

The logo features a stylized cross with four rounded arms, colored in shades of blue and yellow. It is set against a background of a blue grid with various rectangular shapes and lines in different shades of blue.

Sandbach High School & Sixth Form College

Careers Education Information and Guidance Policy

All students at Sandbach High School (SHS) will have the opportunity to access the Careers Education information and Guidance (CEIAG) programme which meets professional standards of practice and which is delivered by trained staff. The programme will raise aspiration, challenge stereotypes and promote equality.

The CEIAG programme supports and is itself underpinned by a range of key school policies especially those for teaching and learning. Students in Years 10 and 11 will take part in careers lessons that enable them to increase their awareness of the wide range of opportunities available to them in Further and Higher education and the world of work.

SHS will offer all students a range of advice and experiences, including careers support when choosing GCSE options in Year 9, compulsory work experience in Year 10 and careers interviews for all Year 11 and 12 students. All of which will enable students to make considered judgements for their futures at the relevant stages as they progress through education.

In line with the new Gatsby benchmarks we at SHS are proud to say we have met all of the statutory requirements:

The Gatsby Benchmarks	Benchmark performance indicators	How SHS has achieved them 
<p>1. A stable careers programme</p> <p>Every school and college should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers</p>	<p>Every school should have a stable, structured careers programme that has the explicit backing of the senior management team, and has an identified and appropriately trained person responsible for it.</p>	<p>SHS has a structured careers programme in place. Year 10 and 11 have timetabled careers lessons throughout the year with other years supported during PSHCE time.</p>
	<p>The careers programme should be published on the school's website in a way that enables pupils, parents, teachers and employers to access and understand it.</p>	<p>SHS clearly publishes all the material and SoW on the school website for students, teachers, parents and employers to view and access.</p>
	<p>The programme should be regularly evaluated with feedback from pupils, parents, teachers and employers as part of the evaluation process.</p>	<p>A specific careers questionnaire is published each academic year which summaries the effectiveness of the resources and lessons. This is completed by all students and staff who teach the careers lessons.</p>
<p>2. Learning from career and labour market information</p> <p>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.</p>	<p>By the age of 14, all pupils should have accessed and used information about career paths and the labour market to inform their own decisions on study options.</p>	<p>At SHS all students in Year 9 are encouraged to use labour market information via Kudos at GCSE options time. Labour market information is analysed in the careers lessons in Year 10 and 11.</p>
	<p>Parents should be encouraged to access and use information about labour markets and future study options to inform and assist in supporting children.</p>	<p>At SHS key information is on hand for students and parents to access which will help inform make decisions and support students through the website, option evenings, careers fairs and college appointments with our careers advisor. An annual information event is held for Year 12 parents which provides information on both higher education and higher/degree apprenticeship progression options for students.</p>

<p>3. Addressing the needs of each student</p> <p>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.</p>	<p>A school's careers programme should actively seek to challenge stereotypical thinking and raise aspirations.</p>	<p>The programme in place at SHS aims to challenge all students in terms of aspirations and stereotypical thinking. The lessons engage and stretch the students at all times.</p>
	<p>Should keep systematic records of the individual advice given to each pupil, and subsequent agreed decisions.</p>	<p>All students in year 11 and 12 have a careers guidance meeting with the careers adviser, Mr Puddifoot. A summary of the meeting and action plan is securely recorded on the school information system.</p>
	<p>All pupils should have access to these records to support their career development.</p>	<p>A summary of the meeting and action plan is emailed to the student on the same day.</p>
	<p>Schools should collect and maintain accurate data for each pupil on their education, training or employment destinations.</p>	<p>SHS keeps a record of all leavers including destinations, university choices or apprenticeships. These are recorded in a spreadsheet and kept in compliance with the GDPR.</p>
<p>4. Linking curriculum learning to careers</p> <p>All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future paths.</p>	<p>By the age of 14, every pupil should have had the opportunity to learn how the different STEM subjects help people gain entry to, and be more effective workers within, a wide range of careers.</p>	<p>SHS promotes STEM in every way possible. We have careers fairs with emphasis on STEM. Year 8 complete their science STEM Day challenge and all years will complete at least 4 lessons on STEM during their PSHCE sessions as outlined in the good practice inspection document referenced by Ofsted. The careers team is working with teaching staff from each subject area to highlight points of learning which relate to employability skills and future career choices.</p>
<p>5. Encounters with employers and employees</p> <p>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.</p>	<p>Every year, from the age of 11, pupils should participate in at least one meaningful encounter with an employer</p>	<p>Guest speakers from the world of work are regularly welcomed to speak to year groups to share knowledge of skills, a specific industry and employability. We also have an annual careers fair which is open to students from Years 9 – 13. This provides an opportunity for students to speak directly with employers.</p>
	<p>A 'meaningful encounter' is one in which the student has an opportunity to learn about what work is like or what it takes to be successful in the workplace</p>	<p>At SHS we have guests, speakers and assemblies which are purposeful and meaningful where students have the opportunity to learn about the world of work and how the skills they are developing relate to the workplace. For example, Barclays, Bentley.</p>
<p>6. Experiences of workplaces</p> <p>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</p>	<p>By the age of 16, every pupil should have had at least one experience of a workplace, additional to any part-time jobs they may have</p>	<p>In Year 10 all students undertake a 5 day work placement in their chosen career. They complete a learning journal about their experience and have the opportunity to reflect on what they have learned about themselves and the world of work, and to share this with other students.</p>
	<p>By the age 18, every pupil should have had one further</p>	<p>At SHS students are encouraged to undertake further relevant work</p>

expand their networks.	such experience, additional to any part-time jobs they may have.	experience and voluntary work in order to develop employability skills and to help with future career decisions.
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.	By the age of 16, every pupil should have had a meaningful encounter* with providers of the full range of learning opportunities, including Sixth Forms, colleges, universities and apprenticeship providers. This should include the opportunity to meet both staff and pupils.	At SHS we have guest speakers coming in to talk to the students in assemblies and to assist them in their future career paths. Each student in year 11 and 12 receives impartial careers advice to ensure that they progress into the most appropriate type of course, training or work with the most appropriate provider.
	By the age of 18, all pupils who are considering applying for university should have had at least two visits to universities to meet staff and pupils.	A SHS all students attend the UCAS careers fair in Year 12 which enables them to speak to current university students and staff and to discover more about degree and higher apprenticeships. All Year 12 students are given access to information on university open days and are encouraged to visit all those that they are considering an application for.
8. Personal guidance Every student should have opportunities for guidance interviews with a careers 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	Every pupil should have at least one such interview by the age of 16, and the opportunity for a further interview by the age of 18.	At SHS all students in Years 11 and 12 attend a compulsory 1-1 impartial careers meeting with the careers adviser Mr Puddifoot (qualified to Level 7). Students in all other years can request a careers interview.

Pupil entitlement

All pupils at SHS in Years 7-13 have the opportunity to:

- To find out about technical education qualifications and apprenticeship opportunities, as part of a careers programme (year 10 and 11) 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.

Implementation & Management

Mr Michael Puddifoot coordinates CEIAG and is responsible to Miss N Oyler (Senior Leadership Team) who is supported by a link governor. Careers lessons will be delivered in Years 10 and 11 by relevant staff and monitored and evaluated bi-annually by completion of a questionnaire to students and delivery staff. These lessons are reviewed on a frequent basis by Mr P Goodwin (Careers Coordinator).

Resources

Careers information will be available in the careers resource area and on the schools computer network, most of which can be accessed by students from home. Students will be involved in the planning and evaluation of careers activities.

Staff development

Staff training for all careers teachers is provided with the relevant software such as Kudos and E-clips in order for them to be fully aware of the latest developments.

Further staff training needs will be identified in line with the CPD policy of Sandbach High School and Sixth Form College.