

# Liverpool College

## Careers Education, Information, Advice and Guidance (CEIAG) Policy



### **Mission Statement**

*Liverpool College values the dignity of each individual and promotes the development of character and learning through a commitment to high standards within a caring community.*

### **Core Values**

**We recognise** that all pupils have different talents and strive to ensure that every pupil has an equal opportunity to find and develop the talents they do possess

**We believe** that the development of character, creativity intellect and spirituality, are the primary aims of education.

**We work** together to create a happy and caring school community which is engaged in our local community and the wider world

**We pursue** high standards in every area of school life

*This is a whole college policy and applies to the Pre Preparatory, Preparatory and Upper School as well as the Boarding Halls and the Breakfast Club, after school clubs and the Young Explorers Holiday Club.*



Approved Date	20 <sup>th</sup> November 2020
Review Date	20 <sup>th</sup> November 2022
Principal	 Mr H vM Broekman

## **Rationale**

Careers education and guidance programmes play a major part in helping young people choose programmes that suit their interests, abilities and individual needs. A robust careers programme helps avoid disengagement, puts school learning into a wider and more relevant context, and helps raise aspirations.

Liverpool College's Careers programme helps our pupils to plan and manage their careers effectively, ensuring progression which is ambitious and aspirational. It will promote equality of opportunity, embrace diversity and challenge stereotypes. The policy will be guided by the Gatsby benchmarks<sup>1</sup> and conform to statutory requirements, in particular the DfE's Careers Strategy<sup>2</sup> and the revised statutory guidance<sup>3</sup>.

## **Context**

From September 2013, The Education Act of 2011 placed schools under a duty to ensure that all registered pupils in Years 8-13 have access to independent, accurate and impartial information advice and guidance. Schools are free to make arrangements for careers guidance which best suit the needs of their students, engaging where appropriate with independent providers.

A further addition to the Technical and Further Education Act 2017 states that schools in England "*must ensure there is an opportunity for a range of education and training providers to access registered pupils during the relevant phase of their education, for the purpose of informing them about approved technical education qualifications or apprenticeships*".

At each point where we deal with students leaving the school, we strive to ensure that they are purposefully provisioned in terms of advice and guidance, including information and support regarding apprenticeships, employment or re-commencement of study with another provider.

## **Commitment**

Liverpool College is committed to providing all pupils, in all years, with a programme of careers and enterprise related activities. The details of the CEIAG and Enterprise programme will be published on the school website and can be viewed by pupils, parents and carers as well as employers, partners and education/careers providers. The programme in the Secondary Phase is guided by the Gatsby benchmarks for ensuring best practice. In addition, to ensure Liverpool College is delivering the best possible careers guidance we are currently working towards the Quality in Careers Standard. This is in accordance with the Government's recommendation that "*all schools should work towards a quality award for careers education, information, advice and guidance as an effective means of carrying out a self-review and evaluation of the school's programme.*" And as advocated by the Department for Education in their 'Careers Guidance and Inspiration in Schools' policy issued in March 2015.

---

<sup>1</sup> <http://www.gatsby.org.uk/education/focus-areas/good-career-guidance>

<sup>2</sup> [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/664319/Careers\\_strategy.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/664319/Careers_strategy.pdf)

<sup>3</sup> <https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools>

Liverpool College is also participating in CEC's Enterprise Adviser Network to strengthen the linkage between education and industry; particularly in respect of the identified growth sectors in the Liverpool City Region; raising awareness of opportunities in the current labour market and preparing students for these career experiences.

### **Careers and Employability Programme**

The current programme is delivered through a combination of methods, including NSI, LC and Activity sessions, where the programme is delivered to every year group in the Secondary Phase. The Primary Phase also has a programme appropriate to their year groups.

The programme in the Secondary Phase is also supported through assemblies, master classes, presentations, employer visits, independent work experience, seminars, workshops, careers fairs and 1:1 impartial and independent guidance.

Liverpool College hosts events such as a Careers fair, Year 9 Providers' Event, Year 11 mock interviews, Year 12 KPMG workshop, UCAS Evenings and the Student Finance sessions. Appendix 1 contains an overview of the planned activities for each year.

To enable us to track pupil progress and employer engagement from Year 7 –Year 13 a database has been created to record each pupil's achievements, 'meaningful' employer encounters, career aspirations/goals, predicted grades and potential pathways. This enables the College to monitor and track the learner journey, helping to plan and prepare targeted 'meaningful' encounters for individual students.

Throughout their career learning journey in Years 7-13 Liverpool College also makes use of Morrisby on-line. This intelligence is used as a starting point to student engagement and enables students to explore and research potential career pathways, courses, qualifications and subject information. This coupled with independent and impartial Careers Adviser support helps to inform and inspire pupils so that they are able to make well informed and realistic decisions about their future.

### **Aim**

To help pupils develop the skills and confidence to make realistic and informed decisions about their futures and to manage the transitions from one stage of their education, training and work to the next.

### **Objectives**

- To ensure that pupils develop the skills and attitudes necessary for success in adult and working life
- To make pupils aware of the range of opportunities which are realistically available to them in continued education and training at 14+, 16+ and 18+

- To equip pupils with the necessary decision-making skills to manage those same transitions
- To develop in pupils an awareness of the wide variety of education, training and careers opportunities locally, nationally and internationally
- To encourage pupils to make good use of the paper-based, virtual and staff resources available to them, in order that they can make informed and appropriate choices throughout their learning journey
- To foster links between the school, local businesses and further/higher education establishments.
- To ensure there is an opportunity for a range of education and training providers to access registered students during the relevant phase of their education, for the purpose of informing them about approved technical education qualifications or apprenticeships (the Baker Clause, 2<sup>nd</sup> January 2018).

Invitations are issued to all local providers inviting them annually to Year 11 parents evening, Sixth Form Open Evenings and any further appropriate events run by the school. If the provider cannot attend, then they are welcomed to deliver information in the form of leaflets to be handed out by an alternative body. This is recorded and monitored on school systems.

- Requests for access will be directed to the Careers Leader and appropriate times agreed, where all students will be able to access the provider. In most cases this will be a whole year group assembly
- To enable pupils to experience the world of work and develop transferable skills, for example; independence; resilience; personal learning and thinking skills
- To ensure that wherever possible, all pupils and students leave the school to enter employment, further education or training
- To maintain a culture of high aspirations
- To promote equality of opportunity, embrace diversity, challenge stereotypes and to ensure all students, who require any extra assistance and guidance reach their potential, such as SEND students or students eligible for pupil premium.

### **Learning Outcomes**

Pupils should be able to:

- assess their achievements, qualities and skills
- present this information as appropriate
- use this information for personal development
- set career and learning targets. Recognise and deal accordingly with influences on their attitudes, values and behaviour in relation to work.
- recognise the value and impact their activities at school can have on their future.

## **Implementation**

The College guarantees impartial and independent advice via: An independent Careers Adviser, employed by Liverpool College, who works full time in College. Appointments can be through student referral, House Mentor referral and parent referral.

Schools are obliged to provide independent careers advice as outlined in section 29 of the Education Act 2011. Independent Careers guidance must:

- Be presented in an impartial manner
- Feature information on the range of education or training options, including apprenticeships and other vocational pathways
- Promote the best interests of the pupils to whom it is given
- Provide access for all pupils and staff to 'Morrisby' website and other appropriate sources of guidance
- Promoting the National Careers Service Website and Helpline
- Promotion of independent websites relevant to all career needs, from choosing a university or apprenticeship to pursuing a career
- Access to relevant external speakers offering independent sources of information including local and national employers, representatives from professional bodies and organisations including, representatives of higher education establishments and former students, who are a valuable resource.
- Creates individual actions plans based on need

There is a senior leader with responsibility for Careers and Enterprise education. All staff have a part to play in the implementation of this policy through their role as teachers/House Mentors and as subject specialists. Careers information and resources are located in the Careers Library, which contains up-to-date, impartial information presented in a variety of media. It is reviewed and renewed on a regular basis by the Careers Adviser. College and University prospectuses are current and visual displays on the notice boards are kept current. The careers library can be accessed by students before school, during break and lunch times and after school. There is also planned regular access to IT suites where pupils can log onto Morrisby Online to carry out tests and research.

Throughout KS3, 4 and 5, independent learning providers and local colleges, are invited to attend Liverpool College, in order to have the opportunity to speak to students/parents/carers/staff. If the organisation cannot attend, then representation will be visible at events in order to advertise local opportunities. Liverpool College has published a policy statement on provider access and published it on the Liverpool College website.

## **Monitoring, Review and Evaluation**

A report will be published on an annual basis, including an account of activities, a review of progress and an evaluation of pupil responses to provision. This policy will be reviewed annually as part of the whole-school self-assessment process, informing the Compass and the SEF and will be reviewed by the Governors. Parents are welcome to give feedback on any aspect of the CEIAG programme to the Careers Coordinator, via the school website. Student voice activities will be conducted with students from various year groups at least once a year.

## **Recording, Assessment and Reporting**

Pupils' progress is monitored on their student profile, and remains with them for their duration at Liverpool College. The work is individual and personal to the student and is a log of activities completed and employability skills gained - these skills are not graded. A report on the careers programme is presented to the governors annually.

## **Entitlement**

Every pupil at Liverpool College is entitled to a thorough, personalised and aspirational programme of careers events throughout their time at the school. They are given support to whichever route they choose, whether this occurs at the end of KS4 or the end of KS5. An Entitlement Statement is published on the school website Careers area.

## **Students will come into contact with Careers, Employability and Enterprise in the following ways:**

- Through a variety of year group assemblies, guest speakers and workshops
- Through their NSI, LC, Master Classes and Activity sessions, which are timetabled on a regular basis throughout the year
- Parents/carers are welcome to speak to the extended careers team, which includes: their child's House Mentor, Head of House, a member of the sixth form team, SENCO Careers Lead or Careers Adviser if they have any questions or concerns about their child's progress and their child's participation in careers events.
- Pupils, parents/carers are entitled to have access to information about the options processes - provided via letter, on the school website and on information evenings.
- Each KS4 student will have at least two individual careers interview with an independent, qualified careers practitioner by the end of KS4.
- Each KS5 student also receives at least one interview with a member of the sixth form team, and those with any concerns or queries can either self-refer or be referred for an additional interview with the independent Careers Adviser.

## **Partnerships**

The CEIAG programme is greatly enhanced through links with several partners who ensure the students' learning is up to date and relevant. We strive constantly to expand and improve links with employers and other local groups, including the Careers and Enterprise Company's Enterprise Adviser Network.

Parental involvement is encouraged at all stages. Liverpool College recognises that parents/carers remain the biggest influence on a young person's career choices and as such we offer parents help and guidance at critical stages in the students' time with us; for example, in Year 9 with KS4 options decisions, Year 11 with 16+ choices and Years 12 and 13 with UCAS and other applications. Parents also have the opportunity to speak to the Careers Lead by phone, by appointment or at any Year 9 to 13 Parent Evenings. We also have a dedicated section for parents on our school website on Careers, Employability and Enterprise. The school also provides signposting to the National Careers Service.

### **Links with the Local Authority:**

The Local Authority has a duty under Section 68 of the Education and Skills Act 2008 to encourage, enable and assist the participation of young people in education or training. In addition, the Education and Skills Act 2008 placed two new duties on local authorities from June 2013 for 16-18-year olds in relation to the raising of the participation age:

- To promote the effective participation in education and training of young people covered by the duty to participate
- To have in place arrangements to identify those who are not participating

Liverpool College works with the Local Authority, including sharing information, to support the above. In particular, in accordance with Section 13 of the above Act, the School will notify the Local Authority whenever a 16 or 17-year-old leaves an education or training programme before completion.

### **Links with the Governing Body**

There is a named link Governor responsible for Careers and Enterprise education. All changes to the Careers Policy are approved by the school Governing Body and they are regularly informed about the progress of the careers programme via visits to the school and reports/presentations delivered by the Careers Coordinator.

### **Resources**

Funding is allocated in the annual budget planning. This is planned around the level of funding related to whole school priorities and particular needs in the CEIAG area. The Careers Lead is responsible for the effective deployment and monitoring of resources.

### **Staff Development**

Staff training needs are identified and make use of the Training Needs Analysis for CEIAG. The CPD at the School makes every effort to meet training needs within an agreed period of time.

The annual CEIAG improvement plan is connected to the School Improvement Plan and takes account of the CEC's Careers and Enterprise Strategic Plan. It is reviewed termly by the Careers Coordinator and annually by the Senior Leadership Team. The Quality in Careers Standard Award also helps to identify desirable improvements.

### **Linked Documents**

TL01 – Teaching and Learning

TL02- Curriculum

TI07b- Provider Access Policy

TL08- Learning outside the Classroom/Educational Visits

## Appendix I- The Careers Programme- LC+

**LC+ Strand:** Careers and STEM

### Overview of strand aims and objectives

- **To understand** the world of work and the skills needed to succeed in it and the way in which entrepreneurs generate wealth and opportunities.
- **To understand** their own aptitudes and interests and how they can be developed and how they might be used in the world of work and the specific contribution STEM makes to our society and its economic flourishing.
- **To experience** individual and independent careers advice and guidance and self-assessment and reflection about aptitude and interests.
- **To experience** interactions with a wide variety of people and institutions from the world of work and making a clear plan which relates current efforts in school to possible future outcomes.
- **To develop** ambitions and high expectations for their future, a positive attitude to the relevance of their current studies and a range of career management, enterprise and employability skills.

Year Group	Curriculum Content Summary
Reception	People who help us topic; Firemen, Dentists, Vets, Bring your Dad to school day- to talk about careers Construction talks
Year 1	Architecture talk Computer App design talk Fireman talk Videography workshop Career talk from an Author
Year 2	Tips of becoming a professional Author Trip to Liverpool Philharmonic to see the Orchestra Architecture talk Children's Author and Poet- Professional life Construction Talk Videography workshop
Year 3	Palaeontology careers discussed Network tour and talk- what is a technician Careers in fashion and graphic design Visit and workshops led by a Journalist Skills and aptitude analysis Talk from professional Author and Opera singer- my life
Year 4	Marine Biologist talk Programming and Robotics workshop Children's Author and Poet- Professional life Exceptional writers Masterclass Architecture day and creative bridge building workshop Wildlife Trust Marine Engagement Officer talk Professional Poet – My life

Year 5	<p>Google Computer Programmer talk  Wildlife Trust talk  Astronomy workshop  Trip to Liverpool University Chemistry Laboratories  Virtual reality Space Day  Architecture day and creative bridge building workshop  Maths restaurant workshop  Merseyside Police talk</p>
Year 6	<p>STEM taster day  Enterprise Saturday workshop  Palaeontology careers discussed  Exceptional Scientist Masterclasses  Merseyside Police talk  Business Enterprise Day</p>
Year 7	<p>Morrisby Online- Careers Website- testing- Option package  Morrisby Research- Labour Market Information Library  Introduction to the Careers Adviser  Who am I? Skills and qualities  Making decisions  What am I good at- linking to Careers  Communication- How to answer a phone  My career's Journey- Visiting Speaker  Career Case Studies  Employer Day  <b><u>Other events</u></b>  Corporate workshop for creating advertising documentation and promotional videos  Business Enterprise Challenge Workshop  Trip to the Philharmonic Orchestra to the Orchestra perform  Big Bang North West  Programming Lessons  Enterprise Saturday Workshop  Liverpool University Maths Road show  <b><u>Activities</u></b>  FI Racing Challenge</p>

Year 8	<p>Morrisby Online- Careers Website- testing- Option package  Morrisby Research- Labour Market Information Skills and qualities- What are you good at?  My skills for employability  Setting Goals  Job profiles- skills qualities and salary exercise  Job descriptions  Introduction to CV writing  Jobs that are available locally  Good Careers starts with you- Random Job Generator  Job Groups, - Families and role Models  Stereotypes and Discrimination- Alumni/Employer Mentors  Introduction to Career Pathways  Satisfaction with Job life  Safe working practices- Health and Safety at work</p> <p><b><u>Other Events</u></b></p> <p>Google Computer Programmer  Inspiring Young Engineers- Jaguar Land Rover  Regional Stem Event – Vex Robots  Pre-16 – Aspire to Higher Education Trip  Corporate workshop for creating advertising documentation and promotional videos  Big Bang North West</p> <p><b><u>Activities</u></b></p> <p>F1 Racing Challenge  Go4Set  Physics Olympiad  Programming  Programming for Gamers</p>
--------	---

Year 9	<p>Morrisby Online- Careers Website- testing- Option package  Morrisby Research- Labour Market Information  Employer Masterclasses  Skills and Qualities and Skills checker  Employability skills  Getting ahead as a young person  Bullying in the work place  Good Career Planning  What do Employers expect  Career Cloud- linked to Apprenticeships  Build a career Journey  Discerning use of Career Information  Helping Young People make choices  Influences  Finance – Barclays course  Introduction to Interview Skills  Understanding Businesses- organisation. Contractors and supplies linked to College</p> <p><b><u>Other Events</u></b>  Careers Fair in June  Employer Day  Learn to earn Workshop  Young Enterprise  Providers Event in January  Option Evening in January  Archbishop of York Leadership Award  Duke of Edinburgh Bronze Award</p> <p><b><u>Activities</u></b>  CCF  In Search of Solutions  Maths Leaders/Ambassadors</p>
--------	---

Year 10	<p>Morrisby Online- Careers Website- testing- Full psychometric testing  Use of Morrisby – Labour Market Information  Employer Masterclasses  Prejudice and diversity in relation to careers Employability Skills- what are yours?  Skills and qualities involved in managing students’ careers  Career development in different organisations  Working life and 21<sup>st</sup> Century jobs  CV writing  Career planning  Managing Money- Barclays and Investec  Thinking about the next steps- Post 16 providers  Safe working practices  Work life balance  Career fair Preparations- making the most out of it!</p> <p><b><u>Other Events</u></b>  Individual career interviews with an advisor- using profiles  CCF  Careers Fair in June  Young Enterprise  Medical Careers Day  Industry Challenge Event  Medic Nordic Health Care Weekend</p> <p><b><u>Activities</u></b>  In Search of Solutions  Maths Ambassadors and Leaders (GB 4)  Young Entrepreneur</p>
Year 11	<p>Employer Masterclasses running throughout the year  Individual career interviews with an adviser</p> <p><b><u>Other Events</u></b>  Mock Interviews in February  Career Interviews and reviews  Law and Criminology talks  Medic Mentor Health and National Healthcare Weekend  The Young Doctor Programme Masterclass  British Biology Olympiad</p> <p><b><u>Activity Programme</u></b>  FI Racing Challenge</p>
Year 12	<p>Employer Master classes running throughout the year  Individual career interviews with an adviser</p> <p><b><u>Other Events</u></b>  Careers Fair in June  Young Enterprise  Medic Mentor National Health weekend  Engineering your future  Applied Arts, Media, News and Creative Writing Subject Conference  Mathematics and Film and Photography Subject Conference</p>

	<p>Law and Criminology lectures- Hope University  The Young Doctor Programme Masterclass  Oxbridge Student Conference  Trip to Liverpool Crown Courts  International Business festival- Creative Industries  STEM Master Class –University of Liverpool  International Business festival- Emerging Technologies  Mock Interviews  UCAS Fair  KPMG Work Ready workshop with the Talent Foundry  International University Fair- 28 European and Global Institutions in attendance  Links with Liverpool and Queens University  Links with Oxbridge College- St Peter’s – Interview Practice and residential visit  BMAT, LNAT UCAT preparation  Fortnightly meeting with the Principal for the Oxbridge potentials  Weekly dedicated Tutor meeting for UCAS  UCAS and EPQ Day</p> <p><b><u>Activities</u></b>  Current Affairs  Driving test theory and car maintenance  Gardening  Preparing food for university  In search of solutions  Physiology</p>
Year 13	<p>Employer Master classes running throughout the year  Individual career interviews with an advisor</p> <p><b><u>Other Events</u></b>  Careers Fair in June  Young Enterprise  Workshop The Edge: Wiser Words.  Maths Jam weekend  Medic Mentor National Healthcare weekend –  Mathematics and film and photography Subject Conferences  Applied Arts, Media News and Creative Writing Subject Conferences  ISC Medical School Interview Course  Engineering Your Future: Career Awareness Day</p> <p><b><u>Activities</u></b>  In search of solution  Physiology  Current Affairs  Gardening  Yoga</p>