



# **Bishop Ullathorne Catholic School**

**School Careers**

**Policy**

**2024 - 2026**

**Policy last reviewed:** Spring 2024

**Reviewed by:** Chair of Governors and Governing body Q&S

**Agreed by governors:** Spring 2024

**Shared with staff:** Spring 2024

**Frequency of review:** Two yearly

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## **OUR MISSION STATEMENT**

Our Mission is to be an active Christian community of love and service, where all feel they belong and are valued.

We will help each other to recognise the gift of God within us, to search for excellence and foster the development of our true self.

## **Careers Education and Guidance**

Bishop Ullathorne School is committed to providing its students with a varied programme of careers education and guidance activities to equip and enable them to make informed decisions and choices at key transition points.

This strategy aims to help students develop, identify and add to their employability skills throughout their school life. It also contributes to the school's key values in raising aspirations whilst enabling students to acquire social and vocational skills. Importantly it seeks to help students understand and be prepared for the ever changing and challenging work and career environment.

Our aim is to ensure that students are fully prepared for and informed effectively about their next steps and can therefore aspire to achieve their full potential. We want to ensure that our students have both the aptitude and interpersonal skills to effectively communicate and add value within the workplace.

High quality careers guidance is a crucial part of improving social mobility. Young people make choices based on what they know and what they think is available to them. If our young people are made fully aware of the career pathways and opportunities available to them, they will be more able to make informed choices about which qualifications and career pathways will enable them to achieve their goals.

### **Statutory Requirement 'Baker Clause'**

Government guidance states that from 2 January 2018 every school has a duty to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 for the purposes of informing them about approved technical education qualifications and apprenticeships.

#### **Student entitlement**

All students at Bishop Ullathorne School are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities, as part of our careers programme which provides information on the full range of education and training options available.
- Hear from a range of local providers about the opportunities they offer, including technical qualifications and apprenticeships.
- Understand how to make applications for the full range of academic and technical courses.

#### **Provider access requests**

A provider/organisation wishing to request access should contact Mrs P Casey, Careers Leader or Mrs W Bellingham, Careers Adviser - Telephone 02476414515

## Our school provider access policy

### Introduction

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

### Pupil entitlement

All pupils in years 8 to 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 and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

**For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11). For pupils 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 pupils 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 pupils from the provider)
- answer questions from pupils.

### Management of provider access requests

#### Procedure

A provider wishing to request access should contact [Mrs W Bellingham], [Careers Adviser] [w.bellingham@bishopullathorne.co.uk](mailto:w.bellingham@bishopullathorne.co.uk) or [Mrs P Casey], [Careers Lead] [p.casey@bishopullathorne.co.uk](mailto:p.casey@bishopullathorne.co.uk)

#### Opportunities for access

**The school offers the six provider encounters required by law (marked in bold text in our Careers Programme document)** along with a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to pupils or their parents or carers.

Please speak to our Careers Adviser or Careers Leader to identify the most suitable opportunity for you.

### **Premises and facilities**

The school will make the hall, and any other rooms necessary, available for discussions between the provider and pupils, as appropriate to the activity. The school will also make available required equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or Careers Adviser. Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our pupils. Providers are welcome to leave a copy of their prospectus or other relevant course literature with our Careers Adviser.

### **Complaints**

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk)

## **Gatsby Benchmarks (for schools and colleges)**

The Gatsby Benchmarks is a framework for best practice in careers and a key element of the Government's Careers Strategy. The eight benchmarks recommend priorities for the planning and delivery of a successful careers programme in schools.

In line with the eight Gatsby Benchmarks, Bishop Ullathorne School will aim to:

1. Deliver a stable careers programme
2. Ensure every learner and their parents have access to good quality careers information
3. Address the needs of each students
4. Link curriculum learning to careers
5. Provide opportunities for encounters with employers and employees
6. Provide experiences of workplaces
7. Offer opportunities for encounters with further and higher education
8. Offer personal guidance through interviews with a careers adviser.

### **The Careers and Enterprise Company**

The Careers and Enterprise Company was set up in 2015 to transform careers and enterprise provision in schools and colleges across England. The Careers and Enterprise Company had an initial remit to improve employer engagement through the creation of the Enterprise Adviser Network and support schools to increase the delivery of activities which would help them build long lasting employer relationships (Gatsby Benchmarks 5 and 6).

Bishop Ullathorne Catholic School is an active member of the Coventry Careers Hub and supports the development of Coventry's future workforce through the Coventry and Warwickshire Enterprise Partnership.

### **Strategic Careers Leader**

As set out within the Department for Educations Careers Strategy, Bishop Ullathorne Catholic School is required to have a designated member of our Senior Leadership Team named as our school's Strategic Careers Lead. The Strategic Careers Lead will have the responsibility to make sure that as a school we meet our mandatory requirements and work towards achieving all eight of the Gatsby Benchmarks. Our Strategic Careers Lead is Patricia Casey.

**Our Independent Careers Advisor is Wendy Bellingham.** Her office is based in the Sixth Form area. Mrs Bellingham provides a programme of careers education to years 7 to 13. Mrs Bellingham is in school three days a week.

**Our Enterprise Advisor and Enterprise Partner:** through the Coventry and Warwickshire LEAs Enterprise Adviser Network we have been assigned our own designated enterprise adviser. **Jamie Ormes will meet with Mrs Casey and Mrs Bellingham** on a regular basis and will be helping to facilitate network members for our in school events.

**Our volunteer Enterprise Partner and Advisor is Mr Paul Sullivan**, who will be working with us from September 2022. Mr Sullivan has been involved with many successful start-up projects some of which have developed into multinational companies, taking roles within the business or has formed, owned and managed companies of his own.

His career of over 40 years has been in Business Development across a variety of sectors working with some of the most iconic brands in the world including Jaguar, Aston Martin, Ford, BMW, Bentley and Volvo.

Mr Sullivan will be assisting the school with its apprenticeships programme given his considerable expertise and experience.

## **Implementation of Careers Education and Guidance**

Careers education will be delivered during CPSHE, curriculum enrichment days, subjects identifying progression routes and through special assemblies.

It will also take place during Parents' Evenings, Vocational Taster Days, Higher Education Day, Careers Conferences, presentations from employers, visits to employers and universities and workshops.

The Careers Education programme will be organised by Mrs P Casey, Careers Leader, Mrs W Bellingham, independent Careers Adviser and Mrs N Hayes, CPSHE Coordinator for the school. The programme of activities will be delivered by employers, further and higher education representatives, training providers, invited professionals, tutors, teaching staff and Mrs Bellingham.

The guidance will be delivered to all students by the school Careers Adviser Mrs Bellingham with targeted guidance support from a Careers Adviser from Prospects the Careers Guidance Company delivering the Local Authority's contract with vulnerable young people.

## **Entitlement to Careers Guidance and Education**

All students are entitled to and will receive careers education and guidance and support during their education at Bishop Ullathorne School. The key features of which include

- Access to impartial and independent individual advice and guidance from the school Careers Adviser open to Years 7 to 13.
- All Year 11 students will receive a one to one careers guidance interview with an individual action plan to discuss their post 16 progression options.
- Targeted support for identified students in Year 11 with an EHCP from a Careers Adviser from Prospects to discuss their post 16 options.
- One to one interviews with Year 9 students who self-refer or are referred by school for help and support with their option choices.
- One to one interviews with Year 10 students who self-refer or are referred by school for advice and guidance on post 16 choices
- One to one interview with Year 12 students on request to discuss their progression plans.
- One to one interviews with Year 13 students on request to help support university applications and to offer advice and guidance to students not going to university.
- Programme of careers education covering, employability skills and preparation for work, options at Year 9, 'What's My Line' with Year 8, introduction to First JED for Year 7, Job of the Week with Years 7, 8 and 9, Career Bites with Years 10, 11, 12 & 13, enterprise activities, higher education, and progression options post 16 which includes sixth form,

apprenticeships and further education colleges. Employment options at 18 include employment, apprenticeships and a gap year.

- Visits to and from Russell Group universities to raise aspirations for higher education.
- Year 12 students expected to plan and undertake work experience/shadowing to improve their employability skills.
- Access to careers information resources, prospectuses and useful web sites in the careers department.
- Careers section on school website for students and parents detailing the careers programme, labour market information and employability skills section, to access careers news, job, apprenticeship, course information or ask the Careers Adviser a careers related question.
- Use of a careers interest and information software package JED (Job Explorer Database) to help students explore their career interests, match their skills and interests to jobs and research 'A' Level and BTEC courses.
- Access to the Careers Adviser for appointments at parents' evenings and also via the school system.

## **Our Objectives for 2022-2024**

### **1. A Stable Careers Programme**

- To ensure the careers programme is delivered by individuals with the right skills and experience.
- To enable students to have an understanding of the full range of opportunities available to them and the skills that are valued within the workplace
- To develop and publish a careers programme that will raise the aspirations of all students regardless of academic ability and is tailored to meet their individual needs wherever possible.
- Ensure our Careers Strategy is fully supported by the Senior Leadership team within schools and is approved by the board of governors.
- To ensure there is a clear focus on the activities which support enterprise, employability skills, workplace experiences and qualifications which employers' value.
- Regularly evaluate our careers strategy to determine the impact of our careers related activity based on the feedback provided to us by students, teachers, employers and, where appropriate, parents.
- To maintain high quality careers provision endorsed by the Careers and Enterprise Company and to review the improvement of our programme by using the Compass evaluation and Tracker tools.

### **2. Learning from Career and Labour Market Information**

- To encourage and increase the use of online careers tools and packages across all year groups. All students and staff have access to JED our online Careers guidance package.
- To utilise and then support the development of labour market information to ensure staff and students are informed in their decisions and the advice being given. Work with the Coventry and Warwickshire LEP and the Careers and Enterprise Company to help establish key priority areas which need to be developed
- To promote the values of labour market information to parents /carers (where appropriate) to access and understand this information through our website.

### **3. Addressing the Needs of the Pupil**

- Students access bespoke advice and monitor the agreed actions and next steps.
- Ensure that a programme of activity takes place which raises the aspirations of all students and challenges stereotypical thinking in terms of equality and gender.



- To ensure that students with particular vulnerabilities and those who are at risk are appropriately supported and identified through close working relationships with the full range of educational and support agencies.
- To ensure that careers guidance for learners with special educational needs and disabilities (SEND) is differentiated, where appropriate, and based on high aspirations and a personalised approach. Careers guidance for learners with SEND should be based on the students' own aspirations, abilities and needs.

#### **4. Linking Curriculum Learning to Careers**

- To ensure that subject teachers across the whole school support the delivery of careers education and guidance and are able to link the content of curriculum with careers, even in lessons which are not specifically occupation led. Subject specialist staff can be powerful role models to attract students towards their field and the careers that flow from it.
- To integrate national initiatives and project opportunities within the curriculum to enhance that range of careers related activity taking place within school.
- To ensure that careers related activity are built in throughout the school year and not just towards the end of any given topic / subject being delivered.
- Specific focus will initially be placed on linking curriculum to careers in English, Maths, Sciences and CPHSE lessons.

#### **5. Encounters with Employers and Employees**

- To ensure that students receive at least ONE meaningful encounter with an employer during every year they are at school.
- To ensure that students have the opportunity to improve employability skills and their understanding of and awareness of entrepreneurship.
- To enable learners to gain the confidence to compete in the labour market by providing opportunities to gain the practical know-how and attributes that are relevant to gaining employment.
- Create mechanisms where parents and alumni can express their interest to actively support employer related activity taking place within the school.
- The school will also encourage students and parents to attend local careers events.

#### **6. Experiences of workplaces**

- To encourage students to receive at least ONE meaningful experience of the workplace during Years 12 and 13.
- To strengthen our links with local employers and support our Careers Adviser to facilitate careers related activity within the school.

#### **7. Encounters with Further and Higher Education**

- Ensure all students receives at least ONE meaningful encounter with Sixth Form colleges and FE colleges.
- Ensure all students have been provided with information about the full range of apprenticeships including higher level apprenticeships through the National Apprenticeship Service.
- Ensure all students have experienced meaningful encounters with universities by the end of Year 12.

#### **8. Personal Guidance**

- Ensure all students have had an interview with our impartial Careers Adviser by the end of Year 11.

- Ensure all students have had at least TWO interviews with our impartial Careers Adviser by the end of Year 13.

### **Promotion of Careers related activities**

Bishop Ullathorne Catholic School will encourage the promotion of ALL careers related activity which takes place within school and will share this activity through our school twitter and Facebook accounts as well as our monthly newsletter.

This careers strategy document will be placed on the schools website. It will also be shared with the Coventry LEP to be used to promote best practice across ALL careers hub member schools.

### **Careers Programme Years 7 to 13 (see Appendix 1)**

#### **Action Plan**

- Regularly review and update the whole school Careers Strategy which is published on the school website
- Calendar a week each term – Skills in the workplace – where staff will relate their subject area to the workplace (BM 4)
- Weekly student bulletin to have careers input. To be placed on Social Media when appropriate
- Our school monthly parent newsletter to have a careers focus for each Key Stage and to be placed on our school website
- Update the school's effectiveness using the Compass Evaluation Tool and the Tracker tool on a regular basis as per the terms of our agreement in joining the Coventry and Warwickshire Local Enterprise Hub.

### **Evaluation and Review**

The CPSHE Coordinator, Careers Adviser and Careers Leader meet regularly to discuss and review the careers work in school.

The Careers Adviser will seek evaluation from students participating in organised careers events and individual guidance interviews and uses the feedback to make any changes or revise any aspects of the careers delivery in school.

## Appendix 1: Careers Programme

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| All Years | <ul style="list-style-type: none"> <li>All students have access to our careers adviser, Mrs Wendy Bellingham, who is available at break times on Tuesday, Wednesday and Thursday each week. Students and parents can also email her at <a href="mailto:w.bellingham@bishopullathorne.co.uk">w.bellingham@bishopullathorne.co.uk</a> and speak to her at relevant parent events or directly through the school on 02476414515.</li> <li>All students have access to JED (Job Explorer Database), a careers guidance programme which helps students explore their career interests, match their skills and interests to jobs and understand how subjects link to careers. Students can also access this programme at home via a unique password.</li> <li>All students and parents will have access to a monthly newsletter with a dedicated careers section informing them of events and activities planned in school.</li> </ul>  |
| Year 7    | <ul style="list-style-type: none"> <li>All students are introduced to JED (Job Explorer Database)</li> <li>All students take part in a 'What's my line?' session with invited professionals and have the opportunity to ask questions about their career pathways.</li> <li>All students take part in 'Job of the Week' career discussion with tutors</li> <li>All students have the opportunity to attend The Big Bang UK Young Scientists and Engineers Fair which highlights opportunities for careers in these sectors.</li> <li>Through the Bishop Ullathorne Character Passport all students develop an awareness of the skills which employers value. These include teamwork, leadership, communication, organisation, planning and problem solving.</li> <li>All students will be involved in Skills in the Workplace week which is calendared each term. Every subject delivers a session linking their subject to the world of work</li> <li>Targeted students will take part in IntoUniversity workshops.</li> <li>All students have access to STEM Club and Robotics Club.</li> </ul> |
| Year 8    | <ul style="list-style-type: none"> <li>All students take part in 'Job of the Week' career discussion with tutors</li> <li>All students have a CPSHE careers lesson delivered by their Tutor, lesson created by our Careers Adviser</li> <li>All students continue to build employability skills through our Character Passport.</li> <li>All students will be involved in Skills in the Workplace week which is calendared each term. Every subject delivers a session linking their subject to the world of work</li> <li>Targeted students will take part in IntoUniversity workshops.</li> <li>All students have access to STEM Club and Robotics Club.</li> <li>Targeted students are referred for a guidance interview with our careers adviser</li> <li><b>Your Future Virtual Roadshow - live session covering Apprenticeships, Further Education and Higher Education. (Summer Term)</b></li> </ul>   |
| Year 9    | <ul style="list-style-type: none"> <li>Our careers adviser delivers groups sessions to all tutor groups on decision making, choosing options and researching career interests.</li> <li>Targeted students will take part in IntoUniversity workshops.</li> <li><b>All students will take part in an event led by Medical Mavericks which includes NHS apprenticeship opportunities (Summer Term)</b></li> <li>All students will be involved in Skills in the Workplace week which is calendared each term. Every subject delivers a session linking their subject to the world of work</li> <li><b>All students to receive a presentation on T Levels from Coventry College (Spring Term. PRIOR TO 28 Feb)</b></li> <li>Targeted students are referred for a guidance interview with our careers</li> </ul>   |

|                   |   |
|-------------------|---|
|                   | adviser   |
| Year 10           | <ul style="list-style-type: none"> <li>• Targeted students will take part in IntoUniversity workshops.</li> <li>• Targeted students will take part in the University of Warwick Summer School.</li> <li>• Our careers adviser delivers a group session to all students on pathways Post 16 looking at options, entry routes and requirements.</li> <li>• Targeted students are referred for a guidance interview with our careers adviser.</li> <li>• All students have the option to attend Career Bite Sessions during Form Time where invited speakers talk about their career pathways and provide video presentations on specific topics.</li> <li>• <b>All students to attend a presentation from a Training provider offering a variety of apprenticeships. (Summer Term)</b></li> <li>• Targeted students will take part in an Employability Skills Day, led by the Careers Hub which will include Providers discussing apprenticeships. (Summer term)</li> </ul>   |
| Year 11           | <ul style="list-style-type: none"> <li>• All students are offered a careers guidance interview with our careers adviser.</li> <li>• All students have the option to attend Career Bite Sessions.</li> <li>• <b>All students to attend an Apprenticeship Workshop delivered by the National Apprenticeship Service. (Autumn Term)</b></li> <li>• Students take part in Year 11 Transition Days where those interested in joining the sixth form will take part in taster sessions and a university visit. Students planning to go to college or pursue an apprenticeship will take part in talks and/or presentations from local colleges and training providers.</li> <li>• All students participate in employability skills sessions delivered through CPSHE lessons in the Autumn term. Topics covered include; CV skills, Applications, Interview skills, Virtual Work Experience.</li> <li>• All students take part in a virtual work experience session within CPSHE</li> <li>• <b>All students to receive a presentation from Coventry College on applying for college courses, T Levels and apprenticeships (Autumn Term)</b></li> <li>• Targeted students will take part in IntoUniversity workshops.</li> </ul>  |
| Year 12 & Year 13 | <ul style="list-style-type: none"> <li>• All students can self-refer for guidance interviews with our careers adviser.</li> <li>• All students are encouraged to take part in work experience.</li> <li>• All students take part in Lifeskills Workshops covering CV skills, networking, interview skills and a 1:1 interview with an employer.</li> <li>• All students have the option to visit 2 universities, usually De Montfort and University of Birmingham, to explore different campuses and higher education opportunities.</li> <li>• <b>All students have the option to attend a session delivered by the National Apprenticeship Service (Autumn Term)</b></li> <li>• All students have the option to attend Career Bite Sessions.</li> <li>• <b>All students participate in a Meet with Industry morning. This includes networking with industry professionals and organisations offering apprenticeship pathways. Students select who they wish to see (Spring Term)</b></li> <li>• All students have the opportunity to attend a Student Finance Workshop delivered by University of Warwick.</li> <li>• All students have the opportunity to attend a Degree Apprenticeship Session delivered by our careers adviser.</li> <li>• All students participate in Higher Education Workshops on UCAS and personal statements.</li> <li>• Targeted students will take part in IntoUniversity workshops.</li> <li>• All students have the opportunity to attend career information sessions delivered by the NHS, local universities and employers.</li> </ul> |