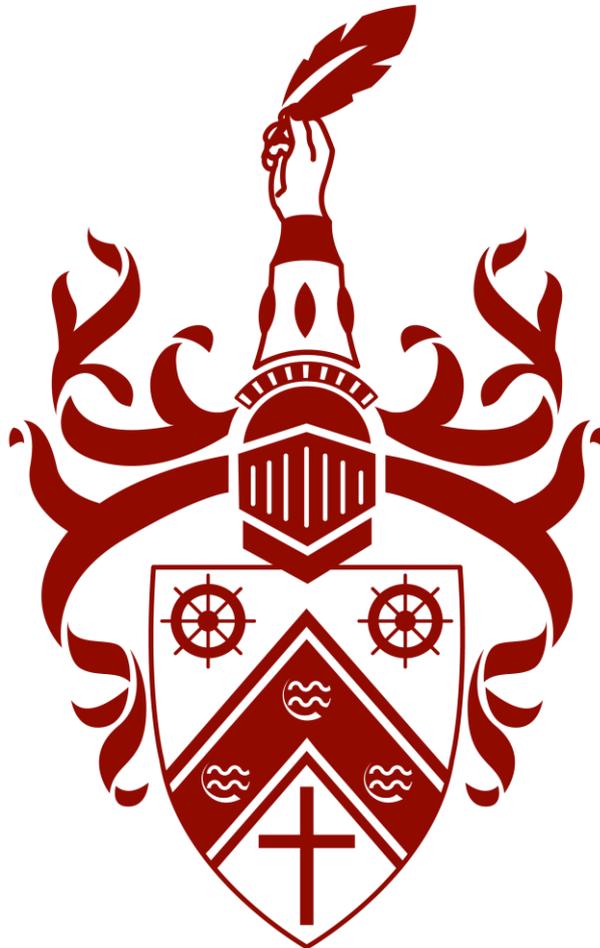


**SIR JOHN CASS'S FOUNDATION AND RED  
COAT CofE SCHOOL & SIXTH FORM**



**Careers Education,  
Information, Advice and  
Guidance (CEIAG) Policy  
(inc. provider access policy)**

**Committee Review:** SLT

**Ratified:** November 2017

**TBR:** November 2019

**SLT responsible:** Candice Miller

## **Policy for Careers Education, Information, Advice and Guidance**

### **Rationale**

Careers education, information and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. Careers education is about planning for all stages of transition within school and beyond. A progressive programme of activities supports students in choosing pathways that suit their interests and abilities and helps to prepare them for an ever-changing workplace to sustain employability throughout their working lives. It also plays a central role in raising achievement through encouraging students to be ambitious.

### **Commitment**

Sir John Cass Recoat Foundation Secondary School and Sixth Form College is committed to providing students with a programme of careers education, information, advice and guidance (IAG) for all students in years 7 – 13. The school endeavours to follow the statutory guidance to secure independent and impartial careers guidance for young people in schools (DFE, 2013) and other statutory advice as it appears. Impartial advice means showing no bias towards a particular education or work pathway.

### **Aims**

The IAG policy is designed to:

- ☐ support the raising of achievement, through increasing aspirations and motivation
- ☐ support inclusion, challenge stereotyping and promote equality of opportunity
- ☐ encourage participation in continued learning including further education, higher education and apprenticeships
- ☐ identify and encourage enterprise and employment skills
- ☐ contribute to the economic prosperity of individuals and communities
- ☐ develop a broad understanding of the world of work and an ability to respond to changing opportunities
- ☐ develop independent research skills so that students can make choices based on their aspirations and the information they can access
- ☐ develop the skills they need to review achievements, plan future actions, make decisions, present themselves well and cope with change and transition.

It is recognised that the process of making career decisions is a lengthy one but one that can start early in their secondary education. Students are encouraged to have high aspirations and consider a broad and ambitious range of careers based on a range of activities that will inspire young people.

### **The nature and implementation of Careers Education**

It is recognised that there are a wide variety of opportunities for fulfilling the aims of this policy. Careers education is not taught as a discrete subject rather it is delivered as appropriate opportunity arises within (but not exclusively) the following areas:

1. The careers advice service
2. PSHE and Citizenship programme
3. Work experience and work related learning (eg. building links with local employers)
4. Curriculum subjects
5. Careers week
6. Higher Education Fair
7. Alumni (role models)
8. Speakers from the world of work
9. University and workplace visits
10. Mentoring and coaching
11. Business activities developed from the school's focus upon business enterprise
12. Online resources (eg. Launchpad, Kudos Inspire)
13. Interview practice with business mentors
14. Transition evenings through parental meetings and forum (eg. Options evenings)
15. Career management skills like CV writing, CV building, Job searches and interviews
16. Jobs fair
17. Parent engagement evening introducing careers and educational options available to students pre and post 16
18. Employer visits to a variety of organisations focusing on STEM and Women Into Work
19. Assembly talks by Careers Manager to all year groups to introduce careers at SJCR
20. Careers and Advice noticeboard
21. Online advice and guidance content accessible via Student shared area for all students (Work Experience Folder)

## **Focus in each year group**

**Year 7:** The focus is upon self-awareness activities in identifying strengths and weaknesses

**Year 8:** The focus is upon decision making and raising awareness of careers and opportunities in the future

**Year 9:** The focus is upon self-assessment, career paths and options post-14.

**Year 10:** The focus is identifying and evaluating strengths and weaknesses and raising awareness of career opportunities for post-16

**Year 11:** The focus is post 16 options, work experience, interviews and the application process.

### **Year12:**

**Level 3 students;** the focus is upon independent learning and academic progress; Developing skills needed to be successful 'A' Level students.

**Level 2 students;** the focus is to identify the skills and qualifications they need to pursue preferred pathways at level 3

**Year 13:** The focus is upon higher education, apprenticeships and employment opportunities

## **Equality and Diversity**

Careers education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

## **Monitoring, evaluation and review**

The IAG programme is monitored regularly and will be amended after a review.

### **Work experience**

- Work experience placements are vetted by the work experience coordinator in accordance with safeguarding requirements.
- Vulnerable students are seen with their guardians to agree on expectations and given a protocol of what to do if they have any issues. Further guidance may be given depending on the individual circumstances of the student.
- Clear guidelines will be given to all students and employers about absences and any misconduct.

- Students are monitored by either a visit or phone call to their placement and a visit form will be completed to record the outcome of the work experience so far
- Student performance will be evaluated by the employer in their diaries
- Evaluation of the placement with the employer will take place at the end of each period of work experience

All other activities

- Where possible, all activities are evaluated by students for impact

## Appendix

**\*The school has a partnership agreement with the London Borough of Tower Hamlets to support independent and impartial careers guidance for students**

### Key

THCS – Tower Hamlets Careers Service

G&T – Gifted and Talented

ILC – Independent Learning Center/Library

DHT – Deputy Head Teacher

BUS – Business

HOD – Head of department

CM – Careers Manager

EBP – Education Business Partnership

DR - Drama

### Careers Map

#### Year 7

**The focus is upon self-awareness activities in identifying strengths and weaknesses**

- PSHE/Citizenship programme including:
  - settling into school and managing self
  - setting targets and monitoring progress
- A Year 7 Parents' Evening and two Academic Review days to report upon progress
- Data from four tracking periods on progress
- New Kudos online tool to encourage achievement in subjects, personal qualities to careers options (ILC)
- Whole Year group workshop with on Enterprise Skills
- Access to advice and guidance with CM during break time/lunchtime and free periods
- Assembly talk delivered by CM introducing careers and guidance at SJCR
- Employer visits
- Careers and Guidance noticeboard

## Year 8

**The focus is upon decision making and raising awareness of careers and opportunities in the future**

- PSHE/ Citizenship programme including:
  - Introduction to careers
  - Setting targets and monitoring progress
- Access to the Launchpad tool to identify skills and subject options to map career choices (ILC)
- A Year 8 Parents' Evening and two Academic Review days to report upon progress
- Data from four tracking periods on progress
- Access to drop in Careers sessions every Tuesday lunchtime in the Library with a qualified careers adviser (THCS)
- Whole Year group workshop with on Financial Skills
- Access to advice and guidance with CM during break time/lunchtime and free periods
- Assembly talk delivered by CM introducing careers and guidance at SJCR
- Employer visits
- Careers and Guidance noticeboard

## Year 9

**The focus is on self-assessment, career paths and options post-14.**

- SEN/potential NEET's were targeted for face-to-face guidance from the careers advisor (THCS)
- Targeted students and their parents were offered options interview with a member of senior staff (SLT)
- Students will have had an options booklet to take home to discuss with parents
- Access to the Launchpad tool to identify skills and subject options to map career choices (ILC)
- Students have a dedicated Year 9 Options Evening giving impartial advice from the Careers Service
- Students discuss their academic progress at a Year 9 Parent's Evening and two Academic Review days
- PSHE/ citizenship programme including:
  - Goals, choices, decisions
  - Developing a progress file including action plans, personal statements and achievement log
- A Year 9 Parents' Evening and two Academic Review days to report upon progress
- Data from four tracking periods on progress
- Advice in Assembly from Head of Year, Head of Key Stage and Head teacher
- Targeted girls to access the Mosaic programme with external mentors who develop presentation skills, interview techniques, CVs and general confidence-building activities. (DHT/IAG) Will look into this and see who may have taken over this.

- Assembly to Year 9 students introducing the Careers Service and their work (THCS)
- Whole Year group workshop with on Employability Skills
- Access to advice and guidance with CM during break time/lunchtime and free periods
- Assembly talk delivered by CM introducing careers and guidance at SJCR
- Employer visits
- Careers and Guidance noticeboard

## **Year 10**

**The focus is identifying and evaluating strengths and weaknesses and raising awareness of career opportunities for post-16**

- Assembly to Year 10 students re-introducing the Careers Service and their work (THCS)
- Potential NEET students or those who are vulnerable have one to one careers interviews with a Careers adviser to discuss future employment/education options (THCS)
- PSHE/ citizenship programme
- Kudos online tool to encourage achievement in subjects, personal qualities to careers options (ILC)
- A Year 10 Parents' Evening and two Academic Review days to report upon progress. The Careers service are invited to attend (THCS)
- Data from four tracking periods on progress
- Advice in Assembly from Head of Year, Head of Key Stage and Headteacher
- Students have access to vocational courses in ICT, Business, Health and Social Care, Sports as well as Science within the formal curriculum.
- Careers in Theatre day for Yr10 Drama students (DR)
- Whole Year group workshop with on Financial Skills
- Access to advice and guidance with CM during break time/lunchtime and free periods
- Assembly talk delivered by CM introducing careers and guidance at SJCR
- Employer visits
- Careers and Guidance noticeboard
- Barclays Career ready mentoring for 20 students
- Students identified to work with Exeter University and 4 day residential
- Shared Outcome/Army partnership to identify 30 students for personal development and 2 day residential in February half term from (Year 10/11)
- Ernst and Young – Women's Network
- Opportunity to attend Higher Education establishments

## **Year 11**

**The focus is post 16 options, work experience, interviews and the application process**

- Assembly to Year 11 students highlighting the Careers Service and their work (THCS)
- Work experience from July 2015 – one week during the summer term. Students have to contact their work experience placement, undertake normal duties and reflect on their experiences in a work experience diary (WE)
- Getting Ahead work booklet – a resource on preparing for and succeeding in applications and interviews (CC)
- Getting Ahead conference – all students in Year 11 spend a day with volunteers from industry preparing for the application process from start to finish. (EBP/CC)
- Head to Head interviews. Each student is given a true interview experience, based upon their CV. They will be interviewed by a business volunteer who will give them both verbal and written feedback. This practice interview will help the students gain the necessary skills/ techniques for future interviews. (EBP/CC)
- New Kudos online tool to encourage achievement in subjects, personal qualities to careers options (ILC)
- Students have access to vocational courses in ICT, Business, Health and Social Care, Sports as well as Science within the formal curriculum.
- All of Year 11 pupils receive at least two work related activities per year and all learners engage in vocational education through the formal curriculum. These include work visits, conferences, mentoring, business competitions, team building and work based projects as well as work experience and involvement in the summer business school.
- All Year 11 receive post-16 counselling from form tutors and senior members of staff at the end of their KS4 programme.
- SEN and potential NEET students have face-to-face careers interviews with a Careers adviser to discuss future employment/education options plus a Coordinator is in post to work with this target group. (THCS)
- PSHE/ citizenship programme including:
  - Writing a CV and covering letter
  - Personal statements
- Advice in Assembly from Head of Year, Head of Key Stage and Head Teacher
- Access to advice and guidance with CM during break time/lunchtime and free periods
- Assembly talk delivered by CM introducing careers and guidance at SJCR
- Employer visits
- Careers and Guidance noticeboard
- Shared Outcome/Army partnership to identify 30 students for personal development and offer a 2 day residential in February half term from (Year 10/11)
- Ernst & Young – Women’s Network
- Skills London
- NCS targeting 25 students to sign up to scheme
- Parent engagement evening introducing careers and educational options available to students pre- and post-16
- Opportunity to attend Higher Education establishments

## Year 12

**Level 3 students;** the focus is upon independent learning and academic progress; developing the skills needed to be successful 'A' Level students.

**Level 2 students;** the focus is to identify the skills and qualifications they need to pursue their preferred pathway at level 3

Induction programme including:

- **Level 3 students:**
  - Settling into the school
  - INNER DRIVE: 'Seven Habits of Success'
- **Level 2 students:**
  - Careers talk: 'looking ahead to level 3' delivered by Careers Service
  - INNER DRIVE: 'Seven Habits to Success'
  - Settling into the school
- Careers week (July 2015) – up to 20 workshops delivered by different external providers giving advice on mock interviews, CV building, apprenticeships, Higher Education choices, Student Finance, Life in the Army etc.
- Higher education Fair (July 2015) – an opportunity to meet representatives from 16 universities with guidance on how to be successful in their university career and beyond
- Work experience during the summer holidays (WE)
- Assembly to Year 12 Students 'What's next?' highlighting options for life after the sixth form. Focusing on University, apprenticeships, employment
- Access to Careers Advisor on a Monday's for individual interviews at Level 2 or not going to university.(THCS)
- New Kudos Careers program: explored during WST and form time. Allows students to complete a 'likes & dislikes' analysis to their skills, recommending specific jobs and the qualifications need to undertake those jobs. Students also able to use this package to produce CV's and Personal Statements. (ILC)
- Access to the ETON University Summer School (G&T)
- The Care College Cambridge Mentoring Scheme in conjunction with KPMG where students undertake training with regards to applying for Russell Group Universities. The scheme focuses on raising aspirations (G&T)
- SAMDA, an organisation which encourages trainee doctors to help prospective doctors with the application process. This involves a clinicians evening at the Royal London Hospital; personal statement writing and interview practice.
- Practice and training available for students who need to take UKCAT, BMAT and LNAT tests.

- Social Mobility Scheme providing mentoring and work placements.
- Internships at RBS (BUS)
- Career Academy six week internship in Banks and Law firms in Canary Wharf – 13 students get paid work experience (BUS)
- Guest speakers include: Henderson Murray (motivational speaker), Patricia Wood Professor of Enterprise at London Metropolitan University, Frank Funnel from Brokerage City Link - Mock interviews for Business and Finance students (BUS)
- Career Academy Mentoring and Lectures – ‘Business Guru’ lectures twice a month from various industry professionals (BUS)
- Sixth Form Student Planner contains information on UCAS, Careers contact details; Child Line telephone number.
- LSE Summer School in Economics, Politics and Sociology (HOD)
- 25 students on a trip to Cambridge University for Aiming Higher skills (G&T)
- Young Enterprise – interview skills master class, CVs, role-plays (BUS)
- Access to advice and guidance with CM during break time/lunchtime and free periods
- Assembly talk delivered by CM introducing careers and guidance at SJCR
- Employer visits
- Careers and Guidance noticeboard
- Careers jobs fair
- Skills London
- NCS targeting 25 students to sign up to scheme
- Parent engagement evening introducing careers and educational options available to students pre and post 16
- Targeting potential NEET students and looking for positive outcome with parent support
- Pathway CTM – Employer Insight Days

## **Year 13**

### **The focus is upon higher education, apprenticeships and employment opportunities**

- Induction day programme including:
  - UCAS preparation
  - INNER DRIVE: ‘Performance Under Pressure’ seminars delivered to the whole year group
  - INNER DRIVE: ‘From Good to Great seminar delivered to G&T students
- Careers Advisor available for all students who want an interview regarding ‘life after the sixth form’. (THCS)
- Higher education Fair (July 2015) – an opportunity to meet representatives from 16 universities with guidance on how to be successful in their university career and beyond
- Work experience opportunities (WE)
- New Kudos online tool to encourage achievement in subjects, personal qualities to careers options (ILC)

- WST programme which offers advice and guidance on applying to university; writing a personal statement; interview preparation; the completion of student finance form.
- All 'top attainers' have the option to apply for the Arthur Gallagher 2015 Lifelong Learning Programme. This is a programme which sponsors students through university and provides a clear path into the insurance business.
- All students are encouraged to apply to university and to explore employment and apprenticeship options. The idea is for students to have as many options available to them on the completion of their 'A' Levels so they can make informed decisions about their futures.
- Interview Preparation day at Clare College Cambridge.
- University Scholarship schemes include
  - The Sir John Cass Foundation
  - London Metal Exchange
- Students are also encouraged to apply for the KPMG School Leavers Programme
- Career Academy Mentoring and Lectures – 13 students per year get paid work experience and receive 'Business Guru' lectures twice a month from various industry professionals (BUS)
- Guest speakers include: Henderson Murray (motivational speaker), Patricia Wood Professor of Enterprise at London Metropolitan University, Frank Funnel from Brokerage City Link - Mock interviews for Business and Finance students (BUS)
- Apprenticeship programmes for school leavers through 'The Brokerage' – who provide roles in the City of London, in Banking, insurance and the Legal Sector (BUS)
- Sixth Form Student Planner contains information on UCAS, Careers contact details; Child Line telephone number.
- Access to advice and guidance with CM during break time/lunchtime and free periods
- Assembly talk delivered by CM introducing careers and guidance at SJCR
- Employer visits
- Careers and Guidance noticeboard
- Careers jobs fair
- Skills London
- Targeting potential NEET students and looking for positive outcome with parent support

#### **Sixth Form Enrolment:**

**The focus is to ensure that all students are placed on the right course.**

#### **Year 11 Internal Students:**

- All Year 11 students attend an assembly which introduces them to the Sir John Cass Sixth Form College.
- Students attend an Open Evening where they are given a tour of the facilities by current Year 12 and 13 students and they have a chance to speak to sixth form teachers regarding the course offered at Post 16. All students receive an information bag containing a prospectus with course information.

- All students receive an interview with senior members of the sixth form team to discuss their options at Post 16. Year 11 tracking data and predicted grades are used to ensure all students are offered advice and guidance on appropriate courses.
- All students receive a second interview on results day to finalise their option choices.

**Year 11 External Students:**

- Students can attend an Open Evening where they are given a tour of the facilities by current Year 12 and 13 ambassadors and they have a chance to speak to sixth form teachers regarding the course offered at Post 16. All students receive an information bag containing a prospectus with course information.
- The CM is available on Open Evenings' to answer questions about how we support our students at KS5 to be career ready.
- All students receive an interview with senior members of the sixth form team to discuss their options at Post 16. Year 11 predicted grades are used to ensure all students are offered advice and guidance on appropriate courses.
- All students receive a second interview on results day to finalise their option choices.

# **Provider Access Policy**

Responsible Governor  
Dermot O'Brien

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Responsible Head of Careers  
Mohammad Fayaz Uddin

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Responsible SLT Line Manger  
Candice Miller

## **Introduction**

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

## **Pupil Entitlement**

All pupils in years 8-13 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 events, 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 *Mohammad Fayaz Uddin (Careers Manager)*  
Telephone: 0207 790 6712 ext 197; Email: *work.experience@sjcr.net*

## **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/carers: please see Appendix 1: Annual Calendar of Events. Please speak to our named IAG leader to identify the most suitable opportunity for you.

The school policies on safeguarding and visitors sets out the school's approach to allowing providers into school as visitors to talk to our students. These can be found on the school website.

## **Premises and facilities**

The school will make the sports hall, hall, VLE and classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available projectors and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Manager.

Sir John Cass regularly carries out sample surveys internally and by external providers to establish the effectiveness of workshops, activities and work experience opportunities to ensure our students are benefiting and developing key skills and having appropriate interactions as outlined within the Gatsby Benchmarks appropriate to the key stages.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the reception or with our Careers Manager who will distribute the relevant information to pupils.

### Appendix 1: ANNUAL CALENDAR OF EVENTS

Last review date: 01.10.2018

Person Responsible: Mohammad Fayaz Uddin (Careers Manager)

	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
<b>Year 7</b>	<ul style="list-style-type: none"> <li>• Assembly and tutor group opportunities</li> <li>• PSHE Class</li> </ul>	<ul style="list-style-type: none"> <li>• Assembly and tutor group opportunities</li> <li>• PSHE Class</li> </ul>	<ul style="list-style-type: none"> <li>• Assembly and tutor group opportunities</li> <li>• PSHE Class</li> </ul>
<b>Year 8</b>	<ul style="list-style-type: none"> <li>• Assembly and tutor group opportunities</li> <li>• PSHE Class</li> </ul>	<ul style="list-style-type: none"> <li>• Assembly and tutor group opportunities</li> <li>• PSHE Class</li> </ul>	<ul style="list-style-type: none"> <li>• Assembly and tutor group opportunities</li> <li>• PSHE Class</li> </ul>
<b>Year 9</b>	<ul style="list-style-type: none"> <li>• Careers evening</li> <li>• Assembly and tutor group opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Assembly and tutor group opportunities</li> <li>• Parents Evening</li> <li>• KS4 Options Evening</li> </ul>	<ul style="list-style-type: none"> <li>• Assembly and tutor group opportunities</li> </ul>
<b>Year 10</b>	<ul style="list-style-type: none"> <li>• Careers Evening</li> <li>• Assembly and tutor group opportunities</li> <li>• Mentoring</li> </ul>	<ul style="list-style-type: none"> <li>• Assembly and tutor group opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Assembly and tutor group opportunities</li> <li>• Parents' Evening</li> </ul>
<b>Year 11</b>	<ul style="list-style-type: none"> <li>• Assembly and tutor group opportunities</li> <li>• Mentoring</li> <li>• Parents Evening</li> </ul>	<ul style="list-style-type: none"> <li>• Assembly and tutor group opportunities</li> <li>• Apprenticeships talk</li> <li>• Sixth Form interviews</li> </ul>	<ul style="list-style-type: none"> <li>• Y11 Matters Evening</li> <li>• Assembly and tutor</li> <li>• Results day</li> <li>• Work experience preparation sessions</li> </ul>
<b>Year 12</b>	<ul style="list-style-type: none"> <li>• Careers/Higher Education Fair</li> <li>• Post-18 assembly - apprenticeships</li> <li>• Mentoring</li> </ul>	<ul style="list-style-type: none"> <li>• Small group sessions: future education, training and employment options</li> <li>• Parents evening</li> <li>• Apprenticeships talk</li> </ul>	<ul style="list-style-type: none"> <li>• Small group sessions: future education, training and employment options</li> </ul>

<b>Year 13</b>	<ul style="list-style-type: none"> <li>• Careers/Higher Education Fair</li> <li>• Workshops – HE and higher apprenticeship applications</li> <li>• Mentoring</li> <li>• Parents Evening</li> <li>• 1:1 University and apprenticeship application support</li> </ul>	<ul style="list-style-type: none"> <li>• Apprenticeships talk</li> <li>• Small group focused careers discussions</li> </ul>	<ul style="list-style-type: none"> <li>• Post-18 assembly – apprenticeships</li> <li>• Results Day</li> </ul>
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