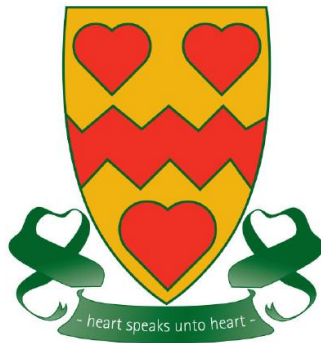


NEWMAN CATHOLIC COLLEGE



Newman
Catholic College

Everyone Counts
Everyone Contributes
Everyone Succeeds

Careers Policy

(Including Provider Access Policy)

GOVERNING BODY APPROVAL

Autumn Term 2022

**COMMITTEE WITH RESPONSIBILITY FOR
MONITORING AND REVIEW**

Personnel Committee

NEXT REVIEW DATE

What is Careers Guidance?

Through a planned programme of activities, Careers Education, Information, Advice and Guidance (CEIAG) and Employability skills, Newman Catholic College seeks to help all students take their place as suitably qualified and responsible adults within society. The focus is upon career and option choice, raising the aspirations and achievement, informing, inspiring and motivating individual students and equipping them with skills, attitudes, knowledge and understanding as a foundation for managing their lifelong career and learning. We prepare students for work and help them to understand where different education and training choices could take them in the future.'

In our careers guidance policy our definition of careers guidance is aligned to those provided by DfE and Ofsted.

The school demonstrates an ongoing commitment to:

- Providing a planned programme of activities to which all students from Years 7 – 13 are entitled which will help them to plan and manage their careers
- Providing IAG which is impartial, unbiased and is based on their needs
- Ensuring that the CEIAG and Employability programme follows local, regional and national frameworks for good practice and other relevant guidance
- Meet the Gatsby benchmarks for good career guidance.
 1. A stable careers programme
 2. Learning from career and labour market information
 3. Addressing the needs of each pupil
 4. Linking curriculum learning to careers
 5. Encounters with employers and employees
 6. Experiences of workplaces
 7. Encounters with further and higher education
 8. Personal guidance.

Purpose of Careers Guidance

We recognise that effective careers guidance contributes to raising aspirations, improving motivation and overcoming barriers to success. Our school has a critical role to play in preparing our young people for the next stage of their education or training and beyond. Our expectations are high, including for our most vulnerable and those with special educational needs and disabilities, so that every student is challenged appropriately and acquires the knowledge, skills and attitudes for lifelong learning and that employers value. This will help every young person to realise their potential and enhance their employability.

Careers Skills: - We recognise the importance of developing the careers skills of our young people through our provision for Careers Guidance. We believe that young people need career skills to manage their own careers and to contribute to the well-being of themselves, their families, the communities and the wider society of which they are a part and the environment and the economy. The school's careers provision, therefore, needs to help students to develop their self-efficacy, raise their aspirations, carry out career exploration, become more adaptable and resilient, make decisions and transitions, be more enterprising and be able to present themselves well in applications and interviews.

Employability Skills: - We recognise the importance of employability skills -the 'transferable skills' needed by an individual to make them 'employable'. The top 10 skills that employers want and seek in potential employees (ref STEMNET, Science, Technology, Engineering and Mathematics Network, working with a range of UK companies) are:

1. Communication and interpersonal skills
2. Problem solving skills
3. Using your initiative and being self-motivated
4. Organisational skills
5. Working under pressure and to deadlines
6. Team working
7. Ability to learn and adapt
8. Numeracy
9. Valuing diversity and difference
10. Negotiation Skills

Statutory Responsibilities of the Governing Body

The statutory duty requires the governing body to ensure that all registered students at the school are provided with independent careers guidance from year 8 (12-13 year olds) to year 11 (15-16 year olds).

The governing body must ensure that the independent careers guidance provided: Is presented in an impartial manner. Includes information on the range of education or training options, including apprenticeships and other vocational pathways. Is guidance that the person giving it considers will promote the best interests of the students to whom it is given.

Careers Guidance Provision

At Newman Catholic College we work with The US Charitable Trust and Into University to deliver careers guidance.

In our school students are given the opportunity to explore career ideas through face to face discussions with a range of people including role models and inspiring individuals, alumni from universities and colleges and mentors and coaches. Independent and impartial careers information, advice and guidance can be accessed by any student on request and is available every Thursday at lunchtime by the US Trust Advisor. All Year 11 and Keystage 5 students receive at least one face-to-face careers interview with a trained careers adviser. All students receive a face-to-face session with Into University to inform and inspire them of all the available learning pathways open to them. During a careers interview in Year 11, all students are helped to develop a careers action plan. These are kept by the Advisor. Those most at risk of becoming NEET (not in employment, education or training), and the reasons why, are identified, targeted and prioritised when scheduling one to one careers interviews. Those most at risk of disengaging from learning, and the reasons why, are identified, targeted and prioritised when scheduling one to one careers interviews. The school informs students of information events for students and their parents at which all local providers of education and training offer advice. At Keystage 5 all students are involved in weekly enrichment activities

to learn new skills, some students are involved in our Work Ready programme going out on work placements every week.

The school advertises the open days and evenings for all local education providers to all students and their parents throughout education phases and transition between key stages. Students are made aware of the National Apprenticeship Service and National Careers Service and there is a link to both websites on the school's website. Learner views are sought on the best way to offer provision.

Employer engagement

We are committed to engaging with our local employers and professional community to ensure that our students have access to high quality employer engagement activities to enhance their careers guidance provision. This includes:

- Mentoring and coaching
- Speakers from the world of work in schools
- Workplace visits and work experience placements
- Careers fairs and career networking events
- Access to open days at universities, further and higher education institutions
- Help with basic career management skills like CV writing, CV building, job searches and job interviews

We employ two Careers Advisors one day a week who provide independent guidance that includes information on the full range of education and training options, including apprenticeships and vocational pathways. This includes local further education, apprenticeships, and vocational education opportunities. We provide in good time before decision points information about the options available, including: Post-14: GCSEs; options Post-16: A levels, advanced general qualifications, apprenticeships, employment combined with training, supported internships, tech levels and traineeships.

Equalities

The school consciously works to prevent all forms of stereotyping in the advice and guidance we provide, to ensure 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.

Evaluating the effectiveness of our Careers Guidance

The effectiveness of guidance activities is evaluated through

- attainment and achievement key indicators
- destinations of our students.
- Students being guided on to the correct options pathway in KS4
- Our NEET figures remaining at 0%
- Our Destinations data
- Student questionnaires

Year	Careers
7	Developing skills and aspirations Careers, teamwork and enterprise skills, and raising aspirations

8	Community and careers Equality of opportunity in careers and life choices, and different types and patterns of work
9	Setting goals Learning strengths, career options and goal setting as part of the GCSE options process
10	Work experience Preparation for and evaluation of work experience and readiness for work
11	Next steps Application processes, and skills for further education, employment and career progression
6th Form	Next Steps Application processes, and skills for further education, employment and career progression
Projects	Developing skills and aspirations Careers, teamwork and enterprise skills, and raising aspirations

The Careers Programme will be covered through Drop Down Days, Assemblies, Tutor Time, Educational Visits, Visits from Employers in different fields eg: Wates- Construction, Balfour Beatty- Apprenticeships HS2

Provider Access Policy

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purposes 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.

Student entitlement

Students 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 evenings, 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

S.Grace,Assistant Headteacher.

Telephone:0209653947 sgrace@ncc.brent.sch.uk

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:

Year 7	Activity/Event
	Into University- Choosing Success, Becoming an independent learner Drop Down day- Careers and Living in the Wider World Employability Assembly Employability Careers Fair PSHE-You and your decisions- State management, What influences your decisions

Year 8	Activity/Event
	<ul style="list-style-type: none">• Into University –Maximising Memory, Buddy programme, Pathways to success• Drop Down day• Workshop 1- Entrepreneurial Skills• Workshop 2- Barclays Life Skills• Workshop 3- Finding your career purpose• Workshop 4- NCC Enterprise Advisor Chris Garner• His career journey from school to becoming a BT Senior Programme Director• PSHE-You and your future- GCSE choices• Employability Assembly• Employability Careers Fair

Year 9	Activity/Event
	<ul style="list-style-type: none">• Into University- Transferable Skills and Careers, Business in Focus, Leadership in Focus, Introduction to University Life• Drop Down day• Workshop 1- National Careers Website• Workshop 2- Barclays Life Skills• Workshop 3- Money Management• Workshop 4- NCC Enterprise Advisor Chris Garner• His career journey from school to becoming a BT Senior Programme Director• PSHE- Building your confidence and self esteem• -Building your confidence• -Self-esteem• -Coping with challenges and change• -Problem-solving

	<ul style="list-style-type: none"> -Employability Assembly -Employability Careers Fair
Year 10	Activity/Event
	<p>Into University- Entrepreneurship, Communication in the workplace Careers Fair Drop Down day</p> <ul style="list-style-type: none"> Workshop 1- National Careers Website Workshop 2- Barclays Life Skills Workshop 3- Money Management Workshop 4- NCC Enterprise Advisor Chris Garner <p>His career journey from school to becoming a BT Senior Programme Director PSHE lessons- You and Your Future To learn what a career is To understand how skills, interests and knowledge contribute to careers You and your options To understand the differences between the options available after 16 for education and training for students in England, Wales, Northern Ireland and Scotland You work and technology</p> <ul style="list-style-type: none"> To know how labour markets have changed over the last 100 years and how they may change in the future To look at the effects of automation and AI <p>To examine how the manufacturing sector is declining and the service sector is growing</p> <ul style="list-style-type: none"> You and your workplace skills- To identify acceptable and unacceptable behaviour at work <p>To distinguish between workplace bullying and harassment, with examples Employability Assembly Employability Careers Fair</p>
Year 11	Activity/Event
	<p>Into University- Education Choices Careers Fair Career Ahead Programme to empower and provide support to young people who are in their final GSCE year Employability Assembly Employability Careers Fair Exploring different career pathways- Careers Guest Speakers Curriculum Vitae and applications for colleges</p>
Sixth Form	Activity/Event
	<ul style="list-style-type: none"> Into University- Personal Statements (Year 13) Student Finance (Year 13) Employability (Year 12) Personal Statement introduction (Year 12) Work Ready Programme

	<p>PSHE Year 12</p> <p>Apprenticeships- Different types of apprenticeships Pros and cons of apprenticeships as well as how to apply for them.</p> <p>Employability Skills- Describe what personal presentation skills are and how these can help you make a good impression with potential employers. Communication skills, Personal Presentation, Teamwork skills, Technological literacy, Problem-solving skills, Interpersonal skills Literacy and numeracy skills, Positive attitude, Initiative and enterprise skills, Self-management and organisation.</p> <p>Careers in Core Subjects- Maths, English, Science</p> <p>Personal Statements- Creating personal statements, for a university course or as part of a job application for a career of your choice</p> <p>Computer Literacy for Careers- Computer programs best suited to particular career paths</p> <p>Jobs- Identifying what different jobs entail in a variety of sectors. Understanding qualifications, work experience and more to break into a variety of different careers.</p> <p>PSHE Year 13</p> <p>Work Ethic and Motivation- Motivation in the workplace</p> <p>Employability Assembly</p> <p>Employability Careers Fair</p> <p>The US Charitable Trust Future Voice programme- Tailored careers and employability skills development for 15-18s</p>
--	---

EAL Projects	Activity/Event
	<p>Employability Assembly</p> <p>Employability Careers Fair</p> <p>PSHE-You and your decisions- State management, What influences your decisions</p>

Please speak to our named Careers Leader to identify the most suitable opportunity for you. The school policy on safeguarding is available and sets out the school's approach to allowing providers into school as visitors to talk to our students.

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team. Providers are welcome to leave a copy of their prospectus or other relevant course literature at reception and this will be made available to students.

External Partnerships

The school works with the following organisations:

- The US Charitable Trust weekly careers advice 2 days a week
- A range of employers sourced via our Work Ready programme
<https://www.ncc.brent.sch.uk/page/?title=Work+Ready&pid=19>
- A range of universities, including Oxford, Middlesex, Brunel, Roehampton, London Metropolitan.

- A range of training providers including National Careers Service, Apprenticeships
- A range of other organisations including The US Charitable Trust, Making the Leap, Ultra Education, Zest of Mind, Kin Whittaker, Spark Charity, West London Careers Hub-Education Development Trust, Westside Young Leaders, Wates Construction, The REACH Society, OPDC
- Other external providers are welcomed to events in school

