuture.org/> | * Deliver a range of workshops around apprenticeships as a post-school option. |
| The Careers & Enterprise Company  <https://www.careersandenterprise.co.uk/> | * The Careers and Enterprise Company acts as a catalyst, connecting employers with schools and colleges throughout England to deliver world-class careers education. They also support every young person to find their best next step. Our Enterprise Co-Ordinator is….and we are matched with….as our Enterprise Adviser (business volunteer) |

Xx School has achieved/is currently working towards The *Investor in Careers Award.* This was completed/is due to be completed in …..

**Support from CEC/Hertfordshire LEP and HOP (Recommended)**

We are signed up to The Careers and Enterprise Company – The Enterprise Adviser Network – programme. This is a free provision managed locally by Hertfordshire Local Enterprise Partnership to support us to achieve all 8 Gatsby Benchmarks – a target set by Department for Education in their Careers Strategy (Dec 2017). We have been matched with [name of EA/company] xx to help us to work towards the 8 Gatsby Benchmarks. Meetings take place on a regular basis to discuss progress.

We are using the Hertfordshire Opportunities Portal ([www.hopinto.co.uk](http://www.hopinto.co.uk)) and would encourage all students, parents and carers and teachers to use this portal to seek current live job or apprenticeship vacancies within Hertfordshire as well as being a one-stop shop for a variety of information about the Hertfordshire Jobs Market providing information and inspiration about a variety of careers.

You can also follow HOP via their Social Media platforms as detailed below:



**Gatsby Benchmark Information (optional)**

Currently we have fully achieved {xx] Benchmarks and partially achieved {xx] benchmarks.

**National Careers Education Organisations (optional)**

Further information about The Careers and Enterprise Company can be found here:

<https://www.careersandenterprise.co.uk/>

Further information about The Gatsby Benchmarks can be found here:

<http://www.gatsby.org.uk/education/focus-areas/good-career-guidance>

further information about The Government’s Careers Strategy can be found here:

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/664319/Careers_strategy.pdf>

**Careers Activity Plan (example)**

We deliver a structured Careers and IAG Activity Plan which is reviewed on an annual basis. The key activities scheduled currently are:

|  |  |  |
| --- | --- | --- |
| Year Group | Activity | When |
| 7 | Work aspiration included within PHSE | Throughout academic year |
| 8 | Work shadowing | Nov 2021 |
| 9 | Enterprise Day | Summer Term |
| 10 | 1-week work experience | July 2022 |
| 11 | Personal Guidance Interviews | Autumn and Spring Term |
| 12 | Workplace visits |  |
| 13 | University visits | Throughout year |

**Employer Engagement: (recommended)**

We recognize the importance in working with local employers IN order to support our Careers Education and IAG provision we are very keen to establish links with employers who will be able to open our students’ eyes to the world of work.

We currently engage with over …. different employers through work experience placements for our Year 10 students and over 30 employers attended our Year 9 Careers Fair. We welcome further support from employers specifically those within the [enter industry} industry.

We have built some sustained links with [enter company] through their support as our Enterprise Adviser. Through this relationship some of our staff have worked with industry experts to develop our curriculums.

For this academic year we are seeking employers to support the following events:

|  |  |  |
| --- | --- | --- |
| Year 9 Careers Fair | 200 students from Year 9 will have the opportunity to meet with employers from a range of businesses and industries. We would like you to share your work experiences and details about your role/employer/industry in an informal manner. | 12 November 2021 |
| Year 10 Work experience | Can you provide one week of work experience for one or more of our students? | 1 – 5 July 2022 |
| Year 12 workplace visits | We would like all our 6th form groups to be able to experience a workplace whether that be a farm, factory, office or any other place of work. Visits will typically last for 1 – 2 hours with full staff/teacher supervision. | Anytime during Summer Term |
| Year 9 Dragon’s Den | Selected year 9 students will present a business idea to a panel of judges. Would you like to be one of our judges (dragons) to evaluate and scrutinize the students’ business ideas? | 29 October 2021 |
| Careers Talks | We invite an inspirational speaker to discuss their career and work history with a selected group of sixth form students every Wednesday lunchtime for 30 minutes. | Every Wednesday 12:30 – 1pm during Term Time |

If you are able to support any of these events or would like to work with us in any other way please contact xx on xx

**Provider Access Policy: (mandatory)**

**INSERT SCHOOL/ACADEMY NAME** Access Information, Advice and Guidance Statement Introduction This statement sets out our arrangements for managing the access of providers to students at the school for the purposes of giving them information about the provider’s education or training offer. This complies with our legal obligations under Section 42B of the Education Act 1997 (Know as The Baker Clause).

Student entitlement Students in years 7-13 are entitled:

• To find out about technical education qualifications and apprenticeships 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 evenings, assemblies and group discussions and taster events.

• To understand how to make applications for the full range of academic and technical courses. Management of provider access requests Procedure

A provider wishing to request access should contact ….Careers Leader Telephone: insert school number Insert Careers Leader Email: ……

Opportunities for access A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents.

**[provide table of activities]**

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available any specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with our Careers Leader and appropriate declarations need to be completed by visitors beforehand. Providers are welcome to leave a copy of their prospectus or other relevant course literature.

[ADD BAKER CLAUSE STATEMENT]

**Guidance for parents/carers:**

Clearly parents and carers play a very significant role in helping students to make informed choices about their study options and decisions about their future careers. Parents and carers should be encouraged to discuss with their child about options and future aspirations. We welcome parents and carers’ input and recommend that you always attend activities at school such as GCSE and A-Level Options’ evenings.

There is no ‘one size fits all’ approach and we recognise that all students must be able to make informed decisions avoiding pre-conceived ideas or stereotypes.

Parents may be interested to view the following:

<https://parentinfo.org/articles/all>

Should you wish to discuss your child’s future options please contact their form tutor in the first instance or our Careers Leader xx on xx.

**Finding out further information (this section provides key information for students, parents and carers and teachers):**

|  |  |  |
| --- | --- | --- |
| National Apprenticeship Service | <https://www.gov.uk/apply-apprenticeship> | Allows you to search for live apprenticeship vacancies across the country |
| Amazing Apprenticeships | <https://amazingapprenticeships.com/> | Find out about apprenticeships as well as live vacancies |
| HCC Services for Young People | <https://www.servicesforyoungpeople.org> | The leading provider of CEIAG provision for young people both inside and outside of school in Hertfordshire |
| UCAS | <https://www.ucas.com/> | All you need to know about applying for university and the courses available for you. |
| Hertfordshire Skills Framework | https://www.hertfordshirelep.com/media/6451/item-5-annex-a-hertfordshire-employability-skills-framework-2018.pdf | Produced by Hertfordshire Local Enterprise Partnership this displays the skills most required by employers across the county |
| Hertfordshire Labour Market Information | <https://www.youtube.com/watch?v=qxEnwYjtk5w>  [If you want to learn more about specific employment and skills information from (your District) take a look at this infographic poster](https://www.hopinto.co.uk/media/1508/hertfordshire-lep-lmi-infographic-2019-broxbourne.pdf) | An infographic video to explain the types of jobs available and skills required in Hertfordshire |