

Bournemouth School for Girls

Careers Education, Information, Advice & Guidance policy

Introduction

- Bournemouth School for Girls is committed to providing all students in years 7-13 with a programme of careers education, information, advice and guidance. This must be impartial and designed to develop high aspirations and encourage students to consider a broad and ambitious range of career options which is designed to help prepare them for their next steps in education, employment or training.
- The school endeavours to follow the relevant statutory guidelines relating to careers education and guidance and refers to current documentation from the Department of Education: Statutory Guidance for Schools & College September 2022. Link here: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1100373/Careers_guidance_and_access_for_education_and_training_providers.pdf
- The school complies with the Gatsby Benchmarks and is working towards full implementation of these. See Link: <https://www.gatsby.org.uk/education/focus-areas/good-career-guidance>

The programme can be accessed by all students. Students have access to a professional Careers Adviser to deliver impartial personal guidance. Access and signposting to external independent sources of help is also available. The programme is delivered through the PSHE (Personal, Social & Health Education) programme in years 7-11 and where appropriate integrated in the whole curriculum. In the Sixth Form it is delivered through the core studies and tutor periods. Throughout the school students will be able to receive up to date information and learn about their interests, skills and abilities to help them prepare for their future.

Aims

The Careers programme aims to meet the individual needs of the students, taking into account their own aspirations, skills and abilities. It will raise aspirations, promote equality and diversity and challenge stereotyping. An annual survey is completed to ensure it reflects their needs and is relevant for the changing nature of the world of work.

Objectives:

1. The careers programme is centred around the Gatsby Benchmarks. The programme is tailored with activities appropriate to students' stages of career learning, planning and development and is subject to annual review and evaluation.
2. Ensure all students irrespective of their background and circumstances are encouraged to raise their aspirations and believe in themselves.

3. To develop students and parents awareness of the wide range of opportunities in education, employment and training.
4. Engagement with employers throughout the careers programme to encourage learning about the world of work and the development of employability skills.
5. To record destinations of students in years 11-13 in line with Local Authority requirements and follow-up where appropriate.
6. To encourage students to participate in extra- curricular activities to help build up a profile of achievements and responsibilities.
7. To support students on the days following exam results.

Careers Education, Information, Advice and Guidance Programme

Year 7 & 8

Careers Education is delivered through the PSHE programme by Heads of House assisted by the Careers Adviser where appropriate. Students are introduced to CEIAG and topics covered include:

- Self exploration- Developing skills and aspirations
- Links between values and career choices
- Exploring careers and dream jobs
- Challenging stereotypes
- Setting realistic targets

Year 9

Students are introduced to the careers resources available to help them make informed GCSE options choices and prepare for Key Stage 4. Self-awareness and decision making skills are developed and a careers online programme is used to help them identify their career interests and the routes into career sectors.

One to one guidance interviews are offered to students.

Year 10

All students complete a two week work placement in June. During PSHE the preparations for this take place with completion of a CV and where appropriate a covering letter. Mock interviews may be offered prior to work experience and students have the opportunity to be interviewed by a local employer. Whilst on placement students complete a log book and on return from their placement students complete a report and reflect on their learning outcomes.

Year 11

Students receive information to help them make informed decisions about their options post 16. Talks include external speakers from universities and apprenticeship providers. Former students come in to share their experiences. All students have the opportunity to have an interview with the careers advisor to discuss their next steps.

Year 12 & 13

CEIAG is delivered through the core studies and tutor periods. Areas include, applying for higher education, personal statements, finance, employment and apprenticeship opportunities.

Advice and guidance is ongoing throughout the two years. All Year 13 students are offered impartial guidance interviews with the careers adviser and are able to access the careers advisors via informal 'drop-in' sessions.

Work experience takes place as part of enrichment programme. Placements are arranged by students with the support of the sixth form team. There are also opportunities to attend open / taster days and various courses such as Medlink, Vetsim, UKCAT/LNAT preparation days.

All year 12 students have the opportunity to visit Bournemouth University to learn about higher education and receive talks. They also attend the annual higher education convention each year. The post 18 evening is held annually for parents and students to learn about applying to university, studying abroad, finance and job/apprenticeships opportunities.

There is additional support for early applications Oxbridge, medical, veterinary and dentistry applicants. They are all offered a mock interview with a governor. We also have arrangements for students to be interviewed by staff at Bournemouth School. Ex students are welcomed in to discuss life at university or in the world of work. Years 12 & 13 lessons are delivered by the head of sixth form, careers advisor, tutors and external speakers.

Careers Convention

The annual careers convention take place in October each year. This event is open to years 9-13 and is rotated between Bournemouth School for Girls, Bournemouth School and Talbot Heath School. Students have the opportunity to speak to professionals from a wide range of careers, higher and further education sectors.

Resources

Funding is allocated in the annual budget. The careers advisor is responsible for the effective deployment of resources. The careers room is available for all students to use and access up to date resources. The careers interviews take place in a dedicated interview room. Drop in sessions are also available.

Destinations

The vast majority of year 11 student remain for Sixth form at BSG. Around 80-85% of year 13 students apply to higher education institutions with a significant number applying to leading universities.

Staffing

The careers programme is to be led by PSHE Co-ordinator, Head of Sixth form and Careers Adviser working collaboratively to ensure the programme is relevant.

Monitoring and Review

The policy is reviewed annually by the careers advisor and senior leadership team also taking in account evaluation from students.

Reviewed and approved by FGB September 2022

Next review July 2023