



CAREERS POLICY

Date Agreed by the Governing Body	Feb 2023
Date to be reviewed	Feb 2026
Date of last review	N/A – New Policy
Governors Committee accountable for review	Belinda Avery
Senior Leadership Team member accountable for review	HRM

Policy Statement

RGS aims to provide Careers Education, Information, Advice and Guidance (CEIAG) that enables our students to be self-assured and successful at every stage of their education with us, and in their next steps into further education, training or employment. This will be accessible to students of all ages, backgrounds, and abilities. At school, the Careers Provision will support students in learning how to make considered decisions and act accordingly. It will provide our students with a platform that allows them to become confident, proactive, resourceful and resilient career managers. This is an essential part of gaining the competencies that will enable them to live full and satisfying lives and make positive contributions to society.

Aim

The aim of RGS' Careers Provision is:

- To enable our students to develop their knowledge about higher education, training and employment (this includes school, college, university and apprenticeships).
- To enable our students to have access to career support throughout their education.
- To ensure that all students have a number of interactions with a range of employers during their time at school, which offer them the opportunity to expose themselves to the world of work.
- To help students to access a range of current and appropriate career opportunities and information.
- To provide students with the opportunity to have an interview with a qualified and impartial careers advisor to discuss their career ideas and obtain support.
- To enable our students to make informed decisions about their futures.
- To ensure that careers provision is accessible to all, promotes an ambitious attitude, and is monitored and evaluated for its effectiveness.

With the Careers Department being led by a Careers Champion (title awarded by the Careers and Enterprise Company, DfE) we also support other schools by sharing good practice.

Scope:

This policy relates to all students Years 7 - 13. The policy is intended for all staff involved in the delivery of careers information, advice, guidance, teaching, enterprise and employability skills.

RGS will implement and develop its CEIAG programme in line with the eight Gatsby benchmarks, as stipulated in the December 2017 Department for Education Career Guidance Strategy. These are detailed below.

Benchmark	Description
1. A stable careers programme	Every school and college should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers and employers.
2. Learning from career and labour market information	Every student, and their parents, should have access to good-quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.
3. Addressing the needs of each student	Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. A school's careers programme should embed equality and diversity considerations throughout.
4. Linking curriculum learning to careers	All teachers should link curriculum learning with careers. For example, STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.
5. Encounters with employers and employees	Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.
6. Experiences of workplaces	Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities and expand their networks.
7. Encounters with further and higher education	All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.
8. Personal guidance	Every student should have opportunities for guidance interviews with a career's adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all students but should be timed to meet their individual needs.

Responsibilities

- Assistant Head for Curriculum – responsible for overseeing careers provision in the school.
- Education Committee – responsible for agreeing the Careers Policy.
- Careers Lead – responsible for organising and monitoring the careers provision.
- Individual subject areas – responsible for integrating Careers related learning into the curriculum.

CEIAG Implementation Curriculum/Teaching Learning and Assessing

Teaching staff contribute to the delivery of CEIAG through:

- The delivery of careers education via PSHCE lessons/form period running through Year 7 – Year 13.
- Pastoral, enrichment and co-curricular programmes.
- Employability skills, interests, qualities and experience being identified and targeted through the use of Unifrog software.
- Form tutor and pastoral support for learners in preparing students for their next steps. Learners are aware, monitor and review their individual targets and target setting.
- All subjects being encouraged to embed Careers Education into the Curriculum.
- Staff being trained to deliver Careers in the Curriculum inviting guests from the world of work/education and alumni to bring to life careers in their classrooms or on trips.

Support staff contribute to the delivery of CEIAG through:

- Logging all careers, employability, Further and Higher Education activities on Compass+ and Unifrog.
- Ensuring that learners and families receive information regarding vacancies, career and further / higher education opportunities.
- Sharing and celebrating career activities with the community through school comms.
- Liaising with form tutors, Heads of Year and SEND to prioritise and schedule careers guidance appointments (providing an inclusive programme, looking at individual needs such as Pupil Premium/SEN students).

Careers Lead contributes to the delivery of CEIAG through:

- Ensuring that the [Careers Leader role](#) is delivered within the school.
- Ensuring a contract is in place providing accessible, professional, impartial 1:1 careers guidance interviews.
- Developing and delivering the Careers programme, using The Careers and Enterprise Company's Compass+.
- Providing support to curriculum and pastoral staff by delivering careers and progression sessions.
- Developing and delivering careers and employability events across the school.
- Organising Higher Education, Apprenticeship and workplace sessions/interactions.

Partnership Work

The School will continue to work with a range of partners to assist in the delivery of CEIAG and labour market information including local and national employers, charitable organisations, recruitment consultants, apprenticeship employers, alumni and professional bodies. We work closely with the Enterprise Coordinators and Advisors at the Bucks Skills Hub and support the development of schools within the Buckinghamshire Careers Hub.

Quality Assurance

Learner feedback is key to the development of the service and is obtained through evaluations after 1:1 guidance, group work, talks, events and activities. Learner feedback via Microsoft forms is part of our Quality Assurance measure and consequently influences the development of our careers provision at School. Along with student feedback (via open and closed survey questions), feedback is sought from Staff, Parents & Guests/Employers.

The Careers & Enterprise Company Compass+ tool is used for self-evaluation on a termly basis. Feedback is welcomed from all organisations and partners that we work with.

Destinations

Intended destinations

We support Buckinghamshire County with the completion and return of Year 11 'What Next Forms' to inform intended destinations.

Actual destinations

The CCIS Manager at Buckinghamshire County Council is responsible for the collection of Year 11 County destination data which is provided to the School each December.

Appendix A

RGS' Provider Access Policy

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 and group discussions and taster events
- To understand how to make applications for the full range of academic and technical courses.

In line with the new PAL Jan 2023, RGS organises:

- 2 encounters for students during the 'first key phase' (Year 8 or 9)
 - All students must attend
 - Encounters can take place any time during Year 8, and between 1 September and 28 February during Year 9
- 2 encounters for students during the 'second key phase' (Year 10 or 11)
 - All students must attend
 - Encounters can take place any time during Year 10, and between 1 September and 28 February during Year 11
- 2 encounters for students during the 'third key phase' (Year 12 or 13)
 - Students can choose to attend
 - Encounters can take place any time during Year 12, and between 1 September and 28 February during year 13

Management of provider access requests

Procedure

A provider wishing to request access should contact Mrs Sweta Thakrar, Careers Lead on careers@rgshw.com or 01494 524955.

Opportunities for access

A number of events, integrated into the RGS Careers Programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers. Please see Appendix B for full details of the Careers programme.

Appendix B

For our detailed Careers Programme by year group, please see below:

Careers and Higher Education Preparation at RGS 2022-2023

The following programme is planned for the upcoming school year although changes and additions may occur.

Whole School Careers and Higher Education	
Throughout the year	Careers and Higher Education lunchtime talks, featuring guest speakers from industry, organisations and universities – open to all year groups
	Drop in sessions with Careers staff
	Weekly academic discussion group, Symposiums and careers related societies e.g. Med Soc, Law Symposium etc
	Careers are linked to curriculum subjects
	Monthly Bulletin with the latest Careers and Higher Education opportunities
	Reference Library and resource room available to use
	Form period programme of activities related to Careers
	Twitter and website updates
	Careers and Higher Education online: Unifrog; Kudos and Launchpad by Cascaid
	Essay competitions, debating competitions
	Focus groups and surveys to elicit student views
	Careers Adviser interviews: by invitation or request Y9-Y13
Autumn Term	Apprenticeships Introduction: Students and families are invited to find out more about Degree Apprenticeship programmes with speakers from Education and Employers. Mock university interviews October: Assembly – The importance of learning languages in today’s society
Spring Term	Apprenticeships the truth: virtual event with presentations by OW apprentices
Summer Term	Higher Education Day – post-18 options information sharing day with Year 12 Review of the year – surveys of students, teachers and parents. Employers feed back as and when they complete their session with the school.

Year 7 Careers and Higher Education Events	
September	Setting Goals with Form Tutors
October	Spanish: Cultural knowledge and careers quiz
Summer Term	Work shadowing opportunity

Year 8 Careers and Higher Education Events	
September	Setting Goals with Form Tutors
November - January	Design Technology: Young chef competition
Summer Term	Work shadowing opportunity

Year 9 Careers and Higher Education Events	
September	Setting Goals with Form Tutors
December	Art: Creative Industries Assembly – guest speakers including an Animator, Storyboard artist for Harry Potter, Designer, Architect

	Year 9 small group options workshops with Careers Adviser
January	Geography: Model United Nations
	GCSE Options
March	Physics: RAF STEM Show
June	Design Technology: STEM at Brunel University
July	Inspire assembly by OWs currently at university
Summer Term	Work shadowing opportunity

Year 10 Careers and Higher Education Events	
PSHCE Topics: Study skills, Kudos - skills, interests and careers analysis, Future ready - market and societal trends, Entrepreneurship, Volunteering, Work experience, Choices at 16 and 18, Higher Education, Apprenticeships, Finance and Sponsorship in HE, Personal Statement, Gap Year Options, First impressions and Interview Techniques	
September	Setting Goals with Form Tutors
November	Design Technology: Rotary Technology tournament
January	NCS Workshops
February	PE: Bath University Trip
March	Morrisby online profiling
June	Physics: McClaren Stem Day Art: National Film and Television School trip
July	Enterprise Day; Design Technology: Lunchtime speakers from industry
Throughout the year	Years 10 and 11 Med Soc

Year 11 Careers and Higher Education Events	
September	Setting Goals with Form Tutors
November	Initial A Level and Column E choices
November to April	Design Technology: Arkwright Scholarship Scheme
December	GCSE Mocks
January	Confirmation of A Level choices
	NCS Assembly and signup
February	Presentation on school leaver apprenticeships by ASK/Adviza Visit from Bucks College Group and Henley College Talk on T levels
March	Work Experience assembly
	Morrisby online profiling
May	GCSE Exams
June	GCSE Exams
July	Sixth Form Taster day
	Independently organised work experience
August	GCSE Results

Year 12 Careers and Higher Education Events	
PSHCE Programme and Gold Award	
September	Setting Goals with Form Tutors
	Medics join MedSoc
	Medical Conference – Harefield Hospital

	Boarders' OW UCAS Presentation
November	Design Technology: Product design in action lectures
December	Physics in Action trip
January	Oxbridge sign up
February	Higher Education Fair
	Careers Interviews at Parents' Evening
March	Psychology: Buckinghamshire New University
	Wycombe Management Conference
	UK University & Apprenticeship Search Fair, London
	Oxbridge Conference
	UCAS exhibition trip: Farnborough
	Physics: CERN PE: BTEC talks by guest speakers from different sporting professions (Professional Development in the Sports Industry unit)
	Boarders' Interview Practice Workshop
	Morrisby online profiling
April	Higher Education Evening for students, parents and guardians
June	UCAS exams
	Psychology: Brain Day
	University visits
	Physics: Royal Society trip
	Art: Trips to the Bucks Open Studios to visit artists at work in their studios
July	Higher Education Day, UCAS Apply and speakers on Universities, Apprenticeships, Volunteering and Gap Years.
	University visits
	Design Technology: Product Design talk
	Economics/Business: Bank of England talk
	Rayden Solicitors Law competition

Year 13 Careers and Higher Education Events	
PSHCE Programme and Gold Award	
	Oxbridge and MDV UCAS deadline
	Boarders' OW UCAS Presentation
October	Mock Oxbridge and MDV Interviews
November	Academic Forum
	Admissions Tests
December	UCAS Deadline
	Oxbridge interviews
January	Mock Exams
	Mock trial at barristers chambers in London
February	MDV interviews
March	University interviews
May	A Level Exams
June	A Level Exams
August	A Level Results Support