

# CAREERS EDUCATION & GUIDANCE POLICY

## Mission Statement

Our Maricourt family, with Christ at the centre, is a community of welcome, compassion and respect in which we are encouraged to discover our true purpose and empowered to achieve the extraordinary so as to be the change we want to see in our world.

## **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 Plus is completed termly and action points inform improvements. The compass plus 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:

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

## **Learner Entitlement**

Every student is entitled to high quality careers education and guidance as part of their overall education and entitled to evaluate careers provision and use the 'future skills questionnaire tool in compass plus'.

## **Year 7 Provision**

Careers inspiration and support starts in Year 7 through introductory lessons during PSHE Careers time 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. 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. Whole cohort University trips are offered to raise aspirations and link education to future career destinations.

### **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. 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. Everton in the Community also conduct a ‘World of work day’ with a strong focus on key skills. Year 8 are invited to the annual careers convention to engage with employers, local college providers, universities and apprenticeship providers. A student careers ambassador programme has launched in which students will be able to explore labour market information in careers sectors and engage peers in raising aspirations to make informed decisions in the future.

### **Year 9 Provision**

Year 9 have timetabled Careers lessons in designated times in the PSHE timetable. 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, Stereotypes, 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 students will all attend a one to one options meeting with a member of staff to discuss their option choices and ask any questions or further advice.

## **Year 10 Provision**

At the end of Year 10, all students take part in a one-week Work Experience programme which involves over 150 employers each year. Students are entitled to arrange self-placements or use the Elevate EBP selection form route to obtain a placement. Both routes are coordinated and job descriptions created by Elevate EBP. 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 PSHE, 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. Students also keep a daily record of the skills they have learned in the work place through use and recording of notes in a work experience journal. All students have access to a Careers convention which gives advice and guidance on post 16 & post 18 opportunities. Year 10 students have an opportunity to attend local Colleges for taster days. 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. Year 11 also have the opportunity to look at interview techniques and CV creation which prepares them for their mock interviews with employers in the autumn term. Year 11 will have an assembly supported by apprenticeship providers, giving advice and guidance on a range of apprenticeship opportunities at all levels. Sefton Elevate EBP 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 one to one career 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 assemblies and form time with the addition

of advertising such notices on our 'class charts notifications platform'. 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. In addition to a career's adviser appointment, 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 are invited to attend a Careers Convention in Maricourt. 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 Sixth form students are given regular opportunities to participate in voluntary work to inspire employment aspiration opportunities. All year 12 students attend a work experience placement for one week to experience the world of work. All Year 13 students experience a practice interview with an employer from a chosen career area of interest, 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. Health and Social Care students participate in taster days at Edge Hill University. 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. 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. They also attend a presentation in house from University of Central Lancashire about student finance options.

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.

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

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 platform of 'class charts announcements' for all of the latest careers' opportunities on offer from Universities, Apprenticeships, live webinars and virtual work experience opportunities which are advertised regularly.

## **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. There is also a television screen outside the careers office which advertises notices and careers of the week.

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 class charts announcements.

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 in Maricourt from Year 7 to 11. Sefton Elevate EBP are involved with the KS4 work related learning activities in completing the programme. Students are proud of their work and experiences and they 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 8 -13.

Alumni are regularly used to inspire students and act as role models covering a range of subjects and year groups in coordination with the Careers Leader and Curriculum Leaders.

### **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. Curriculum Leaders complete a careers survey in which they capture career opportunities completed across key stages. Staff can seek advice and guidance from the Careers Leader.

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. They also support in the delivery of careers resources to celebrate National Careers and Apprenticeships weeks.

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

A careers directory of subject specific links is updated and distributed regularly to departments, parents and students.

There is also additional support in logging of student participation in careers compass plus systems. All participation of one to one guidance meetings is now added to our compass plus platform.

## **Groups of Focus**

### **SEND, Vulnerable and CLA**

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

All students receive extra 1:1 career interview. 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 SENCO, 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 sessions in year groups 7, 8, 9 and 10 which are delivered by our external partners - LFC foundation, Everton in the Community and Elevate EBP to support personal development.

### **Pupil Premium**

In year 11 Pupil Premium students are prioritised for 1:1 careers' interview. 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.

### **Higher Attaining Students**

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, 8, 9, 10 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 parents evening which complements the virtual resource for the options process, virtual Sixth Form information resource, Year 11 information evening and have access to the Independent Careers Advisor during parents' evenings. Careers events are also reported in the Maricourt newsletter termly.

### **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) and the LFC foundation are based in school throughout the year 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.

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, practice interviews, 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) & the LFC foundation
- Reviews with Shaping Futures
- Reviews with the independent Careers Advisor
- Reviews with Aintree Racing to Schools
- Pupil Voice in all year groups of all events in addition to Future Skills questionnaires.
- Internal monitoring includes, reviews with form tutors and pastoral leaders.
- Work Experience monitoring, student completion of work experience journals with reviews from students, parents, employers and visiting staff from school.
- Application form workshop and practice interview evaluations
- Compass plus 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.

### **Virtual/ Resource 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 post Covid pandemic lockdown to build up their self-esteem and confidence for face to face initiatives. 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 of class charts announcements as well as on the Maricourt website and school social media platforms.

### **Annexes**

An Annual Careers Plan with events can be viewed on the school website and is updated regularly. Careers education road maps which has been showcased across the Liverpool City Region.

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