

Poole Grammar School	Policy	PGS/P/41
Careers guidance policy		Issue 3
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Poole Grammar School's careers advice and guidance is coordinated by a Careers and Higher Education Advisor (CHEA), whose work is overseen by a deputy headteacher.

The following aims under-pin the school's careers guidance policy:

1. To provide high quality, appropriate, independent, unbiased advice and guidance that enables all students to have high aspirations and make informed choices that allow them to progress to the most appropriate destination for them after leaving Poole Grammar School.
2. To encourage students to take responsibility for their own decisions with regard to post-14, post-16 and post-18 options.
3. To minimize the number of post-16 leavers 'not in education, employment or training' (NEET).
4. To work in partnership with other education providers, local/regional /national employers, Local Authorities (LAs), or other designated governmental or non-governmental authorities as appropriate, in order to inspire students to engage with a wide range of higher education providers, apprenticeship providers, vocational education providers and employers.

A) Compliance with Government statutory guidance

Poole Grammar School subscribes to the key principles that are set out in the Department for Education (2015) statutory guidance on 'careers guidance and inspiration in schools', namely:

- (i) Provide access to a range of activities that inspire young people;
- (ii) Build strong links with employers;
- (iii) Offer high quality work experience;
- (iv) Widen access to advice on post-16 options;
- (v) Provide face to face advice and guidance;
- (vi) Work with LAs to identify those at risk of not participating post-16;
- (vii) Provide information to students about the financial support that may be available to them post-16;
- (viii) Work with Jobcentre Plus to develop a smoother pathway between education and work;
- (ix) Work to prevent all forms of stereotyping in the advice and guidance provided.

(i) Inspiring young people

The CHEA will ensure that all students, by the time that they leave the school, have had the opportunity to engage with employers, apprenticeship and higher education (HE) providers.

Examples of the ways that this engagement can be facilitated include Personal Social & Health Education (PSHE) lessons, visiting speakers, events such as careers fairs, work experience placements and the provision of trips and visits to employers, apprenticeship and HE providers.

(ii) Building strong connections with employers

The CHEA shall keep up to date with local, regional and national careers opportunities as reflected in the current labour market.

This will be achieved through building relationships with local employers that facilitate the engagement of local employers in providing students with information on employment opportunities within their company or employment sector and other opportunities such as work experience placements and the fostering of enterprise skills through employer led competitions and activities.

(iii) High quality work experience

It is an expectation that all students will engage in at least 2 weeks' worth of work experience during their time at Poole Grammar School.

The CHEA will ensure that all students have the opportunity to engage in at least 2 weeks' worth of work experience before they leave the school in Year 11 or Year 13.

(iv) Widen access to advice on post-16 options

All students in Year 11 will have access to a range of sources of impartial advice and guidance to help them make their post-16 options choices. All advice and guidance will include information on the full range of post-16 options including: A-level provision in Poole Grammar School Sixth Form and elsewhere, level 3 vocational qualifications at other schools and colleges, advanced apprenticeships and employment with significant elements of training such as NVQs. Students will be advised clearly on what is meant by the participation age of 18 years.

This advice and guidance will be delivered in a variety of ways, for example a post-Year 11 information evening, through the PSHE programme and via one to one meetings with the CHEA. Year 11 students will be made aware of internet-based national resources such as the 'national database of post-16 options' provided by the Government from October 2015.

In addition to this (a) students in Year 9 will be provided with information on alternative post-14 options pathways, which may include local university technical colleges and specialist studio schools, as well as their options in Year 10 and Year 11 at Poole Grammar School and (b) students in Year 12 and Year 13 will be provided with a comprehensive post-18 options programme to ensure that they progress to the most appropriate option for them after Year 13.

(v) Provide face to face advice and guidance

All students in Year 11 are guaranteed at least one face to face advice and guidance session with the CHEA, to which their parents/carers will also be invited. All students in Year 12 are guaranteed at least one face to face advice and guidance session with the CHEA, to which their parents/carers will also be invited.

During any one to one session impartiality will be ensured by the CHEA briefly outlining all the options available to a student.

(vi) Work with local authorities to identify those at risk of not participating post-16

Additional one to one and/or group support sessions will be provided by the CHEA to students potentially at risk of being NEET.

This additional support shall be provided to: students in receipt of the Pupil Premium (including those in receipt of free school meals during the last 6 academic years (FSM ever 6 students)), students in care or care leavers, students not intending to, or able to, progress into Year 12 at Poole Grammar School and students not intending to progress into HE at the end of Year 13.

Poole Grammar School shall, working in partnership with other appropriate agencies wherever possible, ensure that adequate support is provided to students with special educational needs or disabilities to ensure that they have access to the most appropriate post-16 option for them.

The CHEA will provide LAs (or other designated governmental or non-governmental authorities as appropriate) with accurate and timely data on student progression when asked to do so, or when a 16 or 17 year old student leaves Poole Grammar School and will promote any support offered by LAs (or other designated governmental or non-governmental authorities as appropriate) to students at risk of not participating post-16.

(vii) Provide information to students about the financial support that may be available to them post-16

Poole Grammar School will publicise to students and their parents/carers the availability of any sources of financial support available to students in Year 12 and Year 13, such as the 16-19 Bursary Fund.

Such sources of financial support will be publicised on the school internet and intranet sites, in Year 12 and Year 13 'welcome packs' and other appropriate communications to parents/carers (e.g. the school newsletter or letters from Heads of Year).

(viii) Work with Jobcentre Plus to develop a smoother pathway between education and work Whenever a student (or their parent/carer) informs the CHEA that it is their intention to progress into employment, or employment with training, at the age of 16, 17 or 18, the CHEA shall ensure that timely contact is made with the local Jobcentre Plus, if appropriate, to ensure a smoother pathway between education and work.

(ix) Work to prevent all stereotyping in advice and guidance provided

Poole Grammar School shall ensure that students are able to consider the widest possible range of careers, including those often portrayed as primarily for one or other of the sexes. Any advice and guidance given shall meet the requirements of the Equality and Diversity Act (2010) and any subsequent relevant legislation.

B) Evaluation and monitoring of advice and guidance

Responsibility for ensuring that quality assurance of careers advice and guidance is robust and effective will lie with the deputy headteacher with responsibility for careers. The development and facilitation of quality assurance processes lies with the CHEA.

Quality assurance of careers advice and guidance at Poole Grammar School shall include the following:

- (a) An independent review of careers advice and guidance and provision to allow the school to continue to hold a Quality in Careers Standard award or equivalent.
- (b) Gathering feedback from students, either formally or informally, on an annual basis and using this information to further improve careers advice and guidance provision.
- (c) Observation by senior members of staff of one to one interviews and/or relevant PSHE or tutorial sessions.
- (d) An analysis of destination data.

The CHEA shall hold at least a level 6 diploma in career guidance and development, or shall be working towards that qualification, or an equivalent.

APPENDIX 1

Careers advice and guidance provision at Poole Grammar School

The principal events and activities provided to all students are:

1. Years 7, 8 and 9

Students engage with an 'introduction to careers' programme and are given advice and guidance on careers decision making and their future choices. Year 9 students are given independent information on their potential post-14 options at Poole Grammar School and elsewhere, including an information evening on options for Years 10 and 11.

2. Year 10

Careers advice and guidance is delivered as part of the personal, social and health education (PSHE) programme. The first of a number of opportunities to take part in one or two weeks' worth of work experience is available at the end of Year 10.

3. Year 11

Students are invited to attend careers conventions and a post-Year 11 information evening in the autumn term. All Year 11 students, and their parents/carers if they would also like to attend, are invited to a one to one session with the Careers and Higher Education Advisor (CHEA). In the spring term students and their parents/carers can attend the Poole Grammar School Sixth Form information evening and an Oxbridge information evening. In August during the post-GCSE results period, students can make an appointment to see a senior member of staff and/or the CHEA for impartial advice and guidance on their post-16 options.

4. Year 12

Students have another opportunity to attend careers conventions in the autumn term. A post Year 13 options evening is provided in the spring term along with an Oxbridge information evening. The CHEA provides a bespoke programme to support students applying to Oxbridge and/or for higher education (HE) courses in medicine, veterinary medicine and dentistry. All Year 12 students, along with their parents/carers, are invited to a one to one session with the CHEA to discuss their apprenticeship/career/HE aspirations. In the summer term a comprehensive post-Year 13 options programme is delivered by Sixth Form tutors and Year Heads that enables students to hone the skills that they need to succeed in obtaining an apprenticeship/job with training/HE place.

5. Year 13

Students have a final opportunity to attend careers conventions. All Year 13 students, and their parents/carers, who are not intending to progress to HE are invited for another one to one session with the CHEA. In August during the post-A level results period, students can make an appointment to see a senior member of staff and/or the CHEA for impartial advice and guidance on their post-18 options.

It is the school's expectation that all students should have engaged in at least 2 weeks of work experience before they leave Poole Grammar School. This can be done during school holiday periods between Year 10 and Year 13.

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