



Heathside School

Careers Education, Information, Advice and Guidance Policy

As a school committed to the principles and values of the UN Convention on the Rights of the Child, this policy particularly highlights Articles 5, 6, 17, 28 and 29.

Staff Member with Responsibility:	Miss H Balson, Assistant Principal
Reviewed by:	Local Advisory Board
Reviewed Date:	May 2018
Next Review Due:	May 2021

Introduction

Careers education, information, advice and guidance (CEIAG) is an essential part of the support we offer to students at Heathside School. Effective careers support can help to prepare young people for the opportunities, responsibilities and experiences of life; it can help them to make decisions and manage transitions as learners and workers. As options for young people become more varied and complex, it is vital that we support them to develop the knowledge and skills they need to make informed choices for their future.

This policy sets out the school's careers provision and the arrangements for managing the access of providers to pupils at Heathside School. The careers provision is in line with the statutory guidance developed by the Department for Education, which refers to Section 42A and 45A of the Education Act 1997.

Aims and objectives

Heathside School follows the principles of the Gatsby Benchmarks:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of work places
7. Encounters with further and higher education
8. Personal guidance

Further details about the Gatsby benchmarks can be found [here](#).

The objectives of Heathside's careers programme are as follows:

- helping students to understand the changing world of work
- facilitating meaningful encounters with employers for all students
- supporting positive transitions post-16 and post-18
- enabling students to develop the research skills to find out about opportunities
- helping students to develop the skills, attitudes and qualities to make a successful transition into the world of work
- encouraging participation in continued learning, including further and higher education and apprenticeships
- supporting inclusion, challenging stereotyping and promoting equality of opportunity
- contributing to strategies for raising achievement, particularly by increasing motivation
- to provide all students with independent careers advice through a one to one meeting with our 14-19 consortium careers advisor.

Parental involvement

Young people do not make career decisions in isolation and parents/carers can have a substantial impact, as well as a clear interest in the right outcomes for their young person. The school is keen to foster parental involvement in the careers programme, wherever possible. Relevant information will be provided to parents/carers through the school newsletter, website, email and other enrichment events such as the annual careers fair.

Delivery of the Careers Programme

See Appendix A for Heathside School's career provision.

Management of provider access requests

Procedure

A range of external providers are invited into school to support the careers programme. These might include local colleges, universities, training providers, apprenticeship organisations, employers, school alumni, or staff from various projects. In all cases, such staff and organisations will be vetted for suitability by the relevant staff at school.

A provider wishing to request access should contact Miss Hannah Balson, Careers Lead, Assistant Principal – Director of Sixth Form. Telephone: 01932 846162; E-mail: hbalson@heathside.surrey.sch.uk

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come in to school to speak to pupils and/or their parents/carers.

Please speak to our Careers Lead to identify the most suitable opportunity for you.

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate for the activity. The school will also make available any specialist

equipment possible to support the provider with their presentation. This will also be discussed and agreed in advance of the visit with the Careers Lead or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Learning Resources Centre, which is managed by the school librarian. The Learning Resource Centre is available to all students at break and lunch times.

Equal opportunities

The school is keen to promote equal opportunities and challenge stereotypes. All students can access advice and guidance tailored to their needs with support to explore options that suit their preferences, skills and strengths. All students will have an individual appointment with our Careers Advisor in Year 11, who will guide students based on their individual needs. Role models including alumni, current apprentices and university students are brought in to raise aspirations and demonstrate what is possible after Heathside School. The destinations of school-leavers are monitored and trends identified.

Monitoring and evaluation

When monitoring the success of the career's programme, the programme is evaluated in a number of ways, including:

- student feedback on their experience of the careers programme and what they gained from it
- internal feedback career based activities e.g. careers lessons, mock interviews etc
- gathering informal feedback from external partners and from parents
- student destination figures post-16 and post-18.

Heathside School Careers Provision



Annual ■

Bi-annual ■

One-off event ■

Year Group	Events	Details	Students involved	Date	Frequency
7	Year 7 IAG Day	Students attend Surrey University for an insight into University	Year 7 PP students	8.6.17	
8	Year 8 IAG Day	Students attend Surrey University for an insight into University	Year 8 PP students	16.3.17	
8	PSHE Barclays Life Skills module	Students have a half term of lessons focused around careers, how to reach goals and money management	All Year 8 students	Autumn Term 2017 and 18	
8 and 9	Women in STEM day	At Surrey University	Year 8 and 9 students	18.11.16	
9	Surrey Skills Fair	Students attend Surrey Sports Park for a careers and Further Education Fair	Year 9 PP students	6.1.17 8.11.18	
9 and 10	Brilliant Club	Students receive a Royal Holloway tutor to support their completion of a mini dissertation.	MaMa year 9 and 10 students	2016/2017	
9 and 10	Surrey University Learning Together Scheme	Surrey University host a talk to students and parents about University followed by subject lectures to students.	Range of MaMa and PP students	Autumn and Spring Term 2017/18	
9	PSHE U-explore module	Students have a half term of lessons focused on careers using resources from U-explore	All Year 9 students	Autumn Term 2017 and 18	
9-11	Apprenticeships presentation	Apprenticeship talk to inform student's what apprenticeships are, those available and how to register/apply	All students 9-11	Spring/summer term 2018	
10	SATRO Enterprise Days	Year 10 students have a day working as part of a company in specific roles and learn how businesses are structured and work	All Year 10 students	29 and 30 June 17 16 and 18 July 18	

10	Next Steps Event	Careers and further education fair at Esher College	All Year 10 students	April 2018	
10 and 11	Surrey University Streetlaw Programme	Undergraduates running Law and human rights interactive workshop and information session for interested students.	Small group of students interested in pursuing law	21 st March 2018	
10 and 12	Aspiration Week	A week of external speakers from a range of career fields: Architecture, Veterinary, BP, Medicine, Apprenticeships, Game Developer	All Year 10 and 12 students	w/c 10.7.17 TBC 2018	
11 and 12	Uni Frog Launch	Assembly and demonstration of Uni Frog platform (University and Apprenticeship search tool)	All Year 12 students	10.9.17	
11	Careers Interviews	Jane Derrick (Careers Advisor) has a 1:1 interview with each student (sixth form interviews arranged if needed)	All Year 11 students	Throughout year	
11	Arkwright Scholarships	Interview Preparation for the University Level scholarship	Successful Year 11 applicants	2017/2018	
11	Surrey Opportunities Fair	Students attend Epsom Race Course for a careers and Further Education Fair	Year 11 PP students and those taking vocational route	2.11.16 TBC 2018	
11	Interview preparation and day	Students write CV and covering letter for chosen career and then have a 1:1 interview with an industry volunteer	All Year 11 students	11.11.18 10.11.18	
11-13	Engineering Degree Talk	From London Universities – talk about different fields in engineering	All Year 11-13 engineering students	2017/2018	
12-13	National Apprenticeship Show	Students interested in apprenticeship route attended show at Sandown park	17 Year 12 and 13 students	7.3.17 6.3.18	
12	CAS	Students contribute to the community/ Young Enterprise	All Year 12 students	Throughout the year	
12	UCAS convention	Higher education exhibition at Surrey University	All Year 12 students	12.3.18	
12	Veterinary Visit	Visit to Fitzpatrick Referrals Clinic	3 students wanting to pursue career in veterinary	19.1.18	
12	Work Experience	All students seek a placement in their chosen career	All Year 12 students	w/c 17.7.17 w/c 16.7.18	
12	Life After Heathside Day	Day of external speakers (University/apprenticeships) and UCAS personal statement writing	All Year 12 students	21.6.17 5.7.18	
12 and 13	TeenTech Surrey SATRO	STEM careers and industries exhibition at Surrey Sports Park	Advertised to all Year 12 and 13 students	15.11.17	

12 and 13	Graphics and Engineering – Creative Quarter	V&A and Imperial College University’s flagship careers event - students take part in lectures and careers talks.	All graphics and Engineering Year 12 and 13 students	November 2017	
12 and 13	Oxbridge enrichment	Events at other school, Oxbridge conference, summer schools etc. for MaMa students	Advertised to all Year 12 and 13 students	Throughout the year	
12 and 13	Medical applicant support	Medic Portal (St George’s) Comprehensive in house guidance Preparation for MMI interviews and UK CAT preparation	Year 12 and 13 medicine applicants	Throughout Year 12-13	
11-13	Medical Mavericks	Students explore a range of medical careers as well as learn more about medical procedures.	All Year 12 and 13 Biology students, Year 11 sign up	20.11.17	
11-13	Range of External Speakers	BBC apprenticeship, Civil Engineering,	Advertised to all Year 11-13	Throughout the year	
11-13	BP work experience scheme	Link school for BP work experience	Open to all in Year 11-13	Deadline 31.12.17	
9-13	Heathside School Careers Fair	Careers Fair with 40+ career, college and guidance providers	Open to all students from Years 9-13	22.6.17 21.6.18	
7-11	BBC School News Report	Student research, plan and create a BBC news report which is published on the school website.	Open to student’s in years 7-11	March 2018	
7-13	U explore	All students and parents have access to the U explore platform.	Whole School	2017/2018	
7-13	National Careers Week	Students whole school engage in form time activities, departments discuss career routes in their subject areas, career assemblies (from U-explore), career advisor lunch time drop ins, careers boards Staff CPD - CAMs and HOLs – 10 minute presentation as part of national apprenticeship week. Amazing Apprenticeship resources used.	Whole School	w/c 6.3.17 w/c 5.3.18	