



MARICOURT
CATHOLIC
HIGH SCHOOL
& SIXTH FORM CENTRE

CAREERS EDUCATION & GUIDANCE POLICY

Mission Statement

INSPIRE
WITH
MARICOURT

POLICY REVIEWED: MARCH 2021
SCHEDULED REVIEW: MARCH 2023

Statutory Requirements and Expectations

The school is committed to fulfilling its statutory duties in relation to Careers Education and Guidance.

Maricourt High School Careers policy ensures that all registered students at this school are provided with independent careers guidance from year 7 to year 13.

The independent careers guidance provided:

- is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option.
- includes information on the range of education or training options, including apprenticeships and technical education routes.
- is guidance that the person giving will always promote the best interests of the students to whom it is given.

Vision and Values

This policy is underpinned by our long-term vision and core values. We are committed to implementing a careers programme that is a progressive journey from Year 7-13. The aims of the Careers programme at Maricourt are:

- To develop positive attitudes in the students towards study and work.
- To develop employability and enterprise skills, such as teamwork, problem solving, initiative and communication.
- To help students to plan and take control of their future making informed choices at key points in their education.
- To provide students with the relevant careers inspiration and guidance that is suitable to their personal needs including age, ability, attitudes and aptitudes.
- To provide students with a comprehensive understanding of opportunities post 16 and post 18 including traineeships, apprenticeships, school leaver programmes, HE, FE, employment and training opportunities.
- To help students to reflect on themselves – their abilities, skills, aptitudes and attitudes – so that they can use this knowledge to consider their development.
- To provide students with impartial advice about options that is available to them.
- To provide equality of access to careers inspiration and guidance.

Management and Delivery

These aims are achieved through the Careers curriculum which is outlined below. All strategies are in line with the Gatsby Benchmarks. Careers Compass is completed termly and action points inform improvements. The compass assessment tool has helped Maricourt to fully secure all of the Benchmarks.

The Careers Leader along with the Enterprise Advisor network, Independent Careers Advisor, Curriculum Leaders External Providers, Sefton Elevate, Link Governor and employers strive for continuous improvement and build on each benchmark further. The school is also a key member of the Liverpool City Region Careers Hub and Archdiocese Careers Leader link team.

The school is strong and committed to all 8 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. Experience of workplaces
7. Encounters with further and higher education
8. Personal Guidance

Learner Entitlement

Every student is entitled to high quality career education and guidance as part of their overall education.

Year 7 Provision

Careers inspiration and support starts in Year 7 through introductory lessons and careers introductory assemblies allowing the students to reflect on where they are now and on what they want to do in the future. Students are introduced to the online careers' information available to them in addition to our online and remote platforms to advertise careers opportunities. They also get the opportunity to use Kudos, a career matching software package and they are introduced to the National Careers Service Website focusing on job profiles and job sectors. Students are also encouraged to use online labour market information and psychometric testing. Aintree Racecourse provides Maths at work sessions. Year 7 also fully engage with "Meet the professionals" workshops which take place throughout the year in school and remotely.

Year 8 Provision

Students continue with this in Year 8 investigating possible career routes and matching skills and qualities to suitable occupations. Students are introduced to possible opportunities and pathways post 16. Stereotyping is addressed in each year group to ensure all students are aware and fully embrace the importance of equality and the Protected Characteristics in employment. Local Labour Market and various job salaries are also explored. The Careers Curriculum Leader delivers a whole assembly to the year 8 cohorts about the different post 16 routes available giving in depth discussion of the different courses available including apprenticeships. A local University provides an introduction to Higher Education assembly followed by a Q/A session. Students can also request an impartial careers interview with the school Independent Careers Advisor to be scheduled during parents evening. Aintree

Racecourse provides an Enterprise workshop to develop employability and transferable skills. Year 8 also fully engage with “Meet the professionals” workshops which take place throughout the year in school and online remotely.

Year 9 Provision

Year 9 have a timetabled Careers lesson once per fortnight. Three local Universities deliver workshops to inspire students and raise awareness of the importance of lifelong learning. The work is designed to help the students prepare for their options. Students study five topics which include Self Awareness, Equality, Opportunity Awareness, Decision Making and Financial Awareness. This includes the delivery of topics including pay slips, financial literacy, personal finance, budgeting, and risk management. Students revisit Kudos and compare their careers aspirations to those they had in year 7. They use the National Careers Service to investigate entry requirements for particular jobs in preparation for their option choices. There is a well-planned options process planned, to help students make informed choices, including a parents’ information evening which includes a Local Labour Market update. Aintree Racecourse delivers employability sessions on the careers available at Aintree Racecourse. Shaping Futures also provides resources and talks to support decision making in preparation of the options process in Year 9. The Careers Leader provides an assembly on post 16 opportunities, including- academic, vocational and apprenticeship routes. Year 9 students are invited to attend the school’s annual Careers Convention, they also fully engage with “Meet the professionals” workshops which take place throughout the year. Year 9 also receive an employability skills workshop with the schools Enterprise Link and they participate in a “making good choices at KS4” workshop, with Shaping Futures.

Year 10 Provision

At the end of Year 10, all students take part in a two-week Work Experience programme which involves over 150 employers each year. The aim is to give students first - hand experience of the world of work. Some placements are found by the school or Sefton Elevate, as a result of links with industrial firms; the vast majority are found by parents and the students themselves. Students are fully prepared for their placement through planned careers lessons during PSHEE, which includes an investigation into Health and Safety in the workplace. Students receive at least three careers assemblies throughout the year including - finding a suitable placement, a work experience brief and de-brief on their return. All students have access to a Careers convention which gives advice and guidance on post 16 & post 18 opportunities. Aintree Racecourse deliver an Enterprise day- employer engagement and developing employability and transferable skills. There are regular Alumni Visits to inspire and motivate students from a variety of pathways. Year 10 students also have access to a number of online opportunities with employers such as virtual tours, webinars and offers of virtual work experience placements.

Year 11 Provision

Year 11 have a planned Careers, Advice and Guidance Programme that is completed throughout the year. It involves a variety of impartial experiences and workshops with employers and providers giving inspiration and guidance from a range of industry sectors. Year 11 also take part in a Careers Convention. This gives students the

opportunity to seek impartial guidance and advice from over 50 professionals and organisations, in order to help with their post 16 options and decisions. The Apprenticeship Hub deliver an assembly supported by some employers, giving advice and guidance on a range of apprenticeship opportunities at all levels. Sefton Elevate delivers an application form workshop and organises practice interviews for students in Year 11 with a local employer. This experience, together with a personal debrief session, gives students far more confidence during interviews, as well as providing impartial inspiration. All Year 11 students receive a 1 to 1 careers meeting with our schools' careers adviser to assist with their decisions post 16 and signpost them to information regarding their post 16 and career interests.

In House Support

The in - house support programme includes investigating post 16 options, letters of application, CV's, application forms and interview techniques. Students also attend a labour market and National Careers Service research workshop with the Careers Leader. Students are regularly given open day information during assembly and form time. An evening is also held at the school to introduce Sixth Form Options to Year 11 students for those students who see Sixth Form as the best route for them. Students receive at least three careers assemblies throughout the year giving information on how to utilise the careers opportunities organised within school. Each year 11 student is also interviewed by a member of SLT to discuss their post 16 options. Year 11 also fully engage with "Meet the professionals" workshops which take place throughout the year in school and online.

Sixth form Provision

All Sixth Form students take part in at least three Careers Conventions/conferences. This gives students the opportunity to seek impartial guidance and advice from over 150 professionals and organisations, in order to help with their post 18 options. All year 12 students have an apprenticeship workshop which is hosted by an external specialist provider. All Sixth form students are given regular opportunities to participate in voluntary work to inspire employment aspiration opportunities. All Year 13 students experience a practice interview with an employer from a chosen career area, the aim of which is to inspire and provides impartial support. All sixth form students follow an employability programme which involves a variety of external speakers from a range of pathways. Most year 12 students conduct a minimum of twenty hours on work experience placement which can also take place remotely as we have a number of links with virtual work experience placements. Health and Social Care students participate in a volunteer programme run through Aintree hospitals. Vocational course students are encouraged to participate in a relevant work placement which is in line with their subject area. An impartial careers interview with the Careers Advisor is always available upon referral or request. All sixth form have at least one guidance interview with our Shaping Futures guidance officer. All Year 12 students attend an annual Higher Education Conference, held at Liverpool University. The students are prepared for their UCAS applications and this process is overseen by the Head of Sixth form, with workshops also delivered by local Universities and the Schools Careers Advisor. The Apprenticeship Hub delivers tailored programmes to those students looking for post 18 employment and training opportunities.

The enrichment programme offers further support with CV enhancement and employability. This includes Self Awareness and research workshops. All students participate in an enterprise day for students to develop transferable skills this is integrated into their sixth form transition.

The regular enrichment programmes which run in the sixth form include; Sports Leaders Level 3, Mandarin, Teachers of Tomorrow, Complimentary Therapies, Politics and Forensics, along with other specialised programmes.

Sixth Form tutors are also given regular updated information, and online links to give students during their one to one tutorials.

Students receive constant advice on apprenticeship vacancies, employer talks, careers fairs and conventions, courses, opportunities for open day visits, higher education talks, monitoring of progress and voluntary work. Students also have access to our online Show my Homework noticeboard for all of the latest careers' opportunities on offer from Universities, apprenticeships, live webinars and virtual work experience opportunities which are advertised regularly each week.

Information Advice and Guidance

All students in Years 7-13 currently have access to an Impartial Independent Careers Advisor and all students in these year groups are regularly reminded to visit the Careers Room during break and lunchtime regarding Careers, Work Experience, Post-14, 16 or 18 Options. This time is fully utilised by students. The Careers Room and notice boards are updated with prospectuses, apprenticeship and traineeship vacancies, help sheets, careers information, there is also computer access.

Students and parents are also encouraged to use the careers link on the school website which gives updates, web links, vacancies and other work-related learning opportunities are regularly e-mailed home to parents and advertised on our online platforms such as show my homework noticeboard.

The Careers department makes use of all the school's Social Media platforms and encourages both students and parents to follow posts for the latest updates.

There is a calendar of events on the school website which gives students and parents advanced notices of up and coming events, presentations, initiatives and workshops.

At the end of Year 11 students get to keep their detailed Careers Management File, which has been compiled over the five years. Sefton Elevate are involved with the KS4 work related learning activities in completing the programme. Students are proud of their work and experiences and take this seriously.

All Year Groups have the opportunity to develop their employability and enterprise skills through taking part in various activities on the Whole School Activity Days. Examples include teamwork, presentation, finance, listening skills and creativity. Aintree Racecourse offers something to every year group in the area of enterprise,

careers and employability skills. The schools Enterprise Advisor contributes to the curriculum in years 9-13.

Alumni are regularly used to inspire students and act as role models covering a range of subjects and year groups.

Staff Development and Cross Curricular Links

All staff are expected to contribute to the career learning and development of students in their different roles. Subject Curriculum Leaders embed careers learning opportunities into their schemes of learning.

All departments organise and deliver at least two CIAG initiatives, trips, talks or workshops. A particular strength are the STEM subject areas.

Form tutors support the delivery of Careers Education through the PSHE curriculum which is planned and resourced by the careers leader so it is relevant to age, statutory and local needs.

To meet the training needs that arise from this we will arrange CPD, outreach support and briefing updates.

Science lead a STEM programme and preparation for healthcare professions in all year groups. A careers directory of subject specific links is updated and distributed regularly to departments, parents and students.

Groups of Focus

Send, Vulnerable and CLA

Extra provision is made for SEND, Vulnerable and CLA students.

All students receive extra 1:1 career interviews. In response to the needs of the young people an external provider is arranged to offer tailored support and provide impartial advice and inspiration on post 16 and 18 pathways and opportunities. The SENDco, LSA's, Careers Advisor and Careers Leader work closely to support the transition stages. This team also works closely to prepare SEND/AEN students for their work experience placement and practice interview. Those students who have an Educational Health Care Plan are involved in a similar process, though they have the added support of the Local Authority Service to offer specialist guidance, support and monitoring which is reviewed. Arrangements are made to suit the needs of the young person. SEND students have additional employability sessions in years 7, 9 and 10 which are delivered by Everton in the Community.

Pupil Premium

In year 11 Pupil Premium students are prioritised for 1:1 careers' interviews. In response to the needs of the young people an external provider is arranged to offer tailored support and provide impartial advice and guidance on post 16 pathways and opportunities. A visit to a Russell Group University is also arranged for Pupil Premium students. Further support is given in Year 10 from a local employer during the preparation stages for work experience. Those students who struggle to find a placement are prioritised when it comes to finding placements for them that fit in with their area of interest. A support programme is specifically designed for Pupil Premium and disadvantaged students in each year group.

Most able

Most able students are given the opportunity to attend a variety of impartial experiences and workshops with employers and providers giving inspiration and guidance in a range of industry sectors. Students will be involved in Higher Education visits led by different subject areas. Most able students are also prioritised for one to one guidance interviews to facilitate aspirations and sign posting. We consider the needs of the individual student when allocating suitable work experience placements. Students are also encouraged to take part in a Russell Group research activity in years 7, 9 and 11. Shaping Futures also support many initiatives for MA students.

Stakeholders and Partners

Parents and Careers

We recognise the important role that parents have in their child's career development. Parents are e-mailed regularly and have a designated area under the careers area of the school website. Parents are invited to the annual careers convention, year 9 options evening, Sixth form information evening, Year 11 information evening and have access to the Independent Careers Advisor during parents' evenings.

Careers Support Agencies

The schools Independent Careers Advisor is Level 6 guidance trained and commits to regular ongoing CDP which is supported by the school.

As part of the Liverpool City Region Careers Hub the school is committed to the ongoing work directed by the Careers and Enterprise Company.

At Maricourt we work closely with Sefton Elevate Business Partnership to support the delivery of the KS4 employability programme which includes work experience, practise interviews and application form workshops. The school also participates in many funded opportunities delivered by them throughout the year.

The school is committed to working closely with Careers Connect and the local authority teams to support positive destinations for the young people.

Employers, Community Partners and Learning Providers

Everton in the Community (EITC) are based in school one day per week delivering an agreed action plan to target groups in all year groups.

Shaping Futures support many initiatives across the school in all department areas. They help with organising, funding and facilitating a wide range of opportunities for all subject areas. This includes, workshops, tailored talks, trips and university visits.

Aintree Hospitals continue to provide a volunteering programme for Sixth form students which is complimented with many outreach activities throughout the year for KS4 students.

Higher Education, colleges local learning and apprenticeship providers work collaboratively with the school to support the careers programme in school. Links, qualifications and initiatives are labour market lead and are designed to support career and employment pathways for students.

Through the schools 'meet the professionals' network and extensive work experience programme we are committed to maintain the strong relationships with the hundreds of employers who help support our work-related learning provision.

Monitoring, reviewing, evaluating and reporting

The school is committed to CPD for Careers and all team members actively seek CPD opportunities.

Regular meeting with Elevate Business Partnership, Careers Hub Network, Archdiocese link meetings, partner and community link reviews and the School Enterprise Link ensures a robust programme which meets all the criteria of the Gatsby Benchmarks and Government Statutory Guidance.

This combined with extensive pupil voice and parent, external provider and employer feedback ensures that there is a robust Careers programme that caters for all.

The Careers Leader meets termly with the link governor to review provision and reports directly to the governing board.

Annual Monitoring and Evaluations

The implementation of the careers programme will be monitored and reviewed by:

Reviews with Elevate Business Partnership

Reviews with Everton in the Community (EITC)

Reviews with Shaping Futures

Reviews with the independent Careers Advisor

Reviews with Racing to Schools

Pupil Voice in all year groups of all events

Internal monitoring includes, reviews with form tutors and pastoral leaders.

Work Experience monitoring, reviews from students, parents, employers and visiting staff from school.

Application form workshop and practice interview evaluations

Careers lessons are also included in the school self- review schedule and performance management.

Compass tracking with the school Enterprise link and Careers Hub lead.

Funding and Resources

The school have a designated Careers Leader, team and administrative support. Funding and resources for careers are allocated in the school budget and staffing plans.

Destinations

All student destinations are collected in house by the schools Careers Advisor in collaboration with the Local Authority Services and changes are made to the Careers programme accordingly.

Remote Learning

All students are offered additional opportunities to engage with virtual careers fairs and employer tours, take part in webinars, enter careers competitions and live talks with our external partnerships and employer links. This has ensured the students have remained engaged with careers opportunities during the Covid pandemic lockdown. All year groups have opportunities to meet virtually with employers and carry out virtual work experience tasks remotely with supervision from Maricourt staff if taking place in school hours at Maricourt and parents' consent for external opportunities offered outside of school hours during holidays. Students in all year groups have opportunities to engage with additional career opportunities remotely such as webinars, meet the employers and virtual work experience placements on offer. We advertise all career opportunities for schools on our remote learning noticeboard platform as well as on the Maricourt website and school social media platforms.

Annexes

A detailed Annual Careers Plan and Calendar of events can be viewed on the school website and it updated regularly. Careers Education map which has been showcased across the Liverpool City Region.

This policy is connected to other related policies such as PSHE, Citizenship, Diversity and Inclusion. There are strong links in teaching and learning and curriculum schemes of learning in relation to Personal Development.