

Stepney All Saints School

We Learn Together | We Pray Together | We Achieve Together



Careers Information, Education, Advice and Guidance (CIEAG) Policy (Inc. provider access policy)

Committee Review: P&C

Ratified: December 2021

TBR: December 2023

SLT responsible: Adnan Hoque

Policy for Careers Information, Education, Advice and Guidance (CIEAG) rationale

Careers information, education, advice and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. Careers education is about planning for all stages of transition within school and beyond. A progressive programme of activities supports students in choosing pathways that suit their interests and abilities and helps to prepare them for an ever-changing workplace to sustain employability throughout their working lives. It also plays a central role in raising achievement through encouraging students to be ambitious.

Commitment

Stepney All Saints Secondary School is committed to providing students with a programme of careers education, information, advice and guidance (CIEAG) for all students in years 7 – 13. The school endeavours to follow statutory guidance to secure independent and impartial careers guidance for young people in schools (DfE, 2013), and other statutory advice as it appears. Impartial advice means showing no bias towards a particular education or work pathway.

Aims

The CIEAG policy is designed to:

- Support in raising achievement, through increasing aspirations and motivation.
- Support inclusion, challenge stereotyping and promote equality of opportunity.
- Encourage participation in continued learning including further education, higher education and apprenticeships.
- Identify and encourage enterprise and employment skills.
- Contribute to the economic prosperity of individuals and communities.
- Develop a broad understanding of the world of work and an ability to respond to changing opportunities.
- Develop independent research skills so that students can make choices based on their aspirations and the information they can access.
- Develop the skills students need to review achievements, plan future actions, make decisions, present themselves well and cope with change and transition.

It is recognised that the process of making career decisions is a lengthy one but one that can start early in their secondary education. Students are encouraged to have high aspirations and consider a broad and ambitious scope of careers based on a range of activities that will inspire young people.

The nature and implementation of careers education

It is recognised that there are a wide variety of opportunities for fulfilling the aims of this policy. Careers education is not taught as a discrete subject, rather it is delivered as appropriate opportunity arises within (but not exclusively) the following areas:

1. The careers advice service
2. PSHE, citizenship and tutor programme
3. Work experience and work related learning (e.g. building links with local employers)
4. Curriculum subjects
5. Careers week
6. Higher education and Jobs fairs
7. Alumni (role models)
8. Speakers from the world of work through the SASS Champions and SASS Futures programmes
9. University and workplace visits
10. Mentoring and coaching
11. Business activities developed from the school's focus on business enterprise
12. Online resources (e.g. Unifrog, Skills Builder etc.)
13. Interview practice with business mentors
14. Transition evenings through parental meetings and forums (e.g. options evenings)
15. Career management skills such as CV building, cover letter writing, job searches and interviews
16. Parent engagement evening introducing careers and educational options available to students pre and post-16
17. Employer visits to a variety of organisations focusing on STEM and Women Into Work
18. Assembly talks by Careers Manager to all year groups to introduce careers at Stepney All Saints School and Sixth Form
19. Careers and advice noticeboard outside main hall and sixth form hub
20. Online advice and guidance via online planners, school website and Unifrog platform.

Focus in each year group

Year 7: The focus is on self-awareness activities in identifying strengths and weaknesses

Year 8: The focus is on decision making and raising awareness of careers and opportunities in the future

Year 9: The focus is on self-assessment, career paths and options post-14.

Year 10: The focus is identifying and evaluating strengths and weaknesses and raising awareness of career opportunities for post-16

Year 11: The focus is post-16 options, work experience, interviews and the application process, with every student receiving a one-to-one careers advice session with a qualified advisor

Year 12: Introducing students to the world of work through SASS Futures and SASS Champions Programme and developing key skills such as leadership, teamwork, communication & problem solving skills through the Personal Development Programme

Level 3 students; The focus is upon independent learning and academic progress;
Developing skills needed to be successful 'A' Level students

Level 2 students; The focus is to identify the skills and qualifications they need to pursue preferred pathways at level 2/3

Year 13: The focus is upon higher education with UCAS support, apprenticeships and employment opportunities with group and one-to-one support.

Vocational profiling is completed for all SEN students in year 9, year 11 and year 13

Equality and Diversity

Careers education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

Appendix 1

***The school has a partnership agreement with the London Borough of Tower Hamlets to support independent and impartial careers guidance for students**

Key

THCS – Tower Hamlets Careers Service
NEET – Not in Education, Employment or Training
ILC – Independent Learning Centre/Library
DHT – Deputy Head Teacher
HOY – Head of Year
CM – Careers Manager
SASS – Stepney All Saints School
G&T – Gifted and Talented
AH – Adnan Hoque
SEN - Special Educational Needs

The Switch formerly The Education Business Partnership is a charity which provides employability education support to schools.

The list below outlines opportunities that students in each year group are given throughout the academic year. This list is not exhaustive; the provision is monitored and evaluated by the CM and AH.

Careers Map

Year 7

The focus is upon self-awareness activities and identifying strengths and weaknesses

- PSHE/Citizenship programme including:
 - settling into school and managing self
 - setting targets and monitoring progress
- A Year 7 Parents' Evening and one Academic Review day to report upon progress
- Data from two tracking periods on progress
- Whole year group workshop with The Switch on financial skills
- Access to advice and guidance with CM during break time/lunchtime and free periods
- Assembly talk delivered by CM introducing careers and guidance at SASS
- Employer and educational visits
- Careers and guidance noticeboard outside main hall
- Unifrog platform introduction and upload, platform is used by students to support career choices
- Skills Builder website to focus on 8 essential skills development

Year 8

The focus is upon decision making and raising awareness of careers and opportunities in the future

- PSHE/ Citizenship programme including:
 - Introduction to careers
 - Setting targets and monitoring progress

- A Year 8 Parents' Evening and one Academic Review day to report upon progress
- Data from two tracking periods on progress
- Whole year group workshop with The Switch on interpersonal skills
- Access to advice and guidance with CM during break time/lunchtime and free periods
- Assembly talk delivered by CM introducing careers and guidance at SASS
- Employer and educational visits
- Mentoring opportunity where possible
- Careers and guidance noticeboard outside main hall
- Unifrog platform interaction with focused year group activities
- Skills Builder website to focus on 8 essential skills development

Year 9

The focus is on self-assessment, career paths and options post-14.

- SEN/potential NEETs are targeted for face-to-face guidance from THCS
- Targeted students and their parents are offered options interview with a member of senior staff (SLT)
- Students will have had an options booklet to take home to discuss with parents
- Students have a dedicated Year 9 Options Evening giving impartial advice from THCS
- Students discuss their academic progress at a Year 9 Parent's Evening and two Academic Review days
- PSHE/ citizenship programme including:
 - Goals, choices, decisions
 - Developing a progress file including action plans, personal statements and achievement log
- Data from two tracking periods on progress
- Advice in assembly from Head of Year, Head of Key Stage and Headteacher
- Targeted girls to access the Newark Youth London Social Action programme with external mentors who develop presentation skills, interview techniques, CVs and general confidence-building activities.
- Assembly to Year 9 students introducing the THCS and their work
- Whole year group workshop with The Switch on options
- Access to advice and guidance with CM during break time/lunchtime and free periods
- Assembly talk delivered by CM introducing careers and guidance at SASS
- Employer visits and educational visits
- Careers and guidance noticeboard outside main hall
- Launch of Duke of Edinburgh Bronze Award
- Unifrog platform interaction with focused year group activities and to support options and career choices
- Skills Builder website to focus on 8 essential skills development
- Personal development programme after school with identified students

Year 10

The focus is identifying and evaluating strengths and weaknesses and raising awareness of career opportunities for post-16

- Assembly to Year 10 students re-introducing the THCS and their work
- Potential NEET students or those who are vulnerable have one to one careers interviews with a careers adviser from THCS to discuss future employment/education options
- PSHE/ citizenship programme
- A Year 10 Parents' Evening and one Academic Review day to report upon progress.
- Data from two tracking periods on progress
- Advice in assembly from Head of Year, Head of Key Stage and Headteacher
- Students have access to vocational courses in ICT, Business, Health and Social Care and Sports as well as Science within the formal curriculum
- Careers in Theatre day for Yr10 drama students
- Whole year group workshop with The Switch on interpersonal skills
- Access to advice and guidance with CM during break time/lunchtime and free periods
- Assembly talk delivered by CM introducing careers and guidance at SASS
- Employer and educational visits
- Careers and guidance noticeboard outside main hall
- Army partnership to identify 30 students for personal development
- Ernst and Young – Women's Network
- Ernst and Young – Young Men's Network
- Opportunity to attend higher education establishments
- Duke of Edinburgh – Silver Award
- Mentoring with Bayes Business School
- Unifrog platform interaction with focused year group activities and to support options and career choices
- Skills Builder website to focus on 8 essential skills development
- Personal development after school club with identified students
- Engage with Newark Youth London to create female social action group

Year 11

The focus is post 16 options, work experience, interviews and the application process

- Every student in year 11 has a one to one carers meeting with a qualified advisor from CER Education or THCS
- Assembly to year 11 students highlighting the THCS and their work
- Work experience from June – one week during the summer term. Students have to contact their work experience placement, undertake normal duties and reflect on their experiences in a work experience diary
- Head to Head interviews with The Switch, each student is given a true interview experience. They will be interviewed by a business volunteer who will give them both verbal and written feedback. This practice interview will help the students gain the necessary skills/ techniques for future interviews.
- Students have access to vocational courses in ICT, Business, Health and Social Care, Sports as well as Science within the formal curriculum
- All of year 11 students receive at least two work related activities per year and all learners engage in vocational education through the formal curriculum. These include work visits, conferences, mentoring, business competitions, team building and work based projects as well as work experience and involvement in the summer business

school.

- All year 11 receive post-16 counselling from form tutors and senior members of staff at the end of their KS4 programme.
- SEN and potential NEET students have face-to-face careers interviews with a careers adviser from THCS to discuss future employment/education options
- PSHE/ citizenship programme including:
 - Writing a CV and covering letter
 - Personal statements
- Advice in assembly from Head of Year, Head of Key Stage and Headteacher
- Access to advice and guidance with CM during break time/lunchtime and free periods
- Assembly talk delivered by CM introducing careers and guidance at SASS
- Employer visits
- Careers and Guidance noticeboard
- Shared Outcome/Army partnership to identify 30 students for personal development
- Ernst & Young – Women’s Network
- Skills London and other careers/HE fairs
- National Citizen Service – NCS, targeting all students to sign up to summer scheme
- Parent engagement evening introducing careers and educational options available to students pre- and post-16
- Opportunity to attend higher education establishments
- Engage with Newark Youth London to create female social action group
- Unifrog platform interaction with focused year group activities and to support post-16 options and career choices
- Skills Builder website to focus on 8 essential skills development
- Personal development after school club with identified students

Year 12

Level 3 students; the focus is upon independent learning and academic progress and developing the skills needed to be successful ‘A’ Level and Level 3 BTEC students.

Level 2 students; the focus is to identify the skills and qualifications they need to pursue their preferred pathway at level 3

- Work experience during the summer holidays and online virtual placements
- Access to THCS for individual interviews at Level 2 or not going to university
- Student Assisted Medical and Dental Applications (SAMDA) with Queen Mary University of London, an organisation which encourages trainee doctors to help prospective doctors with the application process. This involves a clinicians evening at the Royal London Hospital; personal statement writing and interview practice
- Practice and training available for students who need to take medicine related entry tests such as UKCAT, BMAT and LNAT for university places
- Social Mobility Scheme providing mentoring and work placements
- LSE Summer School in Economics, Politics and Sociology
- Young Enterprise – interview skills master class, CVs, role-plays
- Access to advice and guidance with CM during break time/lunchtime and free periods
- Assembly talk delivered by CM introducing careers and guidance at SASS
- Employer visits
- Careers and Guidance noticeboard
- Careers/HE jobs fair
- Skills London
- NCS targeting 25 students to sign up to scheme

- Parent engagement evening introducing careers and educational options available to students pre and post 16
- Targeting potential NEET students and looking for positive outcome with parent support
- Pathway CTM – Employer Insight Days
- Mentoring with Bayes Business School, Career Ready and The Switch - Aim2Attain Programme
- Duke of Edinburgh – Silver/Gold
- Unifrog platform used by students to support options and pathways choice
- SASS Futures and SASS Champions Programme

Year 13

The focus is upon higher education, apprenticeships and employment opportunities

- CM available for all students who want an interview regarding 'life after the sixth form'
- Work experience opportunities
- All students are encouraged to apply to university and to explore employment and apprenticeship options. The idea is for students to have as many options available to them on the completion of their 'A' Levels so they can make informed decisions about their futures.
- Interview Preparation day at Clare College Cambridge.
- University Scholarship schemes include
 - Bayes Business School
 - London Metal Exchange
- Students are also encouraged to apply for the KPMG School Leavers Programme
- Guest speakers from the world of work
- Apprenticeship programmes for school leavers through 'The Brokerage' – who provide roles in the City of London, in Banking, insurance and the Legal Sector
- Sixth Form Student Planner contains information on UCAS, Careers contact details; Child Line telephone number.
- Access to advice and guidance with CM during break time/lunchtime and free periods
- Assembly talk delivered by CM introducing careers and guidance at SASS
- Employer visits
- Careers and guidance noticeboard in sixth form hub
- Careers jobs fair
- Skills London
- Targeting potential NEET students and looking for positive outcome with parent support
- Unifrog and Start Profile used by students to support further education options and career choices
- SASS Futures and SASS Champions Programme

Sixth Form Enrolment:

The focus is to ensure that all students are placed on the right course

Year 11 Internal Students:

- All Year 11 students attend a series of assemblies about life in the Sixth Form at SASS
- Students are then invited to attend our Open Evening where they are given a tour of the facilities by current Year 12 and 13 students. They have a chance to speak to Sixth Form teachers regarding the course offered at Post-16. All students receive an information bag containing a prospectus with course information.
- All students have an interview with a member of SLT to discuss their options at Post-

16. Year 11 tracking data and predicted grades are used to ensure all students are offered advice and guidance on appropriate courses.

- Students attend Taster/Transition Day in the summer term
- All students receive a second interview on results day to finalise their option choices
- Students who do not apply to SASS have interviews with CM to ensure that they have an appropriate place of study for Year 12

Year 11 External Students:

- Students can attend an Open Evening where they are given a tour of the facilities by current Year 12 and 13 ambassadors and they have a chance to speak to sixth form teachers regarding the courses offered at Post-16. All students receive an information bag containing a prospectus with course information.
- The CM is available on Open Evenings' to answer questions about how we support our students at KS5 to be career ready.
- All students receive an interview with senior members of the sixth form team to discuss their options at Post-16. Year 11 predicted grades are used to ensure all students are offered advice and guidance on appropriate courses.
- Students attend Taster/Transition Day in the summer term.
- All students receive a second interview on results day to finalise their option choices.

Provider Access Policy

Responsible Governor
Dermot O'Brien

Responsible Head of Careers
Mohammad Fayaz Uddin

Responsible SLT Line Manager
Adnan Hoque

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to students at the school for the purpose 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.

Student Entitlement

All Students 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 – through options events, assemblies, tutor time and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

Parental Engagement

The school's Careers Manager is available for parents to make an appointment with, to discuss education, training and careers pathway options for their children using the details below.

Parents can find further information on our school website in the 'for parents' section and can give feedback via the online evaluation form.

Management of provider access requests Procedure

A provider wishing to request access should contact *Mohammad Fayaz Uddin (Careers Manager)*

Telephone: 0207 790 6712 ext 197; Email: *careers@stepneyallsaints.school*

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers (please see Appendix 1: Annual Calendar of Events).

Please speak to our named CIEAG leader (Mohammad Fayaz Uddin) to identify the most suitable opportunity for you.

The school's policies on safeguarding and visitors sets out the school's approach to allowing providers into school as visitors to talk to our students. These can be found on the school

website.

Premises and facilities

The school will make the Sports Hall, Great Hall, VLE, classrooms and other spaces available for discussions between the provider and students, as appropriate to the activity. The school will also make available projectors and other specialist equipment to support provider presentations both in person and virtual events. This will all be discussed and agreed in advance of the visit with the Careers Manager.

Monitoring, evaluation and review

Stepney All Saints regularly carries out sample surveys internally and by external providers to establish the effectiveness of workshops, activities and work experience opportunities to ensure our students are benefiting and developing key skills and having appropriate interactions as outlined within the Gatsby Benchmarks appropriate to the key stages.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the reception or with our Careers Manager who will distribute the relevant information to students.

The CIEAG programme is monitored regularly and evaluated by our careers manager and Tower Hamlets Careers Service. As part of this monitoring and evaluation process, The Switch, that provide and run whole year group workshops, evaluate this provision.

Work experience

- Work experience placements are vetted by the CM in accordance with safeguarding requirements.
- Vulnerable students are seen with their guardians to agree on expectations and given a protocol of what to do if they have any issues. Further guidance may be given depending on the individual circumstances of the student.
- Clear guidelines will be given to all students and employers about absences and any misconduct.
- Students are monitored by either a visit or phone call to their placement and a visit form will be completed to record the outcome of the work experience so far
- Student performance will be evaluated by the employer in their diaries
- Evaluation of the placement with the employer will take place at the end of each period of work experience

All other activities

- Where possible, all activities are evaluated by students for impact and parent/carer feedback is very much encouraged via the online careers evaluation form.

Appendix 1: ANNUAL CALENDAR OF EVENTS

Last review date: 01.10.2021

Person Responsible: Mohammad Fayaz Uddin (Careers Manager)

	Autumn Term	Spring Term	Summer Term
Year 7	<ul style="list-style-type: none"> • Assembly and tutor group opportunities • Tutor time workshops • Unifrog • Skills Builder 	<ul style="list-style-type: none"> • Assembly and tutor group opportunities 	<ul style="list-style-type: none"> • Assembly and tutor group opportunities • PSHE
Year 8	<ul style="list-style-type: none"> • Assembly and tutor group opportunities • PSHE • Mentoring with Prince's Trust • Tutor time workshops • Unifrog • Skills Builder 	<ul style="list-style-type: none"> • Assembly and tutor group opportunities 	<ul style="list-style-type: none"> • Assembly and tutor group opportunities
Year 9	<ul style="list-style-type: none"> • Careers evening • Assembly and tutor group opportunities • DofE – Bronze Award • Tutor time workshops • Unifrog • Skills Builder 	<ul style="list-style-type: none"> • Assembly and tutor group opportunities • Parents Evening • KS4 Options Evening • PSHE 	<ul style="list-style-type: none"> • Assembly and tutor group opportunities
Year 10	<ul style="list-style-type: none"> • Careers Evening • Assembly and tutor group opportunities • Mentoring with Career Ready • DofE Silver Award • Tutor time workshops • Unifrog • Skills Builder 	<ul style="list-style-type: none"> • Assembly and tutor group opportunities • PSHE 	<ul style="list-style-type: none"> • Assembly and tutor group opportunities • Parents' Evening
Year 11	<ul style="list-style-type: none"> • Assembly and tutor group opportunities • Mentoring • Parents Evening • Tutor time workshops • Unifrog • Skills Builder 	<ul style="list-style-type: none"> • Assembly and tutor group opportunities • Apprenticeships talk • Sixth Form interviews • PSHE 	<ul style="list-style-type: none"> • Y11 Matters Evening • Assembly and tutor talks • Results day work experience preparation sessions

Year 12	<ul style="list-style-type: none"> • Careers/Higher Education Fair • Post-18 assembly -apprenticeships • Mentoring • PSHE • Tutor time workshops • Unifrog • Skills Builder • SASS Futures 	<ul style="list-style-type: none"> • Small group sessions: future education, training and employment options • Parents evening • Apprenticeships talk 	<ul style="list-style-type: none"> • Small group sessions: future education, training and employment options
Year 13	<ul style="list-style-type: none"> • Careers/Higher Education Fair • Workshops – HE and higher apprenticeship applications • Mentoring • Parents Evening • 1:1 University and apprenticeship application support • Tutor time workshops • Unifrog • Skills Builder • SASS Futures 	<ul style="list-style-type: none"> • Apprenticeships talk • Small group focused careers discussions 	<ul style="list-style-type: none"> • Post-18 assembly – apprenticeships • Results Day • PSHE