



**Etone College**  
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# **Etone College**

# **CAREERS POLICY**

**September 2020**

**Review date: July 2021**

**Led by: L Barlow**

## **CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE POLICY (CEIAG)**

### **Vision and Values**

The college is committed to providing a planned programme of Careers Education, Information and Guidance for all pupils in Years 7-13. Careers will be integrated into the pupils' experience for the whole curriculum and will be based on partnerships with external partners, teachers, pupils, parents/carers and alumni. The careers programme at Etone College will be an essential part in helping pupils to select appropriate 14- 19 pathways and to promote progress for all. With appropriate support, pupils are able to plan and manage their career path effectively in a changing global world of learning and work, ensuring that progression is both ambitious and aspirational. The programme promotes equality of opportunity, celebrates diversity and challenges stereotypes. The policy is developed and reviewed annually by the Careers Leader and the Senior Leadership Team through discussions with teaching staff, the Careers Advisor, pupils, parents, governors and other external partners. It is based on current good practice from the Careers Development Institute and is guided by the Gatsby benchmarks, to ensure best practice and to conform to statutory requirements. Our curriculum is underpinned by employability skills including Technology and Numeracy, Communication and Teamwork, Initiative and Organisation and Resilience and Teamwork.

### **Statutory Requirements and Expectations**

From September 2013, the Education Act of 2001 placed colleges under a duty to ensure that all registered pupils in Years 8-13 have access to independent, accurate and impartial information, advice and guidance. Careers guidance secured under the new duty will:

- Be presented in an impartial manner
- Include information on the full range of post-16 education or training options
- Promote the best interests of the pupils to whom it is given. Careers Education at Etone College follows the recommendations from the Careers Development Institute (CDI) Framework 2015.

At Etone College, we are working towards the "Quality in Careers Standard" award. Information and Guidance is provided by Prospects. This award recognises the high quality of provision of careers education information and guidance at the college.

## **Learner Entitlement**

The Etone College Careers Programme is committed to providing all pupils in Years 7-13 with a programme of activities which are planned and coordinated with opportunities to measure learning outcomes. The careers programme is designed to meet the needs of all pupils at Etone College. Just helping pupils to find 'the right job' has now been replaced with supporting pupils to be equipped with the knowledge, understanding, skills and personal qualities to plan and manage their career progression through learning and work. The programme is differentiated and personalised to ensure progression through activities that are appropriate to the stages of career learning, planning and development. The programme is also linked to the College Development Plan. At Etone College we work in partnership to help every pupil achieve their full potential and listed below is the pupil entitlement for careers.

## **Careers Pupil Entitlement**

1. Careers Education, Information and Guidance that meets professional standards of practice.
2. A careers programme that will raise aspirations, challenge stereotypes and promote equality and diversity.
3. Support in making well-informed and realistic decisions.
4. Access to impartial and independent information and guidance about the range of education and training that are most likely to help pupils achieve their ambitions.
5. The Careers Adviser is available every week and appointments can be booked via our website.

Full details of our careers programme can be found in the following document:

<https://www.etonecollege.co.uk/wp-content/uploads/2020/10/Etone-Careers-Planning-20-21.pdf>

## **Careers Hub**

Etone College is proud to be a member of Careers Hub. We work with the local consortium of colleges and business leaders to share best practice and help all colleges work towards achieving the Gatsby Benchmarks by 2020. Our business partner is Willmott Dixon.

## Management and Delivery

At Etone College, we recognise the importance of putting into place effective management and delivery of the careers programme. The lead person for careers is Lisa Barlow who is line managed by the Headteacher, Ian Smith. There is also a lead governor for careers, who is aware of the careers policy and programme. Weekly meetings occur to monitor progress and evaluate the programme. The careers leader is responsible for ensuring the policy is fit for purpose, evaluating the impact of the policy and ensuring the operational aspects of the policy are in place. Each member of staff has a responsibility to embed employability skills within their teaching and learning. Departments have embedded employability skills into schemes of learning. Heads of House have pastoral responsibility for rewards and assemblies.

Staff development - All staff are expected to contribute to careers learning and development of employability skills. To meet the training needs for this we have a minimum of two whole college CPD sessions a year. Careers champion staff will receive more bespoke CPD. This is indicated within our whole college CPD calendar.

Using the Compass Tracker Plus tool our careers interventions are reviewed against the Gatsby Benchmarks every half term.

We recognise the important role a parent/carer has within their child's career development. Our website provides comprehensive advice and support. There is also a contact email specifically for our careers department should it be required. We aim to update Twitter regularly and also communicate via texts and letters where appropriate. At key events within the college calendar, careers will be represented by our careers ambassadors.

The college has an annual agreement with the local careers hub (Careers and Enterprise Company) and Prospects. At Etone we have a commitment to collaborative working with employers, Higher Education, Further Education and local learning providers. We have fostered excellent relationships with local businesses who regularly attend the college in line with LMI.

## The Gatsby Benchmarks

Etone College has adopted the Gatsby Benchmarks because they are judged to be an outstanding system for career guidance.

<http://www.gatsby.org.uk/uploads/education/reports/pdf/gatsby-sir-john-holman-good-career-guidance-2014.pdf> Benchmark

### **Benchmark 1: A Stable Careers Programme**

- The careers programme is structured and updated by the Careers Leader and a member of the Leadership Team. It is published and included on the college's website.
- The programme is evaluated with feedback from all stakeholders. The careers programme has a supportive link from governor level, through the Senior Leadership Team.
- A framework for the planning, monitoring, review and delivery of the careers programme will be reviewed annually, using the quality standard for Careers Education and Guidance.
- Etone College will measure and assess the impact of its own careers programme using the Gatsby Benchmarks and the Compass and Tracker tool, as well as using our own internal evaluations, including the opinions of providers, pupils, staff and parents/carers.
- Funding is allocated annually in the context of whole college priorities and particular needs for Careers Education, Information and Guidance.

### **Benchmark 2: Learning from Career and Labour Market Information (LMI)**

- Labour Market Information (LMI) is included in the careers programme and Learning for Life agenda, additional knowledge is provided by the Careers Adviser.
- Parents/Carers and pupils can keep up to date with information about LMI by reading the careers section on the college website.
- The Careers Adviser provides independent careers guidance, including LMI to all Year 11 pupils and identified groups.
- Careers information and resources are located in the Careers room, which contains impartial information. It is reviewed annually by the Careers Adviser.
- An LMI lesson will be annually updated.
- LMI updates will be shared with staff annually at a CPD session.
- Pupils complete individual research with guidance and support from their tutor during Learning for Life lessons.
- Pupils are also encouraged to use the National Careers Service and Helpline.

### **Benchmark 3: Addressing the Needs of Each Pupil**

- The Careers and Learning for Life programme actively seeks to challenge stereotypical thinking and to raise aspirations. The Careers Pupils Entitlement outlines these aims and this is reinforced in careers assemblies during National Careers Weeks.
- Etone College will keep accurate records of each pupil's career experiences using Compass Tracker Plus. This will be supported by staff recording and reviewing their activities and communicating this to the Careers Leader.
- Staff Careers Champions (one representative for each subject) will be introduced to support with this dialogue.
- Destinations are collated by the Careers Leader with the support of the Careers Adviser, who reports these to the local authority.

- An Alumni Network helps to foster greater links with our former pupils and allows us to track their long-term destinations. It also brings about new opportunities for our pupils (such as mentoring), enriching the delivery of our careers programme.
- The Careers Adviser/SEND department offers guidance and support to SEND pupils, and their parents, regularly.
- The Success Centre supports vulnerable groups at key transitions: Year 11 with college applications and CV and interview techniques.
- The Careers Leader will track career aspirations of individual pupils from Year 7-13; this helps to provide personalised advice for pupils. The careers destination spreadsheet is updated annually. The information is also used to identify pupils for the most relevant talks/workshops/visits.
- The Careers Adviser keeps accurate records of individual careers advice and this is shared with pupils.
- Pupils in all year groups will be given the opportunity to identify different career routes through Learning for Life lessons, careers interviews and engagement events inside and outside of college. All pupils have information from the full range of providers, including apprenticeships, universities, colleges, training providers, gap year and voluntary organisations and local employers.
- Sixth Form pupils have created the Etone Elect to look at employability throughout the curriculum.
- Science Technology Engineering Arts and Mathematics (STEAM) activities will form a large part of the careers programme in general but targeted activities will be organised by the STEAM lead in Science.
- Most Able pupils have the opportunity to take part in a range of activities, including Oxbridge opportunities.
- Year 11 pupils meet with their Careers Adviser and a member of the Leadership Team to discuss their career plans and to confirm a destination for the end of Year 11.
- Year 12 pupils receive individual support and meetings with the Careers Leader when applying to university or for apprenticeships. These includes in depth advice and support completing and checking applications. Year 13 pupils receive personal advice from tutors and the Head of Sixth form when completing UCAS or similar applications.
- Sixth Form pupils are encouraged to attend summer colleges and university workshops.
- Year 11/12 pupils are given the opportunity to apply for the National Citizenship Service (NCS).
- Year 11 will take part in an 'Etone Sixth Form' session.
- Pupils also have the opportunity to become a Careers Ambassador. Our Careers Ambassadors receive training through the careers hub.
- Pupil planners include information on employability skills. These are also evident across the whole college curriculum.

#### **Benchmark 4: Linking Curriculum Learning to Careers**

- Employability and enterprise skills are embedded within the curriculum and developed in all lessons. These develop skills which will encourage pupils to become more effective workers, within a wider range of careers.
- Tutors/Teachers teach the allocated careers lessons within the Learning for Life programme and ongoing training needs are identified for planning and delivering the careers programme. Appropriate INSET is then planned to meet the required needs.
- The college supports national events and we take part in the National Careers and Enterprise Weeks, where pupils take part in relevant activities. Learning during all lessons will have a link to careers during this week.
- Staff are encouraged to link learning in lessons to careers and employability skills.
- Heads of House promote and recognise achievements within weekly assemblies and via the college newsletter. Employability awards are a part of our college rewards system.
- Staff Career Champions (one representative for each subject) are being created to keep the Careers Leader informed of the careers work teachers are doing within their department, so we can record this centrally, and they will also help encourage more achievable work towards this. These staff help to develop resources and promote careers in their areas. They also have the opportunity to take part in CPD looking at careers.
- Pupils will experience a series of planned STEAM activities either in lessons, workshops or afterschool clubs; these are updated annually.
- Pupils have the opportunity to take part in Combined Cadet Force (CCF) and Duke of Edinburgh (DofE) awards.

#### **Benchmark 5: Encounters with Employers and Employees**

- Pupils will be provided with opportunities of mentoring, workplace visits, work experience and work shadowing. This occurs in year 9, 10, 12 and 13.
- Where appropriate, we will arrange visits for pupils to local businesses, colleges, work-based education, training providers and universities. This will assist pupils in making an informed decision about their future career.
- Pupils have access to a wider variety of external speakers from local and national employers, professional organisations and Alumni. We hold annual events such as our Careers Day and Careers Fair. Willmott Dixon also work with Year 8 pupils each year in Design Technology lessons.
- Careers Fairs and Speed Networking events allow all pupils the chance to engage with local employers.
- Greater links with our Alumni are allowing pupils to engage with their work experiences and gain opportunities, such as mentoring.
- We will continue to develop partnerships with local employers and apprenticeship providers.

- Etone College will work closely with the Careers and Enterprise Company to engage with their programmes and create new opportunities for our pupils. The college works in partnership with the Careers Hub.
- Key Stage 4 and 5 pupils will take part in mock interviews and CV writing sessions.

### **Benchmark 6: Experience of Work Places**

- Year 12 pupils take part in a work experience placement organised by themselves (with staff support if needed), helping them gain an insight into the realities of searching for employment.
- Year 12 pupils are encouraged to attend a university summer college.
- Year 11 and 12 pupils are encouraged to take part in the National Citizenship Service.
- Pupils in Year 7 and 8 are given the opportunity to experience the role of supporting clerical staff.
- Pupils in Year 9 have the opportunity to take part in 'Take Your Child to Work Day', where they spend a day shadowing a parent, family member or family friend at work.
- Where possible, trips to employers will be organised. Pupils will be targeted using the careers aspirations database or opportunities will be advertised for pupils to sign up.
- Pupils in Year 10 are offered the opportunity to take part in a two-week work experience placement.

### **Benchmark 7: Encounters with Further and Higher Education**

- The annual Careers Fair offers all pupils a meaningful encounter with learning providers, including sixth form, colleges, local employers, apprenticeship providers, training providers, voluntary schemes and gap year organisations.
- By the end of Year 13, all pupils will have experienced at least two visits to universities.
- Universities and colleges are regularly invited into college to speak to pupils or deliver workshops. These workshops and presentations from higher education providers take place for pupils in Years 7- 11.
- The Sixth Form Learning for Life programme includes numerous workshops and presentations by a full range of learning providers. Our Football Academy also receives subject specific visitors and talks.

### **Benchmark 8: Personal Guidance**

- Pupils at Etone College will be supported either as individuals or in groups. This may be face-to-face or at a distance.
- The Careers Adviser will provide targeted independent careers guidance to all Year 11 pupils and identified pupils in all year groups.



- Year 10, 11, 12 and 13 pupils applying for apprenticeships will be given regular meetings with the Careers Adviser and ASK sessions to support them in searching and applying for apprenticeships, in checking CVs/applications and providing mock interviews.
- Mock interviews are offered to all Year 11 pupils before attending college/apprenticeship interviews.
- The careers section on the college web page and the careers library within the careers office includes up to date careers information.
- Independent face-to-face careers guidance, where it is the most suitable support for young people to make successful transitions, particularly children from disadvantaged backgrounds, looked after children or those who have special educational needs, learning difficulties or disabilities, will be provided when appropriate.
- Etone College will work closely with the Local Authority through the provision of SEND support services: preparing for adulthood.
- Access to an impartial Careers Adviser is available to all year 11, 12 and 13 pupils. Additional appointments can be made on request via the website.
- Sixth Form pupils receive additional guidance and support from tutors and the Head of Sixth Form when applying to university or apprenticeships. This includes in depth advice and support completing and checking applications.

This policy should be read in conjunction with:

<https://www.etonecollege.co.uk/wp-content/uploads/2020/10/Etone-Careers-Planning-20-21.pdf>

<https://www.etonecollege.co.uk/wp-content/uploads/2020/10/Provider-access-policy-statement-20-21.pdf>