



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

July 2019



## Rationale

Careers education and guidance make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. At Oxford Spires Academy, there is a planned, progressive programme of activities to support students from Years 7 to 13, to develop their awareness of employability skills and to help them understand the opportunities in the working world that might suit their interests and abilities.

## Commitment

Oxford Spires Academy is committed to providing all our students with a programme of careers education, information, advice and guidance.

Oxford Spires Academy endeavours to follow the *National Careers Strategy: making the most of everyone's skills and talent* for 11-19 in England (DfES, 2017) and other relevant guidance from DCSF, QCA and Ofsted as it appears.

## Aims

Oxford Spires Academy has the following objectives in line with the Gatsby Eight Benchmarks for Careers Excellence when delivering the careers programme in school:

- To plan and provide a stable careers programme for our learners
- To expose students to relevant labour market information
- To address the needs of all students
- To link curriculum learning to careers
- To provide opportunities for students to encounter employers and employees
- To support students to obtain work experience placements at Year 10 and 12
- To provide opportunities for students to encounter further and higher education
- To provide personal guidance to students on careers education

## Outcomes

As a result of the above objectives the proposed outcomes of Oxford Spires Academy's Careers Education and Guidance Policy are:

- To contribute to strategies for raising achievements, especially by increasing motivation to support inclusion, challenge stereotyping and promote equality of opportunity
- To encourage participation in continued learning including higher education and apprenticeships
- To develop enterprising and employability skills in students
- To keep as low as possible the likelihood of any students leaving Oxford Spires Academy as NEET (not in education, employment or training)
- To involve all school stakeholders in the careers education of students, including parents and carers

## Student Entitlement

Careers Education and Guidance (CEG) is an important component of our students' education and we fully support and resource the statutory requirement for a careers curriculum in Years 7-13.

## Development

This policy was developed by SLT under the guidance of the Vice Principal who leads on careers at Oxford Spires Academy, based on current good practice guidelines by DfES/ Ofsted and statutory guidance. It will be reviewed annually.

## Links with other policies

It supports and is underpinned by key school policies including those for Teaching and Learning, Assessment, Recording and Reporting Achievement, PSHCE, Equal Opportunities and Diversity, Health and Safety, More Able and Special Needs.

## Implementation of Careers Education

Careers education is delivered during tutor time in Years 7-11 by tutors and the school's careers advisor, and in drop-down time throughout the year.

## 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 interest, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

## Key Stage 3

Careers work is delivered in tutor time and in alternative curriculum time. Year 7 and 8 focus on employability skills, interest and work preferences to match against suitable occupations (including Careers Planet), and look at money management. They meet the school's careers advisor in tutor time. In the run up to their GCSE options choices, Year 8 explore the effect of their choices on future education and employment options. Like the rest of the school, they have access to online sites such as Kudos to investigate individually, and all students have access to Careers Week talks. Students with perceived need work with INTO University and Study Higher to develop further their understanding of learning skills and careers outcomes.

After school sessions, alongside parents, are offered to all students to find out more about Higher Education. Our careers advisor is available for all parents to book appointments at all parents' evenings.

## Key Stage 4

Year 9 work on the links between subjects and careers (including Study Higher's Lessons in a Box), in tutor time and in a range of lessons. In tutor time sessions, they again meet the school's careers advisor. Students with perceived need work with INTO University and Study Higher to develop further their understanding of routes ahead, and one group work with Year 12 students to learn more about careers of interest to them. They have access to online sites such as Kudos to investigate individually, and all students have access to Careers Week talks, as do Year 10 and 11.

In Year 10 the programme encourages students to consider the post-16 routes ahead and to begin to make decisions. Tutors ensure they have access to online information and begin to record their ideas. All Year 10 students undertake supported Work Experience placements in March. Around this, they take part in two series of careers workshops: the first looking more generally at post-16

choices, and the second focusing in on employment areas of interest to individuals. At the end of Year 10, students meet individually with senior staff to discuss their ideas.

Year 9 and 10 are offered after school sessions, with parents, about accessing competitive universities. Year 10 students are offered the chance to go to Oxford or Cambridge universities to find out more about applications there.

In Year 10, also students with perceived need work with INTO University and Study Higher to develop further their understanding of routes ahead, to visit FE colleges and universities, and employers. One group of Year 10 students most at risk of underachieving work in a sustained group with our Study Higher HELO across the year.

In Year 11, all students have individual careers interviews, and a series of drop-down sessions focus on CVs and applications; school, college and apprenticeship choices; and assessment centre and interview skills. INTO University and Study Higher work continues in Year 11. Oxford City College (with whom we are a partnership school) visits the year group to give information, attends parents' evening, runs workshops to support applications and runs visits for students referred by our careers advisor. Open evenings there are advertised to all students.

All Year 11 students are offered the chance to take a psychometric test leading to a Morrisby Profile, and to have an hour's individual feedback on that profile.

All students are offered the chance to be part of New College, Oxford, Step Up scheme to find out more about university applications. Those students who apply to stay in Oxford Spires Academy Sixth Form (almost all of the year group) have individual interviews with Sixth Form staff.

Our careers advisor is available for all parents to book appointments at all parents' evenings. There is follow up advice and guidance available from Sixth Form staff and from the school's careers advisor in the summer of GCSE results.

## Sixth Form

Students in Year 12 have individual careers interviews and many have individual local mentors.

They have a range of sessions in their weekly pastoral time to prepare them all for applications to Higher Education or apprenticeships. We involve many university providers for in-school sessions on applications and different subject areas, and we work with ASK apprenticeships who give information assemblies and follow-up workshops to register interest and find out more.

All students attend the Higher Education Convention at Oxford Brookes, and support is in place still for those identified as suitable for Study Higher and INTO University. The whole school Careers Week talks in March are, for Sixth Form, supplemented by our Careers and Research Week in July. A range of subject specific careers workshops are also offered to all students in the summer term.

Students all undertake supported Work Experience, and a large proportion undertake research placements, summer schools and other super-curricular programmes involving the world of work. There is a practice assessment centre day each summer for students likely to make applications that will require this entry process – for internships, apprenticeships and so on. Year 12 students are, once again, offered the chance to undertake Morrisby and gain an hour's individual feedback on their profiles.

Year 13 have continued support with the UCAS application process, and with applications for training and apprenticeship placements. They are all offered individual support sessions for personal statement writing and have access to mock interviews when required.

Our careers advisor is available for all parents to book appointments at all parents' evenings. There is follow up advice and guidance on A level results day and in the aftermath of that.

## Parents and carers

Parental involvement is encouraged at all stages. Online resources have been specifically chosen to help parents become more involved and all resources are easily accessed through the links on the school website. All parents have access to our careers advisor at parents' evenings. Parents are kept up to date with careers-related information through parentmail emails, newsletters and at open evenings.

## Management

The Vice Principal with oversight of Careers co-ordinates the careers programme delivery and is responsible for the work of the careers professionals in school. Work Experience in Year 12 is also her responsibility – though the Vice Principal (Pastoral) oversees Year 10 Work Experience.

## Staffing

Most staff contribute to CEG through their roles as tutors and subject teachers. Administrative staff support the work of the VP overseeing careers. She also liaises with Adviza to ensure that specialist careers guidance is available for students as planned.

## Partnerships

Oxford Spires Academy has partnership agreements with Adviza and with Oxford City College.

## Resources

Funding is allocated in the annual budget for Careers and Work Related Learning. The Vice Principal overseeing careers is responsible for the effective deployment of resources.

## Staff Development

Staff training needs are identified through the Performance Management system and funding is accessed through school funds and government initiatives. The school will endeavour to meet appropriate training needs within a reasonable period of time.

## Monitoring, Review and Evaluation

Careers Education is monitored and evaluated annually at the Senior Staff Conference, which acts on information and feedback provided by staff, students and parents. The Partnership Agreement with Adviza and the City College is reviewed annually.

## Appendix 1: Career Events for 2019-20

|        | Year 7  | Year 8   | Year 9  | Year 10  | Year 11  | Year 12  | Year 13   |
|--------|---|--|---|--|--|--|---|
| August |   |  |   |  |  |  |   |
| Sept   |   | 1/2 Sept – Careers survey  | 1/2 Sept – Careers survey   | 1/2 Sept – Careers survey  | 1/2 Sept – Careers survey<br>Adviza 1-to-1 interviews<br>10 Sept – Meeting between David and Yr 11 tutors;<br>Go 4 Schools log in to sort with ICT   | 1/2 Sept – Careers survey<br>11 Sept, pp 1+2 – INTO University Independent Learning session  | 1/2 Sept – Careers survey<br>18 Sept, 9.45-2.10 – INTO University personal statement sessions for PP students |
| Oct    |   |  | Careers 'lessons in a box' month (History, Physics and Maths)<br>9 Oct, p. 3 – Year 12/9 mentoring group session (Study Higher)<br>17 Oct, p. 3 – Year 12/9 mentoring group<br>24 Oct, p. 2 – Year 12/9 mentoring group | 9 Oct, p.2 – Study Higher Sustained Group session<br>23 Oct (all day) - Study Higher Sustained Group 1-to-1s | Adviza 1-to-1 interviews<br>Morrisby for Year 11 (date tbc)<br>1 Oct, 1.45-3.10 – CV and applications (Study Higher – whole year)<br>14-18 Oct – Peterhouse in Oxford<br>16 Oct – Step Up session, 9.15-10.45<br>17 Oct – Choices afternoon (Sixth Form, City College, apprenticeships – 1.45-3.10 in Theatre) | 7 Oct – Mentoring training for Year 12 (Study Higher)<br>16 Oct – Step Up session, 11.05-12.35<br>14-18 Oct – Peterhouse in Oxford |   |
| Nov    | 12 Nov, 3.30-4.30 - Learning about university (JW, after school session with parents) | Careers Planet – in tutor times (tutor and David Bingham)<br>12 Nov, 3.30-4.30 - Learning about university (JW, after school session with parents) | 8 Nov, p 3 – Year 12/9 mentoring group<br>18 Nov, p 3 – Year 12/9 mentoring group<br>25 Nov, p 4 – Year 12/9 mentoring group  | 8 Nov, p.2 – Study Higher Sustained Group session<br>28 Nov (all day) - Study Higher Sustained Group 1-to-1s | Adviza 1-to-1 interviews   |  |   |
| Dec    | Adviza at parents' evening  | Preparing for Options Evening – assembly/tutor<br>Adviza at parents' evening   | Early December – 3 Dec, p 1&2 – Year 12/9 mentoring group presentations<br>Adviza at parents' evening   | 6 Dec – Freeths Trip – INTO Uni* (all day)<br>Adviza at parents' evening                                     | Adviza 1-to-1 interviews<br>Adviza and City College at parents' evening  | Adviza at parents' evening<br>Making applications for Diamond Light work experience  | Adviza at parents' evening  |
| Jan    |   | 15-23 Jan – Options assemblies<br>23 Jan – Year 8 Options Evening  |   | 13 Jan, p.5 – Study Higher Sustained Group session<br>28 Jan (all day) – Study Higher                        | Adviza 1-to-1 interviews<br>13 Jan (all day) – Application Centre (Study Higher – GAP students only)   | Careers assembly – raising key ideas; p 5 with Year 13<br>28 Jan – City College application  |   |

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|     |  |  |  | Sustained Group 1-to-1s<br>28 Jan – Aspirational visit to Peterhouse   | 16/17 Jan – Sixth Form opportunities Evening/Morning<br>16-31 Jan – Sixth Form Interviews<br>23 Jan – Step Up visit to New College (all day)<br>24 January – deadline for OSA Application forms | support session for Steppers (time tbc)<br>Adviza 1-to-1 interviews for Steppers (just after 28 Jan)<br>Making applications for In2Science (Stephen Hancock)   |  |
| Feb | Adviza at parents' evening   | Adviza at parents' evening   | 25 Feb, 3.30-4.30 - Preparing for competitive universities (JW, after school session with parents)<br>Adviza at parents' evening                                 | 25 Feb, 3.30-4.30 - Preparing for competitive universities (JW, after school session with parents)<br>Preparing for Work Experience – assembly/tutor<br>First careers workshops (with Adviza and UniOx) – pathways and options (week tbc) – incl questionnaire for subject based workshops<br>Adviza at parents' evening   | Adviza at parents' evening  | Bodleian Work Experience placement<br>Adviza at parents' evening<br>Making applications for Neuroscience, Nuffield (Julie Cattermole), Oxford Scholastica and Oxford Environmental Institute courses/placements  | Adviza at parents' evening   |
| Mar | 2-7 Mar – National Careers Week talks<br>9 Mar, pp 1&2 – INTO University Session 1<br>Mock Magistrates competition (tbc) | 2-7 Mar – National Careers Week talks<br>10 Mar, pp 1&2 – INTO University Session 1<br>30 Mar, pp 1&2 – INTO University workshop<br>Mock Magistrates competition (tbc) | 2-7 Mar – National Careers Week talks<br>10 Mar, pp.3&4 – INTO University Session 1<br>Mock Magistrates competition (tbc)<br>27 Mar – Bronze D of E training day | First careers workshops (with Adviza and UniOx) – pathways and options (week tbc) – incl questionnaire for subject based workshops<br>2-6 March – Work Experience week<br>9 Mar, pp 3&4 – INTO University Session 1<br>11 Mar, p.5 – Study Higher Sustained Group session<br>18 Mar (all day) - Study Higher Sustained Group 1-to-1s Aspirational Pathways visit | 2-7 Mar – National Careers Week talks<br>11 Mar – INTO University Session 1<br>College visits – students identified by David  | Morrisby for Year 12 (date tbc)<br>2-7 Mar – National Careers Week talks<br>5 Mar – Year 12 Apprenticeship Afternoon (12.30-2.10 in Theatre; 2.10-3.10 in ICT room)<br>Making applications for Neuroscience, Nuffield, In2University, Oxford Scholastica and Oxford Environmental Institute courses/placements | 2-7 Mar – National Careers Week talks<br>11 Mar – INTO University Session on finances/alternative pathways |

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|       |   |  |  | to Oxford<br>(date tbc)   |   |  |                            |
| April | Adviza at parents' evening<br>27 Apr, pp. 1+2 – INTO University Session 2 | Adviza at parents' evening<br>2 Apr (all day) – INTO University Buddy trip* (Jesus Coll?)<br>27 Apr, pp. 3&4 – INTO University Session 2 | Adviza at parents' evening<br>Careers 'lessons in a box' month (Advice and guidance, tutors, Steph and David)<br>28 Apr, pp. 1&2 – INTO University Session 2 | Adviza at parents' evening<br>Second careers workshops (with Adviza) – possible career areas (week tbc)<br>28 Apr, pp. 3&4 – INTO University Session 2<br>28 Apr, p.5 – Study Higher Sustained Group session          | Adviza at parents' evening<br>College visits – students identified by David | Adviza at parents' evening   | Adviza at parents' evening |
| May   |   |  |  | Second careers workshops (with Adviza) – possible career areas (week tbc)<br>4 May (all day) - Study Higher Sustained Group 1-to-1s<br>7 May – Year 10 Revision Event (Study Higher/MADE, whole year in three groups) | College visits – students identified by David                               |  |                            |
| June  |   |  | 19 June – Bronze D of E Expedition   | 18 Jun, p. 5 – Study Higher Sustained Group session – trip to Ox Uni<br>29 June – City College options talk (selected Year 10 students), 1.45-3.10<br>29 June – Silver D of E Expedition training                     | 15 and 16 June – Sixth Form Induction                                       | Individual careers interviews (with Adviza)<br>9 June – Brookes HE Convention<br>15-19 June – Work Experience Week<br>22-26 June – Higher Education and Research week<br>23 June – Assessment Centre Day   |                            |
| July  |   |  | Study Higher Residential?  | 3 July – Individual careers meetings with Senior Staff<br>13 July – Silver D of E practice expedition   |   | July (tbc) – careers subject workshops with Adviza and OxUni<br>Diamond Light<br>Work Experience<br>Nuffield placements<br>In2Science placements<br>Neuroscience placements<br>Brookes summer schools<br>Environmental Change Institute summer schools<br>Oxford Scholastica |                            |

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|        |  |  |  |  |             | Research visit to College Library through OxLibris<br>First Steps interviews – entry to Second Steps<br>7 July – INTO University workshop – Uni applications (for PP students)<br>8 July – CfBT Public Speaking (all day) |             |
| August |  |  |  |  | Results Day | Results Day   | Results Day |

Activities marked in green involve Adviza.