



*Living and learning together as a Catholic community in Christ.*

*Religion reason and kindness are at the heart of our ethos through education.*



## **ST MICHAEL'S COLLEGE CAREERS POLICY 2017-18**

As a Catholic College our mission is to allow the Holy Spirit, or 'spiritual', to articulate all that takes place in the College. Indeed, it is our faith which gives shape and meaning to our educational Christian ministry, so that pupils feel valued and loved, while reconciliation is at the heart of all our human relationships. Spiritual, moral, social and cultural values are central to the College's mission. Our philosophy therefore is that a College is shaped by people who:

- Learn together in a Catholic community.
- Aspire to academic excellence and success.
- Believe that there are no limits to a child's potential.
- Provide opportunities and challenges to encourage confidence, self-esteem and nurture individual talent.

Promote a love of learning; a love of Christ and finally a love of each other.



## ST MICHAEL'S CATHOLIC COLLEGE CAREERS INFORMATION and GUIDANCE POLICY

### **Aims**

The aim of careers, information advice and guidance at St Michael's College is to support all of our students in making informed choices about which courses suit their academic needs and aspirations as well as to prepare them for the next stage of their education, employment or training. Motivating pupils to think beyond their immediate experiences, encouraging them to consider a broader and more ambitious range of future education and career options ensures that the advice and guidance that we offer underpins the college mission.

We acknowledge and appreciate that young people want and need to be well-informed when making subject and career decisions and to this end, we offer high quality, independent careers guidance which realistically develops student aspiration and ensures that our students leave College fully rounded and ready for the world of work.

### **Purpose:**

#### **The purpose of this policy is to ensure that**

- All registered students at the College are provided with independent careers guidance and inspiration from year 8 (12-13 year olds) to year 13 (17-18 year olds)
- The College strategy for careers, information advice and guidance is appropriately resourced and meets the statutory requirements
- Advice is informed by the requirements and the key principles for good careers guidance set out within the statutory guidance.

#### **Through the delivery of this policy, the College undertakes to ensure that Careers Advice and Guidance**

- Is presented in an impartial manner
- Includes information on the range of education or training options, including apprenticeships and other vocational pathways
- Is guidance and inspiration that the person giving it considers will promote the best interests of the students to whom it is given

#### **The College also ensures, through the careers advice and guidance provided that students are clear about the following duties:**

- That they are required, along with all young people in England, to continue in education or training beyond the age of 16 and until at least their 18<sup>th</sup> Birthday.
- They are not required to stay in school and that they can choose how to participate which might be through:
  - Full time study in a school, college or training provider
  - An apprenticeship, traineeship or supported internship
  - Full time work or volunteering (20 hours or more) combined with part time accredited study

**The College undertakes to share the following information, in line with its statutory duties:**

- Relevant information about all pupils such as the pupil's name, address and date of birth to Local Authority support services.
- Any other information that the Local Authority needs in order to support the young person to participate in education or training and to track their progress including for example: information to help identify those at risk of becoming not in education, employment or training (NEET) post-16, young people's post-16 and post-18 plans and the offers they receive of places in post-16 or higher education. (However, the College will ensure that it does not provide this additional information if a pupil aged 16 or over, or the parent of a pupil aged under 16, has instructed the college not to share information of this kind with the Local Authority, through the college privacy notice.)
- The names of any student who leaves any of our post 16 courses before completion. This notification will be made at the earliest possible opportunity to enable the Local Authority to support the young person to find an alternative place.

**Principles**

St Michael's is committed to embedding careers guidance within a clear framework linked to outcomes for students. This aims to reflect the Mission of the College and meet the needs of all students. We are guided by the following principles:

Independent careers guidance for all year 8-13 students helps students develop high aspirations and consider a broad and ambitious range of careers. The expert knowledge provided by an independent consultant ensures that this advice and guidance is both up to date and impartial.

Students are inspired by real-life contacts with the world of work to help them understand where different choices can take them in the future. To this end the College has a range of business partners with whom it works closely to ensure that students across the College at every age group have access to a variety of experiences relating to the world of work, including employer talks, careers fairs, motivational speakers, colleges and university visits, coaches and mentors from a range of professions.

- High quality work experience and internships that properly reflects individuals' studies and strengths, and supports the academic curriculum are provided
- Access to advice on options available post-16, for example, apprenticeships, entrepreneurialism or other vocational routes are provided alongside traditional A levels and university routes.
- Partnerships provide other post 16 providers opportunities to access and engage students, both on and off-site.
- Face-to-face advice and guidance is tailored for individuals and groups to build confidence and motivation. A careers professional is employed by the College to support students as one element of a varied careers programme.

- Through partnership work with the Participation, Education and Training Team within the Local Authority vulnerable young people, including those with special educational needs and those at risk of not participating post-16 are identified along with the services that are available to support them.
- Information is provided to students about the financial support that may be available to help them stay in education post-16.
- We consciously work to prevent all forms of stereotyping in the advice and guidance provided ensuring that boys and girls from all backgrounds and diversity groups consider the widest possible range of careers, including those that are often portrayed as primarily for one or other of the sexes.

### **Activities to support the delivery of Careers advice and guidance:**

#### **Professional Careers Advisor**

A professionally qualified independent Careers Advisor is employed to provide independent, impartial advice and guidance across the school on a one-to-one and group basis; concentrating on key transition points and providing targeted, intensive support for vulnerable students as identified through the College tracking systems. Records of these meetings are kept and these are monitored by the member of SLT with responsibility for curriculum provision.

#### **Business and Enterprise Activities:**

A range of Business and Enterprise activities take place across the whole College throughout the year, ensuring that students gain experience in the world of work and develop skills appropriate to this. Such activities would include:

- Bryanston Square who build skills and provide immersion days visiting a range of high quality professional organisations.
- Dragon's Den: an entrepreneurial activity aimed at year 9
- RBS who work with year 10 Business Studies Students
- Young Enterprise who deliver, across the whole College, training and information on money and business management.
- PWC who work with year 10 students as well as, through PWC classroom, with years 12 and 13

**Year 7:** Literacies for work: Lawyers and professionals from Ince & Co provide targeted students with intensive one to one reading support. In addition to English lessons and extra support, students develop reading skills and abilities through these 50 minute, weekly interventions during term-time. In addition, during Business and Enterprise week, all year 7 students experience an introduction to careers session led by the independent careers advisor.

#### **Year 8**

Selected students participate in the Bryanston Square unlock programme, developing skills for work and life, as well as visiting a range of Businesses. All students have a further introduction to careers, led by the independent careers advisor.

#### **Year 9**

The Year 9 Options Preparation: 'Informed Choices' runs from February to March or as calendared. The options system is personalised to meet the needs of the individual students and students are offered one to one and small group intensive guidance and support to ensure that they are appropriately supported to make the most informed choices

for the next phase of their education. Students and parents attend an options evening in order to speak to staff and find out about subjects first hand. Students have an options handbook which provides written information on all the subjects available to them. An options day carousel is organised for students so that they can experience taster lessons in those subjects that are not offered at KS3. Year 11 student leaders go into form time to speak to classes about how they made their choices and this is followed up by one to one mentoring where necessary. Students and parents have an interview with a member of SLT to discuss their choices and this includes conversation about plans that they may have for the future. Staff conducting the options interviews are informed in detail about the students' academic progress beforehand and have data on their progress in all subjects. Options forms are differentiated – not all students have access to the same set of option choices.

The Year 9 PwC Employability Programme provides professional training for two classes of year 9 students. PwC professional trainers and mentors provide workshops and support on identifying employability knowledge, skill and attitudes, CV writing in preparation for Year 10 Work Experience, self-promotion, office tours and meeting professionals in the workplace and developing entrepreneurial skills and spirit.

### **Year 10**

All students have access to work experience through partnership with Southwark EBA which works with both students and parents. The Year 10 Work Experience Programme involves an in-house and tutor time 'phone training programme on work-search skills for year 10 student. Training for both parents and students includes exploring the context of the working world, writing CVs, work search skills and attitudes, approaching employers via a range of platforms and interview tips and technique. The work Experience Programme enables each student in Year 10 to find and secure a high quality two-week placement. Competitions for placements are provided by employers including PwC and Department of Health. Links with teaching hospitals provide high quality experiences for those wishing to explore careers in medicine and related fields

The Year 10 PwC Employability Programme provides professional training for two classes of year 10 students building on their previous experience in Year 9. PwC professional trainers and mentors provide workshops and support to prepare students for applying to 6<sup>th</sup> Forms, University and assist them in building a successful career from GCSEs up. Content includes exploring careers pathways, jobs and salaries, 'why GCSEs?' as well as interview skills and practice.

### **Year 11:**

All year 11 students have a 30 minute one to one interview with the Colleges' independent careers advisor. Information to support student applications is passed on to the appropriate head of year and where necessary, support with application writing and attending open days is provided. In addition to this, students, with their parents have a one to one meeting with an experienced member of SLT to consider the students' progress so far, their aspirations and ambitions and to ensure that the college puts in place any intervention needed to address a possible gap between these two; for example to ensure that if students intend to apply for medicine they are aware early enough of the grades expected at GCSE.

## **Year 12 & 13**

PwC Internships and PwC Classroom - Each year approximately twelve competitive internships are offered to Year 12 students interested in careers in finance and professional services. Up to five Year 12s and five Year 13s, chosen by the College, are offered a two year PwC training programme to ready them for applying for a school-leaver or university-leaver programme with PwC, another financial services programme/job or a related profession.

Work Experience - A six to thirteen week work experience opportunity is offered to students through City Of London Business Traineeship. Twelve students are offered a one week work experience placement with Holman Fenwick William (HFW Law).

Opportunities are also offered to apply for Commerzbank Vocational Trainee Scheme.

SEO scholars -The Year 12, 13 and into university and early career SEO Scholars Programme supports high achieving students under-represented in universities and professions in order to facilitate access and success. Students are provided with a university or professional e-mentor employed or studying in a field of interest to the student. Online and face-to-face training is provided. Bespoke open day visits to universities and summer schools are arranged. Internships are offered and support in applications is given. Support may continue throughout university and into early career; providing a network of professionals to secure engagement and success.

SSLP - Working in partnership with a private school enables St Michael's to offer sixth formers a series of careers talks and lectures throughout the year. These have included Overseas University Opportunities, Inspiring Women in Health & Finance, NASA night and Stem Day Lectures.

UCAS Evening: The College host a UCAS evening for year 12 students and their parents. This involves speakers from a representative range of universities and provides training on: The UCAS process, writing an application as well as student finance and student life. UCAS preparation: All students have one to one interviews to support with the UCAS application process. Where students are interested in applications for work or apprenticeship, or where students appear vulnerable in not achieving their offers then one to one independent careers advice is put in place for them using the College's in house consultant.

## **Monitoring & Evaluation**

Effectiveness of the careers and inspiration activity will be measured by considering both the attainment and the destinations of students.

Success will be reflected in higher numbers progressing to apprenticeships, universities – including selective universities, traineeships, and other positive destinations such as employment or a further education college.

Destination measures data published by the Department for Education will be used to assess how successfully students make the transition into the next stage of education or training, or into employment.

**June 2017**

**Signed:** \_\_\_\_\_  
**Chair of the Curriculum Committee**

**Date** \_\_\_\_\_

**Signed:** \_\_\_\_\_  
**Chair of Governors**

**Date:** \_\_\_\_\_

**Review Date 2018**