



The Royal
School

CAREERS EDUCATION AND GUIDANCE



United Learning
The best in everyone™

POLICY HISTORY

Current Owner/s: K Fry			
Original author/s: I Senior			
	Date	Updated by	Nature of update
Policy reviewed:	Sept 2020	K Fry	Full update
Policy reviewed:	Sept 2020	S Motley	References to Principal changed to Head. No further updates
Policy reviewed:	April 2021	K Fry	Changed access to careers resources to include Google Classroom. Change of job titles: Deputy Heads and Head of Lower and Upper School. Omitting the term Diamond Diploma.
Policy reviewed:	Aug 2021	K Fry	Changes to include the introduction of the FR programme
Policy reviewed:	Sept 2022	K Fry	Changes to pronouns Changes to Appendix 1
Policy reviewed:	Sept 2023	K Fry	Removal of prep school info Addition of The Tyre Challenge (Y8) Omit 'Day in Business' (Y9) Addition of Careers in STEM lesson (Y9) Change name of TSTW to 'Employability Skills Day' (Y10) Replaced mention of individual staff to SLT Addition of Future Skills Questionnaire for all pupils to complete at the beginning of the academic year. Changes to Appendix 1.
Next review due:	September 2024		

POLICY STATEMENT

This policy is for the Whole of the Royal School.

Careers Education at The Royal School is an integral part of the learning for all pupils, and aims to support fully the School's ethos and philosophy. In particular, with regard to careers, this means to "nurture every pupil" towards "personal fulfilment" and towards "healthy self-esteem" and "personal success".

The provision of a dedicated, qualified Careers Officer at the school underlines the importance of careers education in enabling every student to have access to very personal support and guidance, in addition to a structured programme of learning. Our programme is mapped and reviewed against relevant advisory or policy frameworks, to ensure that we meet the needs of all students, but also remains flexible and responsive to the changing external world of work and education.

Above all, Careers Education at the Royal School aims to reflect the whole School ethos, to build and maintain an atmosphere of trust and positive support for each student, encouraging every individual to aspire and achieve.

AIMS

- To inspire and raise the aspirations of each student to define and realise his/her/their own way forward; to develop an understanding of him/herself/their, including abilities, interests and values
- To help each student to develop the knowledge, understanding, skills and personal qualities to progress through learning and work
- To provide information, research resources, inspiring speakers and contacts for opportunities beyond school, including further and higher education, apprenticeships, part time and voluntary work, gap years, and employment
- To enable each student to investigate and analyse relevant information and make informed and realistic choices; this includes ensuring that all students recognise the importance of STEM subjects in their education and to their future career prospects
- To enable and support every student to experience the world of work in a way that is relevant and meaningful, and to ensure that he/she/they can draw positive learning from the experience
- To fully support each student as he/she/they implements his/her/their career plans

STATEMENT OF ENTITLEMENT

With a qualified Careers Officer (Dip CG, QCG) in post, all pupils are entitled to careers education and guidance which is:

- professional, independent, impartial, accurate and up-to-date.
- integrated within their overall education and structured to provide help, particularly at decision points, to meet their developing needs
- relevant and tailored to meet the needs of all students, recognising the International School community
- based on the principle of equal opportunities
- confidential and respects personal information disclosed by the individual

CAREERS INFORMATION AND RESOURCES

Careers information will be updated regularly. Email, newsletters and Teams will also be used to advertise information and opportunities.

As part of the formal learning programme, all pupils will be encouraged to research widely and use a range of resources, online and in printed format. They will also be encouraged to share their research and learn from each other. Students are encouraged to make informed decisions about a broad range of career options.

Careers software will be made available to all pupils to enhance their research and self-awareness. A careers psychometric profile will be offered to students in Year 9, Year 10 and Year 11.

CAREERS EDUCATION AND GUIDANCE IN THE CURRICULUM

Careers Education forms part of the PSHEE and Future Ready programme in Years 7- 11, and within the Sixth Form. Normally the careers modules in these programmes are delivered by the Careers Officer, but can be delivered by other teachers under the guidance of the Careers Officer. Wherever possible, opportunities are sought to integrate careers education into the wider curriculum. Our approach is to ensure that our Careers Education is progressive and reflective.

In Year 7 & 8

Pupils take part in the 'Step into the NHS' schools competition. This encourages pupils to think about the breadth of opportunities open to them in the world of work, more specifically the NHS, so they are inspired and motivated to achieve their full potential. It helps pupils to recognise the experience and qualifications employers want. Understand where different choices can take them in the future and make them feel motivated and inspired about the world of work. Year 8 take part in the enterprise activity 'The Tyre Challenge' this is an opportunity for pupils to utilise their Future Ready behaviours working in teams to devise how to reuse some of the billions of tyres discarded worldwide each year. This will culminate in pupils presenting their ideas to class and a vote for the best idea.

In Year 9

Careers education begins more formally in Year 9, as students begin the process of decision-making for GCSEs. Pupils undertake an online psychometric assessment, Morrisby Online to aid this decision-making process and to continue their individual career research. Individual workbooks take them through some of the issues in decision-making, and encourage each pupil to assess and reflect on their individual strengths and interests. Pupils will also take part in designation Careers in STEM lesson, culminating in a presentation from a STEM Ambassador (where possible).

In Year 10

Pupils begin to consider their transition decisions, for 6th Form and beyond. Talks and lectures give inspiration and ideas for further or higher education, and insights into the world of work. In our work-related activity, "Employability Skills Day" each pupil considers his/her/their own

skills and strengths, as well as evaluating the skills an employer might value. He/she/they will prepare a CV and have a mock job interview.

In Year 11

Year 11 pupils continue to complete Morrisby Online, including timed aptitude tests to identify their individual strengths and relevance to their future plans. All Year 11 pupils will also have an individual interview with the Careers Adviser, with detailed action plans agreed for each pupil.

Sixth Form

Careers Education in the Sixth Form is designed to support every student with their individual aspirations and plans for the future, whether for university, apprenticeship, gap year or other venture. 1:1 interviews continue for all students, with follow-up notes given. Students are actively encouraged to attend relevant university taster courses and open days. Close individual support is given throughout the process for UCAS applications or research and applications for other pathways, with a tailored Early Applications Programme for students applying to Oxford or Cambridge or other competitive courses. A focused “UCAS/Beyond the Sixth Form Day” is organised for the summer term.

All Y12 students receive a session on interview practice, with the help of a Russell Group University where possible, and additional interview practice is offered for specific applications for university such as medicine and Oxbridge.

All Sixth Form students are supported in obtaining work experience or relevant work shadowing, and are helped with preparation for this. Strong links with organisations, enables students to engage with the workplace to develop strong CV and interview skills.

For all pupils

In addition to the structured programme of learning, all pupils have unlimited access to 1:1 guidance and support. The personalised nature of our careers provision will enable every student to maximise his/her own learning and research, according to individual need. All pupils complete a ‘Future Skills’ Questionnaire at the beginning of the academic year to inform and tailor the careers provision for the coming year.

All pupils from year 9 upwards have the opportunity to attend The Royal School’s biennial Careers Fair, where over 40 different contributors attend, ready to share their knowledge.

WORK EXPERIENCE

Work-related learning is an integral part of the careers education programme, from Year 9 through to Sixth Form. A separate Work-Related Learning Policy document outlines this area of the CEG Policy in greater detail.

As well as learning about skills needed in the workplace, students are shown how to develop the techniques essential for success in the labour market, such as research, skills awareness and preparing a CV and interview skills.

Year 11 pupils and Sixth Form students are encouraged to build on their existing work experiences, to gain additional experience that is relevant to their future plans.

At all stages, emphasis is given to the transferable skills that are developed in and out of School, and how these can be used in the workplace.

IMPLEMENTATION OF THE POLICY

The management of careers education and guidance lies with the Careers Officer who is responsible to the Head of Sixth. All staff have the responsibility to make appropriate contributions through their roles as form teachers and as subject specialists to help fulfil the aims of the whole school policy. The Careers Officer will include in his/her/their responsibilities the development and maintenance of good working relationships with appropriate outside agencies, such as the CDI with national and local employers, and with universities and colleges and other training providers.

EVALUATION

The effectiveness of careers education and guidance will be evaluated on a regular basis, paying particular attention to learning outcomes and to the success of individuals in finding appropriate destinations for the next stage of their education or career. Learning content will be updated regularly to reflect the changing labour market, learning opportunities and career management skills.

JOB DESCRIPTION FOR THE HEAD OF CAREERS

- Report directly to the member of the School Management Team charged with the responsibility, currently Head of Sixth.
- Be responsible for devising and implementing a whole school policy on careers education and guidance.
- Be responsible for preparing a departmental budget and monitoring expenditure.
- Develop and maintain strong links with other external careers agencies.
- Be responsible for maintaining information on a wide variety of careers and further and higher education courses.
- Ensure that all careers and course information is up to date and displayed in an appropriate manner.
- Ensure that all pupils have full and informed access to careers information.
- Ensure that all pupils are given appropriate guidance so that they are aware of opportunities in higher and further education, vocational training and the world of work.
- Liaise SLT and subject colleagues on the Careers Education Programme.

- Liaise with SLT and subject colleagues on the guidance and support offered to individual pupils as necessary.
- Facilitate and monitor the work experience and work shadowing placements for students in Sixth Form, Years 10 and 11.
- Arrange for outside speakers on careers/higher education as appropriate.
- Arrange the Royal School's biennial Careers Fair.
- Attend courses and make visits to universities, colleges, and employers, and consult relevant literature, to keep personally up to date with changes in post-16 and post-18 education and employment.

These requirements may be changed from time to time as the situation requires.

Appendix 1 - The Royal School Careers Education Programme 2023/24

	YEAR 7	YEAR 8	YEAR 9	YEAR 10	YEAR 11	Lower Sixth	Upper Sixth
	Pupils complete a Future Skills Questionnaire	Pupils complete a Future Skills Questionnaire	Pupils complete a Future Skills Questionnaire	Pupils complete a Future Skills Questionnaire	Pupils complete a Future Skills Questionnaire	Pupils complete a Future Skills Questionnaire	Pupils complete a Future Skills Questionnaire
SEPTEMBER							Higher Education Update Talk (Personal Statement Recap)
	Career's Induction				Pupils Complete Morrisby Assessments	New Lower Sixth to complete Morrisby (Optional on Request)	One-to-One support for UCAS with Mrs Fry, especially early applications
					Pupils Complete Morrisby Assessments	University Speakers (varying topics, e.g. Leeds: Applying to Competitive Universities)	University Speakers (varying topics, e.g. Leeds: Preparing to move onto HE)
							Selected pupils attend biweekly 'Early Applications' programme
OCTOBER					Pupils Complete Morrisby Assessments	Organised Talks	UCAS Support during lunch hour

					Follow-up one-to-one Guidance interviews with Mrs Fry	HE Introduction	Organised Talks
							Personal Statement Clinic with University Admissions
						Selected pupils attend biweekly 'Early Applications' programme	Selected pupils attend biweekly 'Early Applications' programme
							Early applications UCAS Deadline – 16 th October
NOVEMBER	Career Stereotypes Lesson	Career Stereotypes Lesson	ALL Y9 complete Morrisby interest guide to inform GCSE decision		FR/PSHEE Lessons on CV Writing/ University Research	Work Experience Talk	UCAS Clinics during lunch hour
			Career Stereotypes Lesson		One-to-one Guidance interviews with Mrs Fry (as requested)	Selected pupils attend biweekly 'Early Applications' programme	School UCAS Deadline
DECEMBER							Organisation of Mock Academic Interviews where possible
					One-to-one Guidance	Selected pupils attend	

					interviews with Mrs Fry (as requested)	biweekly 'Early Applications' programme	
JANUARY	Begin 'Step into the NHS' competition		Options Talk & Options Workbooks given out	Career Lesson – Pupils begin completing Morrisby	One-to-one Guidance interviews with Mrs Fry (as requested)	Selected pupils attend biweekly 'Early Applications' programme	UCAS Deadline – 31 st January
						One-to-one Guidance interviews with Mrs Fry	Session on replying to University Offers
							One-to-one guidance interviews with Mrs Fry – to make sure everyone has a plan!
FEBRUARY	Continue 'Step into the NHS' Competition		Mrs Fry present at Y9 Options Evening	Pupils begin one-to-one guidance interviews with Mrs Fry		One-to-one guidance interviews with Mrs Fry	One-to-one guidance interviews with Mrs Fry – to make sure everyone has a plan!
			Careers in STEM			Leadership Talk (TBA)	Leadership Talk (TBA)
						Selected pupils attend biweekly 'Early Applications' programme	
MARCH	Continue 'Step into the		Biennial Careers Fair	Biennial Careers Fair	Biennial Careers Fair	Biennial Careers Fair	Biennial Careers Fair

	NHS' Competition						
			Careers in STEM	Careers Lessons (Options)		One-to-one guidance interviews with Mrs Fry	
				One-to-One guidance interviews continue		Selected pupils attend biweekly 'Early Applications' programme	
						Briefing for HE Convention	
						All attend HE Convention at the University of Surrey	
						Selected students attend Oxbridge Conference	
APRIL	Completion and entries submitted for 'Step into the NHS' Competition	'Tyre Challenge' Enterprise Activity		One-to-One Guidance interviews continue		Selected pupils attend biweekly 'Early Applications' programme	Session on preparation for A Level Results Day
MAY		'Tyre Challenge'		One-to-One Guidance		Selected pupils attend biweekly	

		Enterprise Activity		interview continue		'Early Applications' programme	
JUNE		'Tyre Challenge' Enterprise Activity		One-to-One Guidance interview continue		Selected pupils attend biweekly 'Early Applications' programme	
JULY				Employability Skills Day		UCAS Day	
AUGUST							Support on A Level Results Day, Mrs Fry will be available

Mrs Fry is available for drop-in appointments 5 days a week and any pupil/parent is welcome to request an appointment.

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