



**Dame Elizabeth
Cadbury School**

Respect. Aspire. Believe. Commit.

Careers Policy 2024-2025

Policy date: September 2024

Review date: September 2025

Reviewed by: Miss K Shahmiri (Careers Lead)

Careers Education, Information, Advice and Guidance Policy (CEIAG)

Vision and values

The school is committed to providing a planned programme of Careers Education, Information and Guidance for all pupils in Years 7-13. Careers will be integrated into the pupils' experience for the whole curriculum and will be based on partnerships with external partners, teachers, pupils, parents and alumni.

The Careers programme at Dame Elizabeth Cadbury School will be an essential part in helping pupils to select appropriate 14- 19 pathways and to promote progress for all. With appropriate support, pupils can plan and manage their career path effectively in a changing global world of learning and work, ensuring that progression is both ambitious and aspirational. The programme promotes equality of opportunity, celebrates diversity and challenges stereotypes.

The policy is developed and reviewed annually by the Careers Leader and the Senior Leadership Team through discussions with teaching staff, the Careers Advisors, pupils, parents other external partners. It is based on current good practice from the Careers Development Institute and is guided by the Gatsby benchmarks, to ensure best practice and to conform to statutory requirements.

Statutory Requirements and Expectations

From September 2013, the Education Act of 2001 placed schools under a duty to ensure that all registered pupils in Years 8-13 have access to independent, accurate and impartial information, advice and guidance. Careers guidance secured under the new duty will:

- Be presented in an impartial manner
- Include information on the full range of post-16 education or training options
- Promote the best interests of the pupils to whom it is given. Careers education at Dame Elizabeth Cadbury School follows the recommendations from the Careers Development Institute (CDI) Framework 2018.
- At Dame Elizabeth Cadbury School we also comply with the Baker Clause giving students access to apprenticeships and technical course information.

Learner Entitlement

Dame Elizabeth Cadbury School Careers Programme is committed to providing all pupils in Years 7-13 with a programme of activities which are planned and coordinated with opportunities to measure learning outcomes. The careers programme is designed to meet the needs of all pupils at Dame Elizabeth Cadbury School. Just helping pupils to find 'the right job' has now been replaced with supporting pupils to be equipped with the knowledge, understanding, skills and personal qualities to plan and manage their career progression through learning and work. The programme is differentiated and personalised to ensure progression through activities that are appropriate to the stages of career learning, planning and development.

Careers Pupil Entitlement

1. Careers Education, Information and Guidance that meets professional standards of practice.
2. A careers programme that will raise aspirations, challenge stereotypes and promote equality and diversity.
3. Support in making well-informed and realistic decisions.
4. Access to impartial and independent information and guidance about the range of education and training that are most likely to help pupils achieve their ambitions.
5. The Careers Adviser is available every week and appointments can be booked by emailing kshahmiri@decschool.co.uk.

Birmingham Careers Hub

Dame Elizabeth Cadbury School is proud to be a member of Birmingham Careers Hub. We work with the local consortium of schools/colleges and business leaders to share best practice and help all schools work towards achieving the Gatsby Benchmarks.

Management and delivery

At Dame Elizabeth Cadbury School, we recognise the importance of putting into place effective management and delivery of the careers programme. The lead person for careers is Miss K Shahmiri, Deputy Headteacher who is line managed by the Head of School, Mr. C Seager. Regular meetings occur to monitor progress and evaluate the programme. The careers leader is responsible for ensuring the policy is fit for purpose, evaluating the impact of the policy and ensuring the operational aspects of the policy are in place. Each member of staff has a responsibility to embed employability skills within their teaching and learning and Directors of Learning have a responsibility to ensure that opportunities to exploit careers are clearly mapped into their curricula. Heads of House have pastoral responsibility for rewards and assemblies.

Staff Development

All staff are expected to contribute to the career learning and development of students in their different roles. To meet the training needs that arise from this, we will ensure that we have a minimum of two whole school CPD sessions a year and a number of staff briefings.

Using the Compass Tracker Plus tool our careers interventions are reviewed against the Gatsby Benchmarks every term.

We recognise the important role a parent/carer has in their child's career development. careers department should it be required. We aim to update Twitter regularly and communicate via texts and letters where appropriate.

Dame Elizabeth Cadbury School works closely with the local Birmingham Careers Hub (Careers and Enterprise Company). The school commits to collaborative working with employers, Higher Education, Further Education and local learning providers. We strive to foster excellent relationships with local businesses who regularly attend the college in line with LMI.

The Gatsby Benchmarks

Dame Elizabeth Cadbury School has adopted the Gatsby Benchmarks because they are judged to be an outstanding system for career guidance.

<http://www.gatsby.org.uk/uploads/education/reports/pdf/gatsby-sir-john-holman-good-careerguidance-2014.pdf> Benchmark

Benchmark 1: A Stable Careers Programme

- The careers programme is structured and updated by the Careers Leader who is a member of the Leadership Team. It is published and included on the school's website.
- The programme will be evaluated with feedback from all stakeholders.
- A framework for the planning, monitoring, review and delivery of the careers programme will be reviewed annually, using the quality standard for Careers Education and Guidance.
- Dame Elizabeth Cadbury School will measure and assess the impact of its own careers programme using the Gatsby Benchmarks and the Compass Plus tool, as well as using our own internal evaluations, including the opinions of providers, pupils, staff and parents/carers.
- Funding is allocated annually in the context of whole school priorities and particular needs for Careers Education, Information and Guidance.

Benchmark 2: Learning from Career and Labour Market Information (LMI)

- Labour Market Information (LMI) is included in the careers programme and PSHE, where appropriate. Additional information is provided by the Careers Adviser.
- The Careers Adviser provides independent careers guidance, including LMI to all Year 11/10/12/13 pupils and identified groups.
- Careers information and resources are in the careers meeting room, which contains impartial information. It is reviewed annually by the Careers Adviser.
- LMI updates are shared with staff at least annually at a CPD session and where appropriate in briefings sessions.
- Pupils will complete individual research with guidance and support from their form tutor during explicit careers form time sessions and during PSHE lessons.
- Pupils are also encouraged to use the National Careers Service and Helpline.

Benchmark 3: Addressing the Needs of Each Pupil

- The Careers and Learning for Life programme actively seeks to challenge stereotypical thinking and to raise aspirations.
- Dame Elizabeth Cadbury School will keep accurate records of each pupil's career experiences using Compass Tracker Plus and Launchyourcareer.com. This will be supported by staff recording and reviewing their activities and communicating this to the Careers Leader.
- Staff Careers Champions (one representative for each subject) will be introduced to support curriculum links and careers dialogue with pupils.
- Destinations are collated by the Careers Leader with the support of the Careers Adviser, who reports these to the local authority.
- An Alumni Network is being developed to foster greater links with our former pupils and allows us to track their long-term destinations. It also brings about new opportunities for our pupils (such as mentoring), enriching the delivery of our careers programme.
- The Careers Adviser/SEND department offers guidance and support to SEND pupils, and their parents, regularly. Careers Adviser appointments prioritise SEND pupils.
- The Careers Leader will track the career aspirations of individual pupils from Year 7-13; this helps to provide personalised advice for pupils. The careers destination spreadsheet is updated annually. The information is also used to identify pupils for the most relevant talks/workshops/visits.
- The Careers Adviser keeps accurate records of individual careers advice
- Pupils in all year groups will be given the opportunity to identify different career routes through form time and PSHE curricula, careers interviews and engagement events inside and outside of college. All pupils have access to the website and are encouraged to look at information from the full range of providers, including apprenticeships, universities, colleges, training providers, gap year and voluntary organisations and local employers.
- Science Technology Engineering and Mathematics (STEM) activities will form a large part of the careers programme but targeted activities will be organised by the STEM lead in Science.
- Year 11 pupils meet with their Careers Adviser to discuss their career plans and to confirm a destination for the end of Year 11.
- Year 12 pupils receive individual support and meetings with the Careers Leader and the head of sixth form when applying to university or for apprenticeships. The head of sixth form provides in-depth advice and support on completing and checking applications. Year 13 pupils receive personal advice from form tutors and the Head of Sixth form when completing UCAS or similar applications.

- Sixth Form pupils are encouraged to attend summer colleges and university workshops.
- Year 11/12 pupils are encouraged to apply for the National Citizenship Service (NCS).
- Year 11 will take part in a 'DEC Sixth form taster day' session.
- Students will all have access to their careers records in their Careers books/booklets.

Benchmark 4: Linking Curriculum Learning to Careers

- Employability and enterprise skills are to be embedded within the curriculum and developed in all lessons. These develop skills which will encourage pupils to become more effective workers, within a wider range of careers.
- Form tutors and class teachers of PSHE deliver the careers curriculum lessons within the form time and PSHE lessons. Through staff evaluations, ongoing training needs will be identified for planning and delivering the careers programme.
- The school supports national events, and we take part in the National Careers and Enterprise Weeks, where pupils take part in relevant activities. Learning during all lessons will have a link to careers during this week.
- Staff are encouraged to link learning in lessons to careers and employability skills.
- Heads of House promote and recognise achievements within weekly assemblies and via the college newsletter.
- Staff Career Champions (one representative for each subject) are being implemented to keep the Careers Leader informed of the careers work teachers are doing within their faculty, so we can record this centrally, and they will also help encourage more achievable work towards this. These staff help to develop resources and promote careers in their areas. They also have the opportunity to take part in CPD looking at careers.
- Pupils will now begin to experience a series of planned STEM activities either in lessons, workshops or afterschool clubs; these are updated annually.
- Pupils have the opportunity to take part in Combined Cadet Force (CCF) and Duke of Edinburgh (DofE) awards.

Benchmark 5: Encounters with Employers and Employees

- Pupils will be provided with opportunities to visit workplaces, participate in work experience and work shadowing. This occurs in year 9, 10, 12 and 13.
- Where appropriate, we will arrange visits for pupils to local businesses, colleges, work-based education, training providers and universities. This will assist pupils in making an informed decision about their future career.
- Pupils will have access to a wider variety of external speakers from local and national employers, professional organisations and Alumni. We hold annual events such as our Careers Day and Careers Fair.
- Careers Fairs allow all pupils the chance to engage with local employers.
- We will continue to develop partnerships with local employers and apprenticeship providers.

- Dame Elizabeth Cadbury School will work closely with the Careers and Enterprise Company to engage with their programmes and create new opportunities for our pupils. The college works in partnership with the Birmingham Careers Hub.
- Key Stage 4 and 5 pupils will take part in mock interviews and CV writing sessions.

Benchmark 6: Experience of Workplaces

- Year 12 pupils take part in a work experience placement organised by themselves (with staff support if needed), helping them gain an insight into the realities of searching for employment.
- Year 12 pupils are encouraged to attend a university summer school
- Year 11 and 12 pupils are encouraged to take part in the National Citizenship Service (NCS).
- Pupils in Year 7 and 8 are given the opportunity to experience the role of supporting clerical staff.
- Pupils in Year 9 will have the opportunity to take part in 'Take Your Child to Work Day', where they spend a day shadowing a parent, family member or family friend at work.
- Pupils in Year 10 will have the opportunity to take part in 'Take Your Child to Work Day', where they spend two days shadowing a parent, family member or family friend at work.
- Where possible, trips to employers will be organised. Pupils will be targeted using the careers aspirations database or opportunities will be advertised for pupils to sign up.

Benchmark 7: Encounters with Further and Higher Education

- The annual Careers Fair offers all pupils a meaningful encounter with learning providers, including sixth form, colleges, local employers, apprenticeship providers, training providers, voluntary schemes and gap year organisations.
- By the end of Year 13, all pupils will have experienced at least two visits to universities.
- Universities and colleges are regularly invited into school to speak to pupils or deliver workshops. These workshops and presentations from higher education providers take place for pupils in Years 7- 11.

Benchmark 8: Personal Guidance

- Pupils at Dame Elizabeth Cadbury School will be supported either as individuals or in groups. This may be face-to-face or virtually.
- The Careers Adviser will provide targeted independent careers guidance to all Year 10/11 pupils and identified pupils in all year groups.
- Year 10, 11, 12 and 13 pupils applying for apprenticeships will be allocated meetings with the Careers Adviser to support them in searching for and applying for apprenticeships, in checking CVs/applications and providing mock interviews.
- The careers section on the school website and the careers library within the career office includes up to date careers information.
- Independent face-to-face careers guidance, where it is the most suitable support for young people to make successful transitions, particularly children from disadvantaged backgrounds, looked after children or those who have special educational needs, learning difficulties or disabilities, will be provided when appropriate.

- Dame Elizabeth Cadbury School will work closely with the Local Authority through the provision of SEND support services: preparing for adulthood.
- Access to an impartial Careers Adviser is available to all year 10, 11, 12 and 13 pupils. Additional appointments can be made on request via the website.
- Sixth Form pupils receive additional guidance and support from tutors and the Head of Sixth Form when applying to university or apprenticeships. This includes in-depth advice and support completing and checking applications.

This policy should be read in conjunction with the DEC Provider Access Policy and the DEC Careers Plan 24-25.