



King Edward VI Grammar School

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Version	Date	Comments	Author
1	July 2024	New/Revised Policy	C. Healey
2	Sept 2024	New/Revised Policy	B.Craig

Signed		Date
Headteacher		
Chair of	Committee	

Rationale

As the options available for young people are becoming more varied, it is vital we support our students to develop the skills and knowledge needed to make informed choices about their future and this is done through impartial Careers Education, Information, Advice and Guidance (CEIAG).

Here at King Edward VI Grammar School (KEVIGS), we have a statutory duty to ensure that all young people from Year 7 to Year 13, have access to independent careers guidance, and that it is presented in an impartial manner. It is also to provide information on the range of education and training options including apprenticeships and other vocational pathways and be delivered by those with the right skills and experiences.

Statutory Requirements

This policy is based on the Department for Education's (DfE's) statutory [Careers guidance and access for education and training providers](#).

This guidance refers to:

- The Education Act 1997
- The Education and Skills Act 2008
- The School Information (*England) Regulations 2008

This policy is also in line with the more recent Skills and Post-16 Act 2022, which came into force on 1 January 2023. It explains that our school must provide a minimum of 6 encounters with technical education or training providers to all pupils in years 8 to 13. For more detail on these encounters, see our Provider Access Policy statement, which you can find [here](#).

Commitment

KEVIGS is committed to providing all pupils in Year 7- 13 with a careers programme which is embedded into the curriculum and has been developed in line with the Gatsby Benchmarks (Annex A) and the Career Development Institutes (CDI) framework¹, to ensure best practice and meet the statutory requirements.

Aim

We aim to support students to make realistic and informed decisions about their next steps, by raising aspirations and providing them with impartial information advice and guidance, without showing bias towards any route, may that be academic or technical.

¹ <https://www.thecdi.net/resources/cdi-framework>

Objectives

To ensure that pupils:

- Are aware of the opportunities available to them, which are realistically available in education and training at post 16 and post 18
- Have necessary decision-making skills to manage the key transition stages
- Develop the skills and attitudes needed within adult and working life
- Develop an awareness of the wide range of education, training and career opportunities available to them both locally and nationally
- Benefit from the links established between the school, local businesses, our alumni and further and higher education establishments
- Experience the world of work leading to transferable skills
- Experience a culture within the school that raises aspirations, promotes equality of opportunity and diversity

Provision

Our Careers provision, known as Future U, is mapped against the Gatsby Benchmarks as well as the CDI Framework. It is delivered via a combination of methods, including dedicated lessons through our RHSE programme from Year 7-13 and Future U Tutor time sessions for Year 7-11. Careers information is also available in digital format via Unifrog, a platform which provides students with access to information on universities, apprenticeships, T-Levels, the labour market, career pathways and supports our work experience programme and our UCAS applications.

Careers information is also available to our staff to support careers in their subject areas, via their own dedicated page on our Careers in the Curriculum SharePoint page. Students, parents and employers also have access to information via our own dedicated Future U careers website, accessed via our main school site.

At Key Stage 3 this includes aiming to raise pupil aspirations, exploring stereotypes, understanding about finance and budgets as well as learning about where their chosen subjects can lead them. Information for students and parents around the options process is delivered via assemblies and information evening. Students are also given the opportunity to have a 1-2-1 meeting with a qualified and independent careers practitioner.

At Key Stage 4 pupils will have continued to research their post 16 pathways whilst hearing from FE providers and training providers about the courses on offer. Pupils in Year 10 will also take part in a week's work experience at a self-arranged placement continuing their skills development to support their CV, letter writing and presentation skills. Those pupils and parents in Year 11 are invited to join our Sixth Form open evening to discuss the A-level options process. Individual next steps meetings are held with a qualified and independent careers practitioner

At Key Stage 5 several careers-focused lessons are delivered within the Sixth Form RHSE programme. These are delivered by universities and employers which are devoted to support the UCAS application process and employability skills. In addition to this, Year 12 students also have a trip to a university. There is also a student finance evening held for both students and parents. Year 12 and 13 also have the option for further WEX during their EEP sessions/selections. Next steps meetings are held with an independent, level 6 qualified careers practitioner, where necessary or requested.

Other events are held in the school, such as the Futures Hub, a drop-in session for all year groups to pop into to speak to local employers and providers, as well as the annual Futures Fair, involving employers, training providers as well as further and higher education providers.

Pupils with Special Educational Needs or Disabilities (SEND)

We expect that the majority of pupils with SEND will follow the same careers programme that meets the Gatsby Benchmarks and CDI Framework as their peers, with adjustments and additional support as needed. Pupils can self-refer to speak to our independent careers practitioner as well as those who support under the King Edwards Support Hub (KESH) Team and Heads of Year.

Roles and Responsibilities

Our careers provision is led by the schools Careers Lead, Mrs Craig and is overseen by the Senior Leadership Team (SLT) and is supported by the linked Governor for Careers. Mrs Craig can be contacted by phoning 01507 600456 ext. 254 or emailing becky.craig@kevigs.lincs.sch.uk

All staff contribute to this policy via their roles as tutors and subject specialists, embedding careers within their subject areas, and when approached, respond with appropriate support and guidance referring them to the independent careers practitioner.

Entitlement

Every student (Year 7 to Year 13) is entitled to:

- A stable careers programme throughout each key stage that is informed by labour market information
- The opportunity to have contact with post-16 colleges, sixth forms, training providers as well as access to higher education providers
- The opportunity to meet, either virtually or in person, local and national employers, or self-employed businesspeople

- Access to impartial information, advice and guidance from a suitably qualified professional. This guidance will come through a number of ways, both formal and informal, during appropriate times throughout the school year and will be appropriate to meet the needs of all students

Monitoring and Evaluation

The CEIAG programme will be throughout the year and will be measured against the Gatsby Benchmarks and the CDI Framework and involve the Careers Lead and the wider team, such as Heads of Department.

The programme will also be evaluated using systematic feedback from:

- The analysis of destinations of students after they have left school, progressed into further or higher education, training, employment or self-employment
- Future Skills Questionnaire via Compass+
- Compass+ Careers Evaluations
- Student voice via in school Parliament
- Feedback from employers after talks and events
- Surveys from parents, carers and teachers
- Annual audit of the careers programme within the school
- Student profiles on Unifrog

Provider Access

A range of events, integrated into the school's career programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers:

- Assemblies and tutor sessions
- Options evenings
- Sixth Form Open Evening
- Futures Hub
- Futures Fair
- RSHE Sessions

Any external provider wishing to request access, should contact Mrs Craig, Careers Lead via 01507 600456 ext.254 or becky.craig@kevigs.lincs.sch.uk . You can find more information via our Provider Access Policy [here](#).

Resources and Staff Development

Funding is allocated in the annual budget planning in context of whole school priorities and particular needs in the CEIAG area. The Careers Lead is responsible for this and the deployment of resources.

CPD is reviewed annually and determined by the Careers Lead and SLT.

Monitoring and Review

This policy, the information included and its implementation, will be monitored by the Governing Body and reviewed every two years, unless relevant legislation and/or events, make it appropriate to review it sooner.