



THE CAMDEN
SCHOOL FOR GIRLS

Careers Education Information and Guidance Policy



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1.Introduction

Camden School for Girls offers high quality careers advice and guidance, to support all our students by raising their aspirations and achievement and equipping them with skills, attitudes, knowledge and understanding as a foundation for managing their lifelong career and learning. The focus is on individualised support and guidance, appropriate to the range of students within the school community in choosing career pathways and further and higher education destinations. This is developed throughout the student's time at the school. The focus is on individualised support and guidance appropriate to the range of students within the school community in choosing career pathways and further and higher education destinations. Our careers policy is guided by the Gatsby Benchmarks of good careers guidance (see appendix 1)

- A stable careers programme
- Learning from career and labour market information
- Addressing the needs of each pupil
- Linking curriculum learning to careers
- Encounters with employers and employees
- Experiences of workplaces
- Encounters with further and higher education
- Personal Guidance

2. Aims

- To provide all guidance in an impartial manner.
- To ensure that students develop the skills and attitudes of communication, innovation, enterprise, resilience and leadership necessary for success in adult and working life.
- To make students aware of the range of opportunities which are available to them at each transition stage.
- To equip students with the necessary decision-making skills to manage those same transitions.
- To develop in students an awareness of the wide variety of education, training and careers opportunities both locally and nationally.
- To foster links between the school, local businesses and further/higher education establishments;
- To promote greater awareness for students about the world of work, the development of key and transferable skills and employability.
- To ensure that, wherever possible, all young people leave the school to enter further /higher education, employment or training.
- To maintain a culture of high aspirations for students and their families with regard to future opportunities.
- To promote equality of opportunity, celebrate diversity, challenge stereotypes.
- To develop a range of appropriate and relevant activities which assist in raising all students' aspirations and achievement and which are of the highest possible quality and are regularly monitored.
- To develop students' personal and social skills in a range of contexts.
- To provide students with informed and impartial guidance on the choices available for education, training and employment as well as other interests.

- To enhance the curriculum offered by developing effective links with key partners including business links, training providers, Connexions, the local authority, further education providers and the voluntary sector.
- To give all students in Year 8 to 13 access to a range of education and training providers for the purpose of informing them about approved technical educational qualifications or apprenticeships.

3. Objectives

All students have an entitlement to CEIAG and the DfE recommends careers and work related contexts are incorporated into the school curriculum. At Camden School for Girls we help pupils to achieve the following learning outcomes:

- To raise levels of attainment through high quality careers education and work related learning for all students.
- To develop a range of opportunities which enhance the curriculum.
- Understand the requirements and possibilities within Further and Higher Education and gain knowledge of apprenticeships and vocational pathways.
- To promote awareness and understanding of work, industry, the economy and community.
- Recognise, develop and apply their skills for enterprise and employability through work related learning.
- Know how to access unbiased, impartial, up-date CEIAG (Information, Advice and Guidance)
- Have opportunities for a personalised careers guidance interview with a professionally accredited careers adviser
- Have opportunities to learn about STEAM related careers (Science, Technology, Engineering the Arts and Mathematics)
- Be able to career plan and set targets incorporating the use of dedicated careers IT software.
- Understand a range of pathways, including university options or apprenticeships.

4. Statutory Requirements

This policy is based on the statutory Careers Guidance and access for education and training providers from the Department of Education (DfE).

The 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 **Skills and Post-16 Education Act 2022** (the 'provider access legislation'). It explains that our school must provide a minimum of 6 encounters with technical education and apprenticeship providers to all pupils in years 8 to 13 about their education or training offer.

This policy is also in line with the **Education Careers Guidance in Schools Act 2022**, which amends the existing duty in The Education Act 1997.

The following policies and documents also support the CEIAG process: -

- Equalities policy
- Special Educational Needs Policy
- School Improvement Plan
- Child Safeguarding & Protection Policy
- School trips Policy
- Provider Access policy
- PSHE curriculum

5. Roles and responsibilities

Governing Body

The governing board will:

- Provide clear advice and guidance on which the school can base a strategic careers plan which meets legal and contractual requirements.
- Appoint a member of the governing board who will take a strategic interest in careers education and encourage employer engagement.
- Make sure that independent careers guidance is provided to all students throughout their secondary education (11 to 18 year-olds) and that the information is presented impartially, includes a range of educational or training options and promotes the best interests of students.
- Make sure that arrangements are in place for the school to meet the legal requirements of the provider access legislation, including that the school has published a provider access policy statement.

Senior Leadership Team (SLT)

The SLT will:

- Support the careers programme.
- Support the careers leader in developing their strategic careers plan.
- Make sure our school's careers leader is allocated sufficient time, and has the appropriate training, to perform their duties to a high standard.
- Allow training providers access to talk to pupils in years 8 to 13 about technical education qualifications and apprenticeships and set out arrangements for this in our school's provider access policy statement.
- Network with employers, education and training providers, and other careers organisations.

Careers leader

Our Careers leader is Ms D Toman, and they can be contacted by phoning 0207 4853414 or emailing dtoman@csg.school. Our careers leader is a member of the Senior Leadership Team (SLT) and will:

- Take responsibility for developing, running and reporting on the school's career programme
- Plan and manage careers activities
- Manage the budget for the careers programme
- Support teachers to build careers education and guidance into subjects across the curriculum
- Establish and develop links with employers, education and training providers, and careers organisations
- Work closely with relevant staff, including our Special Educational Needs co-ordinator (SENCO) and independent Careers Adviser, to identify the guidance needs of all of our pupils with special educational needs and/or disabilities (SEND) and put in place personalised support and transition plans.

6. Careers guidance for pupils with Special Educational Needs or Disabilities (SEND)

Pupils with special educational needs or disabilities (SEND) will follow the same programme of careers as their peers with adjustments and additional support as needed. Our careers leader will work with teachers and, where appropriate, professionals from relevant organisations, to identify the needs of our pupils with SEND and put in place personalised support and transition plans. This may include meetings with pupils and their families to discuss education, training and employment opportunities, supported internships and transition plans into higher education.

7. Careers provision at Key Stage 3

In Key stage 3, we aim to develop students' life goals, options and awareness of future careers. Our Key Stage 3 careers programme will support students in their planning and choices of GCSE subjects. This includes: personal development lessons, in which students look at how to set realistic yet ambitious targets and goals, to look at the GCSE options available to them, and where to seek advice and to develop the skills to manage decisions about their future. Students' also look into the routes into work, training and other vocational opportunities. Students look at different patterns of work including employment, self-employment and voluntary work.

Year 7	Year 8	Year 9
• Introduction to careers • What is CEIAG? • Skills and qualities • Introduction to Unifrog • National Apprenticeship Week • National Careers Week • Career Insight Talks • Employer encounters	• Work/life balance • Types of employment • Challenging stereotypes • Goal setting • Skills for working life • Unifrog	• What is work? • Economic awareness, including personal finance and responsibility • Managing emotions in the workplace • P16 options • Options evening for parents and students

• Year 7 assembly programme • Parents Evening	• National Apprenticeship Week • National Careers Week • Parents Evening • Career Insight Talks • Employer encounters • Year 8 assembly programme	• Parents Briefing on GCSE options • National Apprenticeship Week • National Careers Week • Unifrog • Career Insight Talks • Employer encounters • Year 9 assembly programme
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8. Careers provision at Key Stage 4

In Key stage 4, we support students to make choices on their Post 16 choices, pathways and careers beyond Year 11. Our Key Stage 4 programme aims to help students research and understand their choices and routes into education and training. This includes: personal development lessons, where students are required to reflect on their interests, skills and qualities and match them to future career choices and opportunities.

All students in Y11 are offered a 1:1 guidance meeting, with our Connexions Careers Advisor to ensure that all students have a clear pathway(s) in mind and understand the requirements to get onto specific courses.

Year 10

Autumn term	• Career opportunities • Work experience - what is it? How do you find it? What could you do? • Understanding Labour Market Information (LMI) • Personal statement • CV writing and cover letter • Update Unifrog profile
Spring term	• Skills for life, looking beyond school • Understanding Local Market Information (LMI) • Employer encounters • Understanding T levels • National Apprenticeship Week
Summer term	• Study skills development • Programme of 3 assemblies based on selecting A levels, Sixth Form and vocational pathways • Work experience preparation • All students will have one week placement based with an employer

	Record and evaluate their experience in their Work Experience diary. Reflect on employer feedback
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Year 11

Autumn term	- Target Review Day - parents are invited to review their child's progress and discuss expectations for Year 11 and P16 opportunities 1:1 Careers interviews with a Camden Connexions Careers Adviser. Discuss P16 plans and independent advice on pathways to careers. College applications and preparation for interviews - Post 16 Education Conference - one-day conference giving the students full details about opportunities in the Camden Sixth Form and possible courses elsewhere. - Writing Personal Statements - Parents' Evening - Open Day to inform parents about the Sixth Form at Camden. - Unifrog research into P16 and P18 pathways - Meaningful encounters with an employer
Spring term	- Maximising employability - Rights and responsibilities - HE information and guidance

9. Careers provision at Key Stage 5

Year 12

Autumn term	- Parents Information evening - outlines Careers and HE programme and academic support - One to one tutor interview - Introduction to Careers Hub and Unifrog - All KS5 students can access the Careers Hub where opportunities such as work experience placements, level three apprenticeships and HE taster courses are posted
Spring term	- HE Conference - information on HE progression routes provided by universities and other providers such as Camden Apprenticeships - One to one tutor follow-up - UCAS advisor introduced - Centigrade - careers and HE diagnostic assessment. - Parents' Consultation Evening. - One to one interview with UCAS advisor

	• Parents UCAS Briefing
Summer term	• Careers Conference - information on a range of careers provided by volunteer speakers. • One to one tutor interview. • The opportunity to have a one-to-one interview with an independent careers advisor. • All Year 12 students have the opportunity to have a one-to-one interview with an independent careers advisor. • Open day visits - school led and independent. • Camden and Girton College, Cambridge partnership. • Early applications evening for students and parents (Oxbridge/veterinary/medicine/dentistry/music) • Work Experience Week - final week of term students complete work or volunteer placements. • Face to face meeting with parents (UCAS focus)

Year 13

Autumn term	• Parents Information evening - focus on HE and other progression routes, including student finance • HE Conference - university admissions tutors plus representatives from other fields e.g. art school, studying abroad. • One to one tutor interview. • UCAS support for all applicants including practice interviews by internal and external subject specialists. • Parents' Consultation Evening.
Spring term	• Ongoing support from UCAS advisor and pastoral team e.g. UCAS extra. • One to one tutor interview.
Summer term	• Post results day support from UCAS advisor and pastoral team e.g. UCAS adjust and clearing.

Continuous support throughout Sixth Form

• The Hub - our online resource where all opportunities such as work experience placements, level three apprenticeships and HE taster courses are posted. • Unifrog - online database and search engine for career information and UK and overseas post 16 courses including apprenticeships (see appendix 2)
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- UCAS advisor - year-round support with making choices and completing successful applications.
- PHSE programme - covers areas such as personal statement, CV writing and financial management.
- STEM opportunities - eg. Chrysalis, Target Medicine Crick Institute workshops.
- K+ - King's College London mentoring and outreach programme.
- The Brokerage - liaison with charity promoting careers in business and finance.
- Assembly speakers programme - diverse range of speakers sharing their professional pathways including Camden Apprenticeships presentation
- Masterclasses - lecture series by a wide range of academics and professionals
- Liaise with Speakers for Schools to support PSHE and Careers curriculum

10. Work Experience at Camden School for Girls

The aim of the programme is to provide students with the opportunity to gain experience in the world of work. All year 10 students are offered the opportunity of one week's work experience at the end of the summer term. The overall organisation of work experience is undertaken by the Work Experience Co-ordinator. Parents are informed and communicated with throughout the process and a work experience agreement form and work experience information form are completed.

Years 7-9: All students will experience the equivalent of one week of varied, employer-led activities including; workplace visits, employer guest speakers, career insight days.

Years 10-11: Every student will have at least one formal placement in a real working environment for one week in the summer term of year 10.

Years 12- 13 are encouraged to take up in person or virtual work experience opportunities outside of lesson times. Requests for time off to take up exceptional work experience opportunities during term time should be made in writing to the Headteacher. The final week of the summer term is designated as Work Experience week so Year 12 absence from school will be authorised.

11. Staff contact details

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