



HARROGATE
GRAMMAR SCHOOL
EXCELLENCE FOR ALL

Policy: Career Education & Guidance

Member of Staff Responsible

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Career Education & Guidance

CONTENTS		Page(s)
Item 1	Principles	3
Item 2	Aims of the CEIAG Programme	3
Item 3	Statutory Requirements	3-4
Item 4	Implementation of Careers Education and Guidance	4-5
Item 5	Glossary of abbreviations	5

1. **Principles**

Harrogate Grammar School is committed to providing a comprehensive Careers Education Information and Guidance (CEIAG) programme. In this, the school:

- Recognises the requirement for equality of opportunity in respect of gender, race, disability, value placed on diversity and challenging stereotypes.
- Recognises the need for confidentiality and impartiality within the CEIAG programme.
- Recognises the school's commitment to CEIAG and the Gatsby Benchmarks in line with statutory guidance.
- Recognises the importance of meeting the requirements of key stakeholders e.g. Governors, Senior Leadership Team, teachers, parents and students as well as the importance of continuous reflection and evaluation of the CEIAG programme to ensure that the needs of all stakeholders are met.

2. **Aims of the CEIAG programme**

- To enable students to understand themselves and the influences on them, their strengths, limitations, skills, motivation, values and personal qualities (Self Development).
- To enable students to investigate and raise aspirations for opportunities in learning and work, developing a knowledge and understanding of employment trends, labour market information, society and the range of options and routes available to them (Career Exploration).
- To enable students to make and adjust plans to manage change and transition effectively from one stage of education, training or work to the next (Career Management).
- To establish best practice in line with statutory guidance for CEIAG and the Gatsby Benchmarks.
- To work in close co-operation with an appropriate provider and other partners to further the objectives above.
- To recognise that those children with a range of additional needs require a more tailor-made approach. All careers guidance in the school treats youngsters as individuals and caters to their individual needs and aspirations. As a school we prioritise additional support as per the Additional Needs Register, the SEN Support Record and Pupil Premium. Liaison with North Yorkshire County Council Specialist provision to support students with Educational Health Care Plans.

3. **Statutory Requirements**

- The statutory requirements for Year 8 to 13 are delivered through and are part of the school's Personal Development Programme with designated curriculum time allocated. Students do however study Careers Education units at Harrogate Grammar School from Year 7 onwards as part of The Big Picture Programme. Details of the course content

with accompanying learning outcomes are in the Practice/Content – see Section 4.1 and also available on the school website.

- Details of Learner and Parent/Carer entitlement are listed in Section 4.2.
- Impartial and independent Careers Guidance is accessed through external careers professionals via an appropriate provider – see Section 4.2. The school also works with other external agencies to provide quality CEIAG e.g. Local Networks, NYBEP, Careers Enterprise Company, Kookaburra Associates Ltd, Prospects, Enterprise Advisers, Employers, Local Enterprise Partnership, Job Centre, National Careers Service, Universities and Colleges.
- The school has a designated Careers Leader post holder in charge of CEIAG and Work Experience.

4. Implementation of Careers Education and Guidance

4.1 Personal Development

CEIAG is delivered using curriculum time in Years 7 to 11 through The Big Picture Programme and in the Sixth Form Progression Programme with resources and courses which are constructed by the Personal Development Co-ordinator and Assistant Head of Sixth Form in conjunction with the Careers Adviser and delivered by Form Tutors. The three areas, Self Development, Careers Exploration and Careers Management are included.

4.2 External Careers Delivery is completed by an appropriate provider. This provides:

- Opportunity for individual interviews with all Year 11 students.
- Individual interviews with Year 9, 10, 12 and 13 by school referral and self-referral.
- Interviews with Year 12 and 13 by self-referral and students seeking employment opportunities. UCAS applications co-ordinated and supported by the Sixth Form Student Adviser.
- Group sessions and talks to year groups as arranged by the Personal Development Co-ordinator and Careers Adviser.
- Attendance at Parents/Carers' Consultation Evenings, guidance sessions, assembly presentations, open events, careers fair, super learning days, progression week.
- Recommending resources for the Learning Resource Centre
- Collating information on behalf of the school for reporting Destinations Measures data
- Support for students with additional needs and liaison with local specialist Careers Adviser NYCC and Prospects as appropriate.

4.3 Learning Resource Centre (LRC)

The Careers Office and a range of careers resources are situated in the Learning Resource Centre, which is open from 8.30am to 5pm. Sixth Form students have access to the LRC every day and Years 7-11 students have access on specified days. All students have access to careers related software and website programmes such as Unifrog, Eclips and the Start Online Profile. They are also given information and advice on a wide range of websites which help with careers information such as option choices, choosing higher education, labour market information, applying for jobs etc and this information can be accessed using the Personal Development and Careers Section of the Harrogate Grammar School website.

4.4 Personal Guidance

Individual guidance interviews are available via self-referral for any student in years 7 to 13.

4.5 Work Experience

A two week optional programme is organised every year for year 11 and year 12 students complete a one week placement in July. This is run in conjunction with NYBEP and provides opportunities for students to gain valuable employability skills and experience of the world of work.

4.6 Employer Encounters Gatsby Benchmark

- The Careers Education Programme at HGS is enhanced by support from a range of visitors throughout the year who participate in activities such the Careers Fair, Super Learning Days, Progression Week, subject related presentations and events during National Careers Week and National Apprenticeship Week.
- All students are encouraged to have the opportunity to meet and talk with a wide range of employers as all students from Years 7-13 are invited to the annual Careers Fair.
- There are opportunities for individual access to guest speakers from universities, professions, armed services and voluntary organisations to increase awareness and knowledge in specific areas.

4.7 Transition

Specific strategies for providing information and advice at transition points such as Year 9 options, 16+ and 18+ choices:

- Talks, advice sessions to individuals, discrete groups and whole years by SLT, Year Managers, Sixth Form Team, the Personal Development Co-ordinator and external careers advisers.
- A day of planned activities organised every year for Year 11 students on Sixth Form, employment and training options (Year 11 Careers Taster Day).
- A programme of activities organised every year for Year 12 students on higher education, employment (referral), and voluntary options (Progression Week).
- Careers Fair held at Harrogate Grammar School every year for students and their parents in Years 7 – 13.
- Handouts and suggested resources available on websites provided by national bodies and internally promoted with students to support their choices and career planning.

5. **Glossary of abbreviations:**

CEIAG: Careers Education Information and Guidance

Kookaburra Associates Ltd: Company with the contract to deliver CEIAG at HGS

NYBEP: North Yorkshire Business and Enterprise Partnership

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