

Cottingham High School: Careers Education, Information, Advice and Guidance Statement

Status:	Live
Policy Owner (Position)	Careers Leader
Statutory / Recommended	Recommended
Date of Adoption	November 2024
Frequency of Review	Yearly
Last Review Date	
Advisory Group	LGB
Linked Documents	Provider Access Policy

Rationale

The following policy has been developed in response to the DfE statutory guidance 'Careers guidance and access for education and training providers' updated in January 2023.

The aim of this policy is to ensure a secure platform from which Careers Education, Information, Advice and Guidance (CEIAG) is delivered to all students. Cottingham High School recognises that (CEIAG) makes a significant contribution to preparing our students to take their place as suitably qualified and responsible adults within society, who can make informed choices and achieve personal and economic wellbeing throughout their lives.

We aim to ensure that our students are self-confident, skilled and career ready. This will be achieved through a programme of high-quality activities, advice and guidance. Cottingham High School has several statutory duties in relation to careers guidance (DfE Careers guidance and access for education and training providers, January 2023). This includes the following:

- Use the Gatsby Benchmarks to improve careers provision
- An obligation to provide independent careers guidance from Years 7 to 13
- Providing all young people with a stable and structured careers programme
- Ensure there is an opportunity for a range of education and training providers to access all students in Years 8 – 13
- Appoint a named person to the role of Careers Leader
- To publish details of the careers programme for young people and their parents. The programme aims to raise aspirations, promote equality and diversity and challenge misconceptions and stereotyping
- To ensure that we make effective use of local and national labour market information we have available to us.

Content

Cottingham High School is committed to providing high quality impartial careers guidance for all students in partnership with the Hull and East Yorkshire LEP, East Riding Council Support Services and any other appropriate external agency.

Cottingham High School endeavours to follow:

- Careers guidance and access for education and training providers (DfE, 2023)
- The Education Inspection Framework (2019)
- CDI Framework for careers, employability and enterprise education (Jan 2020 & April 2021)
- Expectations as laid out in the Quality in Careers Standard
- Any other relevant guidance from DfE, QCA and Ofsted as appropriate.

Following publication of the Good Career Guidance Report in 2014 by the Gatsby Charitable Foundation, and further guidance from the DfE in 2018, the school is committed to ensuring that the eight benchmarks of good practice 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 with employers and employees
6. Experience of workplaces
7. Encounters with further and higher education
8. Personal Guidance

Cottingham High School is committed to providing a planned programme of CEIAG which recognises the important role that careers education/work-related learning plays in preparing and supporting young people to sustain employability and achieve personal and economic wellbeing throughout their lives.

Student requirements

Students at Cottingham High School benefit from the following:

- Meaningful encounters with employers to aid student understanding of the job market and what is required to be successful at work
- Meaningful encounters with a range of further and higher education and training providers, promoting the different routes available to students
- Access to a variety of activities that informs and inspires them, including drop down days, assemblies, employer talks, careers fairs, motivational speakers, planned visits to organisations, colleges and universities. This is supported by links with local employers which helps to improve attitudes and employability skills
- Access to a range of local employers where students learn about the range of roles and opportunities available to them
- Work experience provision where it is appropriate and beneficial
- Face to face careers advice provided by our impartial external Level 6 qualified Careers Advisor to advise on options available at post-16 and post-18
- Coordinated support from external agencies including the local authority where students are vulnerable, have special educational needs or are at risk of becoming NEET
- Post-16 and post-18 financial support information and what is available to them
- Information, including local Labour Market Information from a range of agencies to develop a smoother pathway between education and work
- Careers advice 24 hours through Unifrog
- Activities during Personal Development lessons and/or Personal Development Tutor Time in all year groups that promotes awareness of a wide range of career opportunities and progression routes
- Individual meeting with regards to careers prior to Year 9 options
- Year 10 and 11 online 'Careers Information' groups
- Career and work-related activities within subject areas
- Tailored support for all statemented and EHCP students through their annual reviews
- Displays around the school

Students at Cottingham High School have access to a variety of resources including Log On Move On, UCAS, National Careers Service and iCould for use from KS3 to KS5. The Academy has invested in the Unifrog careers platform for students to access, this provides up to date market guidance as well as access to university and apprenticeship applications. Students are encouraged to visit the school website for further guidance in the careers section. Student Voice is used in the planning, delivery and evaluation of activities.

The school provides a Post 16 programme for sixth form students which includes regular notification of local/national apprenticeship opportunities, as well as pathways days which provide opportunities for encounters with employers and higher education providers.

Additional Opportunities

Students in KS4 and 5 will benefit from a range of further opportunities to help support their progression to further study or employment. These are subject to regular review, but will include the following key elements:

- Student talks with our alumni network to support current students through decision making and personalised information on specific career paths
- Student workshops for Sixth Form students and parents to increase knowledge and awareness of local and national career opportunities, student Finance and the UCAS Process
- Access to the HE+ programme to support students with applications to Russell Group universities
- Tailored support for students considering Medicine, Law or applications to Oxbridge
- Support for parents at Year 9, 10 and 11 parents' information evenings and pathways evenings.

Implementation The Careers Leader is responsible to the senior leadership team and meets with them on a fortnightly basis to evaluate the impact of the Careers strategy.

Work experience in Year 10 and Year 12 is planned and implemented by the Work experience co-ordinator and the Sixth Form Pastoral Manager respectively.

All teaching staff contribute to Careers Guidance through their roles as tutors and subject teachers and have a responsibility to involve careers within their teaching, to work towards raising the aspirations of students. Specialist sessions are organised by the Careers (and Personal Development) Leader and Head of Sixth Form.

The Careers programme is planned, monitored and evaluated by the Careers Leader and Head of Sixth Form in consultation with the Senior Leadership Team.

Partnerships

Cottingham High School works in partnership with a large number of local employers, and with other educational establishments to ensure a broad and balanced range of information and opportunities are available to students.

The Careers Leader works closely with the Careers and Enterprise Company (CEC) Enterprise Coordinator and regularly attends careers meetings / networking events including the Hull and East Yorkshire LEP Hub meetings, as well as industry specific events to ensure they are up to date with industry and labour market information.

Monitoring, Review and Evaluation

All partnership agreements with other partner institutions are reviewed annually.

The school's careers programme is reviewed half termly by the Senior Leadership Team and the Careers (and Personal Development) Leader and Head of Sixth Form. The focus is to identify gaps and support improvement.

The Careers Leader uses Compass+ to complete a termly review of the programme against the Gatsby Benchmarks.

Activities that form part of the evaluation process are used to inform planning for the next year. Evaluation focuses on how effective the activity has been in aiding students to achieve the intended outcomes. Evaluation draws information from a number of sources including:

- Survey results from students, staff, employers, training providers, Higher and Further Education providers
- Scheduled meetings with the external Careers Adviser
- Pre and post evaluation forms as and when career activities/events happen
- Evaluation of on-going activities at the end of the term or academic year
- Information on intended destinations for KS4 and KS5 learners
- NEET and destination data

Additional research and evaluation of elements of CEIAG is undertaken regularly, incorporating student voice and observation, parental feedback and meetings with the careers link governor.

Resources

Funding is allocated annually and in the context of whole school priorities and particular needs in careers guidance. The Careers Leader is responsible for the effective deployment of resources. Sources of external funding are actively sought, and shared provision is used where appropriate and efficient, particularly in conjunction with our local network of partnership schools.

CPD

Staff training needs are identified in conjunction by the Careers Leader and the Senior Leadership Team, with an awareness of local and national careers agendas. Any training requirements of staff are analysed on an annual basis or during the academic year if required (this is informed by the Self Evaluation, including provision of careers guidance completed by the school). The school will endeavour to meet training needs within a reasonable period.

The Careers Leader regularly attends careers meetings, networking and industry specific events as well as accessing funded training to ensure they are up to date with CEIAG.

Supporting Policies and Related Information

The policy for Careers is underpinned by a range of key school policies such as those for Teaching and Learning, Assessment, Recording and Reporting Achievement, Equal Opportunities and Diversity.

Approval and review

Approved 21 November 2024 by the CHS Local Governing Board

Next review: November 2025

Vince Tennison, (Chair of Governors)