

## Careers Education, Information, Advice and Guidance Policy

### 1. Context

The Education Act 2011 placed schools under a duty to secure access to independent and impartial careers guidance for students in Years 9-11. In September 2013, this duty was extended to include students in Year 8 and Years 12 and 13.

The Education Act also repealed the statutory duty for schools to provide a programme of careers education in the curriculum, leaving schools to decide what their students need.

### 2. Commitment

Hellesdon High School and Sixth Form is committed to providing a planned programme of careers education, advice and guidance for its students, starting in Year 7 and extending to Year 13.

In November 2016, the school was awarded the 'Career Mark' national quality award for its careers education, advice and guidance programme.

The school employs a Level 6 qualified Careers Adviser as Careers Co-ordinator, to oversee the delivery of careers education and guidance activities in the school. The Co-ordinator also provides impartial one to one advice and guidance to students and provides training to tutors, mentors and other staff to help them support and guide students through the range of options available to them at key transition points.

### 3. Objectives and Implementation

Hellesdon High School recognises the importance of careers education, information, advice and guidance in raising aspirations, increasing motivation and raising achievement. The school aims to achieve the eight benchmarks for good careers guidance outlined by the Gatsby Foundation:-

- A stable careers programme- careers education is delivered within the Religious Studies curriculum in Years 7-9 and within core ICT lessons in Year 10. In Year 11, careers information is given out in Assemblies. In Years 12 and 13, careers education is delivered within the weekly Conference programme of talks.
- Learning from career and labour market information – students are introduced to local and national careers websites in careers lessons and are given publications such as 'Choices at 13/14', 'Choices at 16', 'Choices at 17/18' when they are making decisions about future options. Local labour market information is covered in a Year 10 lesson and is covered during the Sixth Form taster day and induction.
- Addressing the needs of each student – students can self refer for guidance at any time, but particularly at times when they have important decisions to make such as Year 8 and 9 options choices, post 16 option choices and post 17/18 choices. Students can also be referred for guidance by tutors, mentors and Heads of Year at any time.
- Linking curriculum learning to careers – students are encouraged to attend careers events linked to the curriculum such as NHS careers events for Health and Social

Care students and the Medicine Club for science students interested in medicine or other healthcare jobs.

- Encounters with employers and employees – students have opportunities to attend local Careers Fairs such as the ‘Norfolk Careers and Skills Festival’, ‘Careers in the NHS’ and the school has organised its own Careers Fair. Year 8 students work with employers during an Enterprise Day organised by ‘Inspired Youth’.  
In the Sixth Form, Business Studies students visit employers to find out how businesses are run and all interested students can have contact with medical students in the ‘Medicine Club’.  
The school now has an Enterprise Adviser who is helping to forge closer links with employers and the world of work. There are plans to have speakers coming into the school to give careers talks.
- Experiences of workplaces – students in Year 10 and Year 12 are encouraged and helped to find a work experience placement for one week in the Summer Term. Some students have undertaken work shadowing, for example, some science students have had the opportunity to shadow doctors and watch operations and other medical procedures at the Norfolk and Norwich University Hospital.
- Encounters with further and higher education – further and higher education options are discussed in the careers education programme and speakers from local Colleges of Further Education are invited to talk at Year 11 Assemblies.  
Some Year 11 students are taken to College Open Days and some Year 10 students attend an event called ‘Move on Up’ at UEA to raise their aspirations for further study up to degree level.  
Students in Year 12 visit the annual ‘Higher Education Convention’ locally and meet representatives from many universities and colleges offering degree level qualifications. Speakers are invited to talk to students about applying to university and some students are taken on visits to university Open Days.
- Personal guidance – students can self refer for guidance with the Careers Adviser or can be referred by tutors, mentors and Heads of Year throughout their school career.

#### 4. Monitoring and Review

The careers programme is regularly evaluated and is discussed during fortnightly meetings between the Careers Co-ordinator and her Line Manager who reports to the Senior Management Team