

Careers Education and Independent Advice and Guidance Policy at Tolworth Girls' School and Sixth Form.

Careers Education

Careers education provides students with opportunities to learn about themselves and the skills they will need when they leave education. Activities and lessons are designed to make students independent and reflective, and to see the impact education can have on careers. Curriculum day activities and arranged sessions throughout the academic year will provide students with opportunities to become job ready and explore the future.

Independent Information, Advice and Guidance (IAG)

IAG is delivered in an impartial manner and via face to face interventions with students. Tolworth Girls' School has its own Careers Advisor who offers IAG appointments to students in year 7 through to year 13. With many years' experience and knowledge of schools, college, training providers, apprenticeships, universities and opportunities for young people, students are able to effectively plan ahead for their future. IAG is also delivered through visitors to school from various sectors of industry and through accessing events held in the borough and nationally where students can speak with representatives from different providers.

Aims & objectives

Tolworth Girls' School and Sixth Form is committed to preparing students for the future. This isn't just through the curriculum but also by supporting them to think about their career choices and informing them about all the pathways that are available after leaving education. With the raising of participation age, students need to remain in some form of education or training until they are 18, but this doesn't always mean school if this is not the desired or best route for the student.

We aim to inspire and motivate students to explore the best way for them as an individual and recognise that in today's world this may look very different to those from a few years ago. Students are seen as individuals and as a school we understand they won't all follow the same paths at post 16 and 18 transition.

It is important that students receive the right help and support in making those decisions, and this goes beyond the school gates. Parents also play a huge part in student's career choices and Tolworth Girls' recognises the importance of working with parents and providing opportunities for parents to attend events both in and out of school to be kept up to date with developments in education. As a school we would also like to share the wealth of experience our parents have by building links for parents to get involved and spend time with students discussing their own careers. This could be in an assembly, at a speed networking event or at a careers focused activity.

During their school life students will be given many opportunities to explore their strengths and skills as individuals and be able to relate these to jobs and careers for their future. Students should leave school with knowledge and information relating to career planning and be aware of available resources to them.

Tolworth Girls' School and Sixth Form will ensure:-

- Students have access to impartial and up to date information, advice and guidance incorporating all available opportunities regardless of grades.
- Provide support on an individual basis, as well as group and year based activities.
- Give students access to resources in varying formats- web and paper based and give opportunities to become confident in their uses.
- Develop life and employability skills in preparation for the future
- Encourage students to identify their strengths and abilities and relate these to the world of work.
- Provide opportunities for students to meet with real people doing real jobs.
- Students engage in work experience opportunities in year 12.
- There is a comprehensive tutorial programme in place that encompasses careers exploration.
- Students have the opportunity to meet with an impartial careers advisor, particularly at key transitional times.

Ofsted place greater emphasis on careers in their inspections and forms part of their assessment on the schools abilities in preparing students.

The Department for Education released an update to its guidance to schools in March 2015, emphasising the importance and duty on schools to provide effective careers provision.

This includes:

- Real life contacts
- High quality independent careers guidance
- Range of activities
- Widening access to advice on alternative pathways
- Face- to -face guidance
- Removing stereotypes

All of which are areas Tolworth Girls' School and Sixth Form works hard to ensure students can access. Students have a say in activities that are offered through evaluation, and quality assurance is measured and reviewed by engaging with our visitors and providers to ensure appropriate and successful provision.

- [December 2017 Department for Education- Careers strategy: making the most of everyone's skills and talents](#)

Details the importance and vision that strong CEIAG can bring and ensure equality of opportunity to all young people.

- [January 2018 Department for Education- careers guidance and access for education and training providers.](#)

Key points-

1)Every school must ensure that pupils are provided with independent careers guidance from year 8-13.

2)Every school must ensure that there is an opportunity for a range of education and training providers to access all pupils in year 8 to year 13 for the purpose of informing them about approved technical education qualifications or apprenticeships; and every school must publish a policy statement setting out their arrangements for provider access and ensure that it is followed. T levels being rolled out from September 2020.

3) Every school should begin using the Gatsby benchmarks to develop and improve their careers provision and meet them by the end of 2020. For the employer encounters benchmark, every school should begin to offer every young person seven encounters with employers- at least one each year from year 7 to year 13- and meet this in full by the end of 2020. Some of these encounters should be with STEM employers.

-complete online assessment tool-compass

-gain formal accreditation- quality in careers standard.

4) Every school should appoint a named person to the role of careers leader to lead the careers programme from September 2018 and publish the name and contact details of their careers leader on their website.

5) Every school should publish details of their careers programme for young people and their parents from September 2018.

This has been further supported with the Baker Clause and the Gatsby framework being the guidelines all schools should now be following. Tolworth Girls' School has been using these already since 2016 and so we are in a fortunate position to continue developing our provision. From January 2018, schools must offer pupils the chance to find out about technical education and apprenticeships. This amendment, the Baker Clause, requires schools to explore how well this is being delivered. How do pupils in year 11, for instance, find out about college open days? Have FE providers been invited to talk to pupils about different pathways?

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. Experiences of workplaces**
- 7. Encounters with further and higher education**
- 8. Personal guidance**

Please also see Careers Strategy, and the CEIAG plan published on the school's website.

If you have any queries regarding Careers please contact our Careers Team on 020 8397 3854 ext. 305 or email CareersIAG@tolworthgirlsschool.co.uk

First adopted September 2015

Amended December 2018

To be reviewed annually