



SETTLEBECK SCHOOL

Careers Education, Information, Advice and Guidance (CEIAG)

Careers Lead	
Name:	Ms Sally Ingham (Assistant Headteacher)

Approved by: Settlebeck School Academy Trust Board	
Name:	Peter Irvine
Position:	Chair of Governors
Signed:	
Date:	March 2023
Review date:	Spring 2024

Contents

1. Rationale	4
2. Context	4
3. Aims and Objectives	4
4. Provision	5
5. Roles and Responsibilities	6
6. Careers Entitlement	6
7. Provider access.....	7
8. Management of Provider access requests	7
Appendix A – Year 11 Destinations 2019- 2022	8

1. Rationale

Settlebeck School is committed to ensuring that all our students in Year 7-11 have high quality impartial careers advice and a careers education programme which enables them to plan and manage their career pathway effectively in an ever-changing world economy. Our programme promotes equity of opportunity, celebrates diversity and challenges stereotypes. We are committed to raising aspirations and broadening our student's horizons as well as ensuring our programme enables them to make informed decisions about their futures.

2. Context

Settlebeck School is an 11-16 academy, serving wide catchment area. Our students must progress to other institutions to continue their studies and as such we ensure that appropriate, impartial advice and guidance is available, including information and support regarding A' Levels, T Levels, Level 2 and 3 courses and apprenticeships.

We are committed to providing all students with a careers programme which is embedded into the curriculum and includes a variety of enrichments activities and work experience. Our curriculum has been carefully developed in line with the Gatsby Benchmarks for ensuring best practice and to meet the requirements of the Department of Education statutory Careers guidance and access for education and training providers (2023)

We recognise that too many young people leave the county after receiving received a very good education from the area's successful schools and as such our demographic is aging rapidly. We know that there is a high local demand for young people with high skill levels to join the local labour market and to make their contribution to the future of the local economy. By 2024 it is estimated that over 54,000 jobs will become available in Cumbria. But there will only be 18,000 school leavers in the same time period, creating a shortfall of 36,100.

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. Experience of work places
7. Encounters with further and higher education
8. Personal Guidance.

3. Aims and Objectives

This policy aims to set out our school's provision of impartial and informed careers guidance for our students. This includes the ways in which pupils, parents, teachers and employers can access information about our careers programme.

High-quality careers guidance is important for our students' futures, and our provision aims to:

- Help pupils prepare for the workplace, by building self-development and career management skills;
- Provide experience and a clear understanding of the working world;
- Develop students' awareness of the variety of education, training and careers opportunities available to them;
- Help pupils to understand routes to careers that they're interested in, and to make informed choices about their next step in education or training;

- Promote a culture of high aspirations and equality of opportunity, in which diversity is celebrated and stereotypes challenged;
- Ensure they receive the support and guidance needed.

This policy complies with our funding agreement and articles of association. We also act in line with our statutory duty under the 'Baker Clause' to be impartial and not show bias towards any route, be that academic or technical. This policy should be read in conjunction with our provider access policy statement, which sets out how our school meets this duty, and can be found on our school website.

4. Provision

Our careers provision is mapped against the Gatsby Benchmarks. The programme is delivered through a variety of methods, including explicit lessons and during tutorial sessions in Years 7-11. We utilise the START careers programme in all year groups. Furthermore, we work closely with Inspira to ensure all our students have the support they need. An overview of our career's programme is published on our website.

Students, parents and employers can request additional information regarding our careers programme by contacting Ms. Sally Ingham, Assistant Headteacher.

Year 7

- Developing skills and aspirations – How to be enterprising
- Developing skills and aspirations – broadening horizons, equality of opportunity.
- Exploring career options.
- Linking values and careers.

Year 8

- Community and Careers – developing awareness of equality of opportunity in life and the world of work, challenging stereotypes and discrimination in relation to work and pay.
- Difference between jobs and careers – exploration of different working patterns.
- Setting aspirational goals for future careers.

Year 9

- Career talks
- Developing aspirations
- Exploration of different career options and the abilities and qualities required.
- Taster day

Year 10

- Preparing for work - evaluating strengths and areas for developing, Post 16 options, academic and vocational pathways, CV and letter writing, health and safety at work, work experience placement planning, interview technique
- Mock Interview Day
- Work Experience
- Taster day at local college

Year 11

- Understanding the labour market
- Applying for course/apprenticeships/Post 16 options
- Interview skills
- Post 16 options assembly

- Post 16 taster sessions
- Work Experience (Autumn 21 only due to cancellation in Summer 21)
- 1:1 careers interviews

Other opportunities available:

- Lancaster University STEM Challenge
- UCL Literacy Programme 2021
- Post 16 taster sessions
- Open Evening event information.
- Careers Fairs
- Careers assemblies
- NCS assembly.
- HE visits

5. Roles and Responsibilities

Ms. Sally Ingham, Assistant Headteacher has responsibility for careers education, information, Advice and Guidance at Settlebeck School. Ms. Ingham can be contacted by phoning 015396 20383 or emailing inghams@settlebeck.org. All teaching staff contribute to the implementation of this policy through their role as Form Tutors and as subject specialists.

6. Careers Entitlement

All students are entitled to;

- Receive a stable careers programme from Year 7 that continues until they leave school in Year 11;
- Be provided with a minimum of **6 encounters** with technical education or training providers;
- Receive relevant impartial careers advice and guidance, including labour market data where relevant;
- Receive personal advice that helps them to achieve their individual career goals;
- Be equipped with the necessary skills to prosper in future study and employment;
- Have the relevant knowledge and skills to set realistic goals based on their own interests and skills, whilst considering local job market information about careers and skills development opportunities;
- Receive up to date information about careers and skill development opportunities;
- Understand how different subjects help to keep different options open;
- Have access to additional support, whether this is required as a result of a change of decision, personal circumstances or additional needs;
- Have the opportunity for work experience.

Students are expected to;

- Engage fully with careers lessons, activities and opportunities
- Utilise careers resources, including the START programme
- Record careers-related skills, participation and research, reflecting on what has been learnt.
- Identify and set goals for the future
- Actively participate in workshops, presentations and visits from external employers or providers;
- Attend informative events such as Option Evenings, Open Evenings and Careers Fairs;

7. Provider access

This statement sets out the school's arrangement for managing the access of providers to students at the school for the purpose of giving them information about the provider's education, training offer, or skills set and pathway needed for access to the career and education sector that provider represents. This complies with the school's legal obligations under Section 28 of the Education Act

All students Year 8-11 are entitled to:

- Find out about technical education, qualification and apprenticeship opportunities, as part of a careers programme that provides information on the full range of education and training options available at transition points;
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships through events, assemblies and taster events.
- Understand how to make applications for the full range of academic and technical courses.
- A minimum of 6 encounters with technical education and training providers: 2 encounters must

8. Management of Provider access requests

Any provider wishing to request access should contact: Ms. Sally Ingham, Assistant Headteacher and Careers Lead via inghams@settlebeck.org or 015396 20383

We welcome input into our careers provision from employers, Further and Higher education and apprenticeship providers. Our connections include former students, local employers, parents and Post 16 providers and we are keen to broaden this participation.

Outside agencies are also invited to support the curriculum in all subject areas.

Appendix A – Year 11 Destinations 2019- 2022

Sixth Form providers to study A' Levels

- Lancaster Royal Grammar School
- Lancaster Girls' Grammar School
- Queen Elizabeth School, Darlington
- Queen Elizabeth School, Kirkby Lonsdale
- Sedbergh School
- Skipton Girls' High School
- The Queen Katharine School
- Thomas Adams Sixth Form. Shropshire
- Hockerhill School, Hertfordshire
- York College

Further Education providers to study A' Level and Vocational Qualifications

Askham Bryan

- Public/Uniformed Services

Darlington College

- Art and Media Production
- Games Design

Lancaster and Morecambe College

- Drama
- Engineering
- Events management
- Health and Social Care
- Public/uniformed Services
- Sport

Kendal College

- A' Level Study
- T' Levels in Health and Social Care, Engineering and Sport
- Accounting
- Animal Management
- Art and Media Production
- Business
- Catering
- Childhood Studies
- Computing
- Construction
- Drama
- Events management
- Forensics
- Games Design
- Hair and Beauty
- Health and Social Care

- Equine Studies
- Joinery

Myerscough

- Agricultural Engineering
- Game Keeping
- Motor Vehicle Engineering
- Sport

Newton Rigg College

- Agricultural Engineering
- Animal Management
- Game Keeping
- Hair and Beauty
- Health and Social Care

Special School Post 16 Providers

- Sandgate School