

COGNITA



DOWNSEND
SCHOOL

Careers Guidance Policy

September 2022

1 Introduction

- 1.1 The purpose of this policy is to provide details about our careers guidance programme.
- 1.2 The Department for Education (DFE) makes statutory guidance available on careers guidance. This does not apply to independent schools. However, this policy incorporates many elements of the statutory guidance in order to benchmark against the most effective practice.
- 1.3 This guidance applies to all pupils from Year 7.

2 Regulations

- 2.1 The statutory regulations relating to independent schools states that pupils receiving secondary education should have access to accurate, up-to-date careers guidance which:
 - (i) is presented in an impartial manner;
 - (ii) enables them to make informed choices about a broad range of career options; and
 - (iii) helps to encourage them to fulfil their potential.

3 Overview and oversight

- 3.1 Effective careers guidance enables pupils to be well informed, well supported, know where to find information and choose a career or next step which is right for them.
- 3.2 We view careers guidance as connecting learning to the future for our pupils. We aim to motivate our pupils by giving them a clearer idea of the routes to jobs and future careers that they will find engaging and rewarding. We believe that good careers guidance widens pupils' horizons, challenges stereotypes and raises aspirations. It provides pupils with the knowledge and skills necessary to make successful transitions to the next stage of their life.
- 3.3 The member of staff with responsibility for oversight of careers guidance is KN/MSk
- 3.4 The delivery of the careers education programme is a shared responsibility of the staff team.

4 Elements of our programme

- 4.1 Our careers guidance programme is carefully planned and can be found in annex 1. Our guidance is intended to be woven into the educational programme and provide inspiration so that our pupils are empowered to make their own evidence based decisions.
- 4.2 Details of external resources for staff, pupils and parents can be found in annex 2.

5 Evaluation and review

- 5.1 It is the responsibility of the Head with the staff responsible for oversight to keep the programme under review.
- 5.2 The proprietor will evaluate the impact of the programme through a range of methods including discussion with students, discussion with staff and scrutiny of key data.

Annex 1: Careers Programme

Careers programme

Year 7	Potential career routes and options are discussed in PSHE, as part of our 'Jigsaw' based curriculum. In addition, assembly themes, visiting speakers and curriculum collapse days e.g. Science and STEAM days, Women In Science presentations highlight potential career paths for the future to our pupils.
Year 8	Dragon's Den Two Day workshop; involving external business specialists who lead Marketing, Finance, Human Resource and Director workshops to facilitate the development, branding and market placement of pupil designed products
Year 9	STRETCH programme allowing enrichment in Engineering, Science and Maths based workshops, as well as outreach programmes with Pfizer across Years 7-9
Year 10	Shadow work placements and Business Enterprise schemes are planned for 21-22

Access to external, impartial advice

In addition to the work we undertake as part of our planned programme, we make pupils and parents aware of the following sources of information:

National Careers Service

<https://nationalcareersservice.direct.gov.uk> Tel: 0800 100 900

Labour market information

We actively encourage our pupils to access labour market information as this can help each pupil and their parent understand the salaries and promotion opportunities for different jobs. Labour market information (LMI) can be accessed from different sources. We signpost our pupils to the National Careers Service <http://www.lmiforall.org.uk>

Addressing the needs of each pupil

Our approach provides equal access to support regardless of background.

Linking careers guidance to the curriculum

There are many links made to careers guidance throughout our curriculum, for example:

Subject	Example
Maths	National Pi day
Science	Science/STEAM curriculum collapse days with the design, build and testing of land yachts in Summer 2021 as an example
Include	Include

Encounters with employers and employees

We recognise the value of our pupils having access to both employers and employees to receive first-hand information about careers and next steps.

In order to ensure bespoke advice, following the PSHE curriculum delivery in Year 7, we hold a career workshop in Year 8, allowing our pupils to meet and speak with representatives from the world of Science, Medicine, Human Resources, Business, Finance and Engineering, as well as the worlds of Drama and Media. This then helps and facilitates GCSE choices based on increasingly individual career based flightpaths through GCSE and into A level/IB.

Annex 2: Useful resources

Statutory guidance from DFE: Note that this is statutory for maintained schools and not for independent schools. It can be used as a useful source of information

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/672418/Careers_guidance_and_access_for_education_and_training_providers.pdf

Gatsby Good Career Guidance: A report on improving career guidance in secondary schools which includes the Gatsby Benchmarks.

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

Gatsby Good Practice: A website which shares good practice from the North East pilot of the Gatsby Benchmarks, and other information and support for schools.

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

Compass: A self-evaluation tool to help schools to evaluate their careers and enterprise provision and benchmark against the Gatsby Benchmarks and compare it with other schools.

<https://schoolshub.careersandenterprise.co.uk/login>

State of the Nation 2017: A report on the careers and enterprise provision in secondary schools in England in 2016/17. It examines how schools are performing in relation to the Gatsby Benchmarks, based on data from responses to the Compass tool.

https://www.careersandenterprise.co.uk/sites/default/files/uploaded/state_of_the_nation_report_digital.pdf

Careers & Enterprise Company: The Careers & Enterprise Company brokers links between employers, schools and colleges in order to ensure that young people aged 12-18 get the inspiration and guidance they need for success in working life.

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

Careers & Enterprise Company: Schools and Colleges. Connects schools to businesses volunteers and careers activity programmes.

<https://www.careersandenterprise.co.uk/schools-and-colleges>

National Careers Service: The National Careers Service provides information, advice and guidance to help people make decisions on learning, training and work opportunities. The service offers confidential and impartial advice. This is supported by qualified careers advisers.

<https://nationalcareersservice.direct.gov.uk/Pages/Home.aspx>

Baker Dearing Educational Trust: Information on University Technical Colleges.

<http://www.utcolleges.org/>

Career Development Institute: The Career Development Institute is the single UK-wide professional body for everyone working in the fields of careers education, career information, advice and guidance, career coaching, career consultancy and career management. It offers affiliate and individual membership to schools which includes free CPD webinars, regular digital newsletters, a quarterly magazine, online networking groups and training at a preferential rate.

<http://www.thecdi.net/>

Career Development Institute Framework for careers, employability and enterprise Education: A framework of learning outcomes to support the planning, delivery and evaluation of careers, employability and enterprise education for children and young people.

http://www.thecdi.net/write/Framework/BP385-CDI_Framework-v7.pdf

UK Register of Career Development Professionals: The single national point of reference for ensuring and promoting the professional status of career practitioners.

<http://www.thecdi.net/Professional-Register->

Quality in Careers Standard: The Quality in Careers Standard is the national quality award for careers education, information, advice and guidance.

<http://www.qualityincareers.org.uk/>

Find an Apprenticeship: Search and apply for an apprenticeship in England.

<https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch>

LMI for All: An online data portal, which connects and standardises existing sources of high quality, reliable labour market information (LMI) with the aim of informing careers decisions. This data is made freely available via an Application Programming Interface (API) for use in websites and applications.

<http://www.lmiforall.org.uk/>

STEM Ambassadors: A nationwide network of over 30,000 volunteers from a wide range of employers, who engage with young people to provide stimulating and inspirational informal learning activities in both school and non-school settings

<https://www.stem.org.uk/stem-ambassadors>

Studio Schools Trust: The organisation that unites all Studio Schools, acting as a linking point between Studio Schools, enabling the sharing of best practice as well as providing advice and curriculum support.

<https://studioschoolstrust.org/>

Unistats: The official website for comparing UK higher education undergraduate course data. The site includes information on university and college courses, Teaching Excellence and Student Outcomes Framework (TEF) ratings, student satisfaction scores from the National Student Survey, employment outcomes and salaries after study and other key information for prospective students.

<https://unistats.ac.uk/>

Your Daughter's Future: A careers toolkit for parents.

<https://www.gov.uk/government/news/your-daughters-future>

Careers Guidance Policy

Ownership and consultation	
Document sponsor (role)	Group Director of Education
Document author (name)	Simon Camby
Consultation – April 2018	Consultation with Heads from the following senior schools: Akeley Senior School, Colchester High School, Huddersfield Grammar School, Hydesville Tower School, Long Close School, Meoncross School, NBH Senior School, NBH Canonbury, Quinton House School, Southbank International Westminster Campus, St Clares School. Consultation with Heads from the following 13+ schools: Cumnor House School, Downsends Prep School, Milbourne Lodge School, NBH Prep School. Consultation with the following members of the education team: Danuta Tomasz (ADE), Robin Davies (ADE), James Carroll (ADE), Marian Harker (QA Officer)

Audience	
Audience	Heads and staff in Cognita schools with pupils in Year 7 upwards

Document application and publication	
England	Yes
Wales	Yes
Spain	Yes

Version control	
Implementation date	September 2021
Review date	The school or proprietor will keep this policy under review and will update from time to time, as deemed necessary
Next review	June 2023

Related documentation	
Related documentation	School schemes of work