



Thinking Schools Academy Trust “Transforming Life Chances”



Plymouth High School for Girls

Careers Education Information and Guidance Policy (CEIAG)

This Policy was ratified	March 2023
This policy was ratified by	SW RGB
The Policy is to be reviewed (Bi-annually)	March 2025
Statutory	Yes
Source	TSAT / School

1.0 CAREERS STRATEGY AND RATIONALE

A planned programme of careers and inspiration activities is a vital component in preparing young people for the world beyond Plymouth High School for Girls. We aim to raise aspirations, challenge stereotypes, maximise students' academic and personal achievements and encourage them to consider a wide range of careers. Through careers education and guidance, it is hoped that students will be encouraged to make the most of their talents and to go on to jobs or courses which suit their needs and intelligence.

Plymouth High School for Girls is committed to providing its students with a planned programme of careers education for all students in years 7-13, information, advice and guidance that is impartial and confidential and prepares students for the challenges of adult and working life.

2.0 AIMS

CEIAG is crucial in order to meet the skills, knowledge and understanding needed by each student. The staff and Governors at Plymouth High School for Girls recognise that career planning is not limited to one stage in life. For this reason, careers education and guidance aims to develop career management skills which students can draw on at each stage in their career planning. We fully endorse the DFE's 'Careers strategy: making the most of everyone's skills and talents' (December 2017) and the 8 Gatsby benchmarks:

The Gatsby Career Benchmarks: a world-class standard for schools and colleges

1. **A stable careers programme.** Every school and college should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers.
2. **Learning from career and labour market information.** Every student, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.
3. **Addressing the needs of each student.** Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. A school's careers programme should embed equality and diversity considerations throughout.
4. **Linking curriculum learning to careers.** All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.
5. **Encounters with employers and employees.** Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.
6. **Experiences of workplaces.** Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.
7. **Encounters with further and higher education.** All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.
8. **Personal guidance.** Every student should have opportunities for guidance interviews with a career adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made.

3.0 DELIVERY AND CONTENT

Careers Information and Advice is provided through dedicated lessons to provide informative guidance to assist in the development and future career directions of students. Advice and guidance is provided through group workshops, enterprise events, individual interviews, college partnership courses, college and university visits, and presentations by prospective employers. Brochures, leaflets and other forms of printed material are provided and additional advice through subject teachers.

An independent Careers Advisor attends the school at key times throughout the academic year to provide individual advice and guidance to students. All careers advice and guidance given is person centred, impartial, unbiased and confidential (within legal confines) and meets professional standards of practice. During arranged events including 'Parents Evenings', 'Open Evenings' and 'Options Evenings', careers information and advice is made available to students, parents and carers.

The Careers Centre is stocked with key publications suitable for a range of ages and abilities, with advice on hand from Mrs Longford. The Careers Centre Name is located in the Annex next to A27 and is easily accessible to students and staff. Materials are audited annually to ensure information is up-to-date and accurate and relevant to meet with the students' requirements.

Further information is available on the school's website displaying current careers advice for all year groups and contains web links to reliable careers websites.

Students in Years 7-13 are entitled to:

- have access to their careers' advice records to support their career development.
- have the opportunity to learn the different STEM subjects to help them gain entry to, and be more effective workers within, a wide range of careers (by the age of 14).
- at least one experience of a workplace, additional to any part time jobs they may have (by the age of 16).
- have one further workplace experience additional to any part time job they may have (by the age of 18)
- have a meaningful encounter with providers of the full range of learning opportunities, including Sixth Forms, colleges, universities and apprenticeship providers – including opportunities to meet both staff and students (by the age of 16)
- at least two visits to universities to meet staff and pupils (by the age of 18)
- receive guidance interviews with a careers adviser by the age of 16, and the opportunity for a further interview by the age of 18
- hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships.
- understand how to make applications for the full range of academic and technical courses available.

At points across the school year, a variety of employers and external providers are invited into Plymouth High School for Girls to talk about different careers.

4.0 PROVIDER ACCESS STATEMENT

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purposes of giving them information about the provider's education or training offer.

This complies with the school's legal obligations under Section 42B of the Education Act 1997.

5.0 STUDENT ENTITLEMENT

In years 7-13 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships.
- To understand how to make applications for the full range of academic and technical courses.

For students of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for students during the 'first key phase' (year 8 to 9) and two encounters for students during the 'second key phase' (year 10 to 11). For students in the 'third key phase' (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for students to attend.

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and students from the provider)
- answer questions from students.

6.0 MEANINGFUL PROVIDER ENCOUNTERS

One encounter is defined as one meeting/session between students and one provider. We are committed to providing meaningful encounters to all students using the [Making it meaningful checklist](#).

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our students.

7.0 PREVIOUS PROVIDERS

In previous terms/years we have invited the following providers from the local area to speak to our students:

- Met Office
- Healthcare Southwest
- Babcock
- Princess Yachts
- Wolferstans
- Ocean City Media

8.0 DESTNIATIONS OF OUR STUDENTS

Last year our year 11 students moved to a range of providers in the local area after school:

- 87.4% Full Time Education School
- 10.9% Full Time Education College
- 0.8% Full Time Education Other
- 0.8% NEET

Last year our year 13 students moved to a range of providers in the local area after school:

- 72% university
- 4% Apprenticeships
- 5% Employment
- 19% Gap year

9.0 MANAGEMENT OF PROVIDER ACCESS REQUESTS

A provider wishing to request access should contact Heather Longford. Who can be contacted via the main school contact details.

Heather Longford will look to provide access through integration into our careers programme.

The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students.

Once visits have been agreed, the school will provide appropriate rooming to facilitate the visit, along with any equipment requested by the provider, where it is available.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Centre which is managed by Heather Longford. The Careers Centre is available to all students at lunch and break times.

10.0 OPPORTUNITIES FOR ACCESS

The school offers the six provider encounters required by law (marked in **bold** text) and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to students or their parents or carers. The programme below shows the range of activities which students currently undertake.

Careers Research, Advice and Opportunities Schedule 2022 - 2023

	Autumn Term	Spring Term	Summer Term
Year 7	Introduction to Unifrog	National Careers Week Assembly delivered by Alumni outlining career journey – with Q and A	Grow Career Skills that Glow; Careers Development Badge Challenge.
Year 8	Your Future is immersive – Digital Future’s Summit run by South West Digital Skills Partnership	National Careers Week Assembly delivered by Alumni outlining career journey – with Q and A	Enterprise Day – Starting A Community Project, developing key skills relating to careers and enterprise
Year 9	Skills Launchpad Plymouth – Find the Career of your dreams!	Princess Yachts – Girls on Board. Virtual event initiative to increase the level of engagement for marine apprenticeships amongst girls and young women.	Enterprise Day – The Tyre Challenge, developing key skills relating to careers and enterprise
Year 10	Apprenticeship Presentation delivered by the Apprenticeship Support and Knowledge Team – with Q and A	National Careers Week Assembly delivered by apprentices from Babcock with Q and A	Work Experience Week and debrief session.
Year 11	Year 11 Mock Interviews – local employers test students interview skills	National Careers Week Assembly delivered by apprentices at Babcock with Q and A	Alternatives to A Levels – assembly delivered by Plymouth City College focusing on Btec, extended diplomas, T Levels and apprenticeships with Q and A
Year 12	Year 12’s first day at PHSG; team building session delivered by the Royal Navy and the Army outreach teams.	The National Apprenticeship Show – Exeter Exhibitors included Bourne Leisure, Brend Hotel Group, Building Greater Exeter, Kwik Fit, Mercedes-Benz, The Met Office, PKF Francis Clark, Royal Navy, Proud to Care Devon, British Army, Stagecoach, Rate My Apprenticeship...	Visit from the CEO of the Met Office. Penny Endersby Chief Executive of the Met Office since 2018; A physicist and engineer by training, with a distinguished career as a government scientist and leader, mostly in the Ministry of Defence. With Q and A
Year 13	Physiotherapy – Career Talk; A hands on, problem solving approach to healthcare with Q and A	Apprenticeship Presentation delivered by the Apprenticeship Support and Knowledge Team – with Q and A and workshop for students who which to apply for an apprenticeship	Visit from the CEO of the Met Office. Penny Endersby Chief Executive of the Met Office since 2018,. A physicist and engineer by training; with a distinguished career as a government scientist and leader, mostly in the Ministry of Defence. With Q and A