

B 3 CAREERS EDUCATION & GUIDANCE POLICY

KPR June 2015

1. Background

The School is a 10-18 independent school with a strongly academic background. The expectations of the School and parents are high, especially in terms of academic and career success, and middle-class values predominate. Many parents expect their sons eventually to obtain posts of a professional or managerial type, and the boys mostly accept this objective. The route to success is seen as normally including higher education and at least one degree, and the most prestigious providers of HE are often targeted - typically 60-65 per cent of Senior Sixth will apply for Oxbridge / Medical / Dental School places.

Few boys leave the school aged sixteen following IGCSEs, and those that do usually follow AS/A level courses in Sixth Form Colleges. All pupils take at least three A-Levels and EPQ or four A-levels; the School follows a Linear A-level course from September 2015. We have statistical proof that a very large majority, 99 per cent or more, proceed to HE following a satisfactory conclusion to their secondary schooling, with or without a gap year.

2. Policy

This policy has been formulated through discussions with teaching staff, and our in-house Careers Adviser (Mrs Hill). It reflects the conviction that careers education and guidance can enhance the motivation of young people to learn and achieve. It can encourage them to pursue relevant and realistic goals in education, training and work which are based on high aspirations and expectations of success.

3. Objectives of Policy

We seek to promote four major areas:

- 1) Decision Making Skills
- 2) Opportunity Awareness
- 3) Transition Skills
- 4) Self-Awareness

Specifically we aim:

- to enable students to develop skills, attitude and abilities which will enable them to be effective in a variety of adult occupations and roles;
- to help them develop career awareness and enable them to manage personal career development through effective action planning;
- to enable them to handle careers information in a variety of formats and assist them in making informed choices;
- to provide work shadowing experience;
- to enable them to manage transitions in their life at important stages in their school career GCSE choice in the 3rd Form, AS level choice in the 5th Form, A level choice in the J6 Year and HE choice in the J6/S6 Year.

- to develop their negotiating and self presentation skills.

4. **Delivery Mechanism of Policy**

Specific Careers Education and Guidance (CEG) is provided by

- (i) the Head of Careers
- (ii) Higher Education Liaison Officer (HELO) and Deputy HELO
- (iii) American and European Universities Officer
- (iv) School's Careers Teacher
- (v) Outside speakers
- (vi) psychometric testing by outside agencies
- (vii) tutor and subject specialists

There are no formal timetabled periods for CEG in the 3rd Year but the PSHE programme covers decision making for choosing GCSE's. CEG is delivered to the Fifth Form during the Autumn Term, over seven weeks, with a similar period for the Fourth Form. The focus of this is to educate the boys on the importance of choices, making them aware of the hurdles that are likely to be encountered, and in ensuring that they are equipped to deal with these. There is also time spent on developing a CV and how applications to University are made, with specific reference to Work Shadowing, too. The programme will contain activities related to self-awareness, decision making and action planning. Generally the PSHE programme helps boys develop strategies 'to make considered choices when faced with dilemmas and problems'.

Talks by outside speakers take place mainly after school and at lunchtimes, usually involving Workshops of Old Citizens in a specific Career area. A list of Talks/Speakers for Academic Year 2014-15 is to be found in the link below. Much careers advice is delivered on an individual basis; compulsory one-to-one interviews in Years 11 and 12 and by self referral in Years 9, 10 and 13.

The School places a strong emphasis on students 'taking control' of their university and career choices from Junior Sixth. To this end, students are encouraged to secure work shadow placements, to be undertaken during school holidays, as part of their research.

Following the Higher Education Forum (HEF) in February/March of the Junior Sixth Form, students are encouraged to begin their individual research into universities and courses. Most of this will occur after the public exams in May/June and during the summer holidays between J6 and S6. All students are guided and fully supported in the university application process (APPLY) and, when appropriate, given preparation for interviews during the Autumn term of their Senior Sixth Form. During J6th Enrichment Week there are CV-writing sessions and UKCAT/BMAT training sessions.

The Careers Centre maintains a complete printed record of the final HE destination of all Year 13 Leavers from 1989, and an electronic version from 1996.

Full details of the provisions made for each year group are contained in the links below.

5. Implementation of the Policy

The responsibility for the management of CEG lies with the Head of Careers who also oversees Medical applications. The support of Heads of Year, particularly from Third Form to Junior Sixth Form is invaluable and indispensable. The responsibility for administering the university application process (UCAS APPLY) lies with the HELO and Deputy HELO. The Head of Sixth Form and the Sixth Form Tutors play an important role with these years. The role of Senior Management is not defined, though the support of the Head is essential.

The Governors have taken little part in developing CEG though they have given us financial support funded by the Corporation of London of whose Court of Common Council the Board is a committee.

All staff assist with advice when their experiences and expertise are relevant.

A biennial Careers Fair (first fair was in January 2013) supports the delivery of CEG for Fifth & Sixth Forms. The Head of Careers runs this event. A Joint Careers Fair (with the Girls' School and other City of London Corporation schools) may take place in May 2016 at Guildhall.

6. Evaluation of Policy

The School employs a Careers Teacher as a member of the Teaching Staff of the School – this replaced the previous service from Prospects, funding for which was withdrawn by the City of London Corporation. Input from Year Heads, Head of PSHE, comments from parents, boys and staff are considered at weekly department meetings.

7. Resources

The Careers Centre is a large well-equipped, attractive room with open access all day every day. A separate and wholly designated interview room is situated off the main careers room. Within the Careers Centre, we have PCs for pupil use dedicated to careers activities. The department also has the invaluable resource of a full time secretary who is situated in the Careers Centre. There is also a wide selection of reading material available which the Head of Careers has organised to supplement the reading of boys beyond what might be normally found within the School's academic departments. From September 2015 the Careers Centre is to be moved, to make way for Administration Staff, into a smaller room with similar facilities.

8. Statement of Entitlement

Students are entitled to CEG which is

- independent and impartial
- based on the principle of equal opportunities

- structured to provide help at decision points and to meet their continuing needs
- confidential and respects personal information disclosed by the individual
- up-to-date and uses a well stocked careers centre offering the opportunity to discover and explore the opportunities available to them
- provided by experienced careers consultants and CLS careers staff.

9. **School Development Plan**

The Careers Department is committed to the delivery of the PSHE programme throughout the School and reviews the scheme in the light of new initiatives and experiences. Delivery is accomplished, subject to time table restrictions, by School teachers. Individual interviews will be given to all Fifth Form pupils and Junior Sixth students to assist decision-making related to the IGCSE/AS level and AS/A level transitions. Advice will be available to Sixth Form pupils when AS results are released. In 2012-13 it is intended to further extend the use of using outside agencies to help prepare Oxbridge/Medical School applicants for demanding interviews.

The American Universities Advice Officer has had his role expanded to encompass European Universities in light of anticipated demand for such destinations.

10. **Careers Development Plan**

2015/16

Careers Education & Guidance

1. Develop alumni contacts in conjunction with ARO
2. Establish and maintain Career Workshops throughout the academic year
3. Improve online and other facilities in Careers Centre
4. Use the Morrisby more intelligently with the boys to guide their choices
5. Assist in APPLY training of Year 12 and their preparation of UCAS applications in June
6. Use SchoolComms to communicate directly with boys
7. Scan interview reports for 6th Form access
8. Revamp Work Shadowing Forms (Health and Safety, *et al*) in consultation with City of London Corporation lawyers

University Application Process

1. Review of PSHE modules for University and supporting resources.
2. Maintain provision of up-to-date advice on University courses and entry requirements.
3. Modification of the teacher reference writing process, including replacement of blue forms with e-mail based references and production of a booklet on how to write good subject references.
4. Update advice to parents on course requirements and the increasing importance of GCSE and AS level results.
5. Extend, and research, guidance for European University applications.

Careers Education & Guidance

1. Further development of contacts with alumni and provision of work placement/internship opportunities for year 12/13 students
2. Further development of communication mechanisms to years 11-13 incl digital signage & School Comms
3. Further development of alumni-based workshops during Autumn & Spring terms
4. Introduce podcasts of major CEG topics (careers, courses, skills etc) using alumni and other partners

University Application Process

1. Seek to maintain numbers entering University at preferred institution and course
2. Review the provision of interview training for Oxbridge potentials / medics to see if current providers are the most suitable.
3. Continue to maintain an up to date service regarding changes to any aspect of the University entry process from grade requirements to potential changes in financing.

11. Staff Development and Training

The School adopts a positive approach to in-service training and the Careers Staff are well supported in attending conferences/open days/meetings of professional bodies/companies. A list of INSET activities undertaken is given in the link below.

Links

Careers Reports, Policies and Staff

Careers Education and Guidance Policy 3rd to 6th Form

[[See Careers Department Handbook](#)]

HE Statistics (HELO)

[[See Careers Department Handbook](#)]

Careers Department Personnel Roles and Interests

Many members of staff/tutors/Heads of Departments assist the Careers Dept. at different times throughout the year by offering specialist advice and by disseminating information to the pupils. Some staff take a more active role and the invaluable contributions they make are detailed as follows.

Mr Kevin Rogers	Chemistry	<u>Head of Careers</u> manages the application of policy.
Mrs Kate Weare	RE	<u>Higher Education Liaison Officer (internal)</u> responsible for providing guidance and administrative support to boys who are seeking admission into HE institutions and colleges.
Mrs Victoria Hill	Careers	<u>Higher Education Liaison Officer (external)</u> Applications to American and European Universities; Careers Teacher
Mr Paul Eteson	French	<u>Deputy Higher Education Liaison Officer</u> Assists the work of HELO.
Ms Christine Read	School Careers and University Liaison Assistant	
Mr William Ellis Rees	Classics	Assists with advice and administration of all Oxbridge Applications. Specialist interest in Law, Philosophy, Classics. Assists with mock interviews.

Inset in the CLS Careers Department

[See Careers Department Handbook]

Talks/Speakers

[See Careers Department Handbook]

Careers Resources

[See Careers Department Handbook]

Book List

[See Careers Department Handbook]

Work Shadowing

Testimonial Letter

[See Careers Department Handbook]

Year 12 Work Shadow policy

[See Careers Department Handbook]

Intro to Work Shadowing Letter to Parents and Guardians of J6th September

[See Careers Department Handbook]

Student's Summary Curriculum Vitae

[See Careers Department Handbook]

J6th Action Plan Sheet

[See Careers Department Handbook]

Work Shadow Documents, Use of
[See Careers Department Handbook]

Placement Details
[See Careers Department Handbook]

Student Report
[See Careers Department Handbook]

Note to J6 re Work Shadowing
[See Careers Department Handbook]

Student Day WS Reminder
[See Careers Department Handbook]

Work Shadow J6 Tutor Information Request (use on Student Day)
[See Careers Department Handbook]

Testimonial
[See Careers Department Handbook]

Work Shadow Parental Consent Letter
[See Careers Department Handbook]

Work Shadow Pupil Progress Form
[See Careers Department Handbook]

Work Shadow H&S Letter to Work Shadowee/Company (Healet1) – Written Request
[See Careers Department Handbook]

Work Shadow H&S Letter to Work Shadowee/Company (Healet2) – Telephone Request
[See Careers Department Handbook]

Work Shadow H&S Letter to Work Shadowee/Company (Healet3) – Inspection Request
[See Careers Department Handbook]

Work Shadow, Uncheckable H&S Placement
[See Careers Department Handbook]

Important Notes for Employers re Work Shadowing
[See Careers Department Handbook]

Important Notes for Students re Work Shadowing
[See Careers Department Handbook]

On Your Placement – Notes to Students
[See Careers Department Handbook]

Health & Safety Placement Details (Healplac)
[See Careers Department Handbook]

H&S Checklist (Healgen)
[See Careers Department Handbook]

Health & Safety Task Specific Issues (Healtask)
[See Careers Department Handbook]

Health & Safety – Chase letter for Checklist not received

[See Careers Department Handbook]

Letter to 6th Form Tutors re tutee attendance on Reserve Days

[See Careers Department Handbook]

Parent Letter re tutee attendance on Reserve Days

[See Careers Department Handbook]

Work Shadowing Feedback Letter

[See Careers Department Handbook]

German Exchange Documentation

Parental Consent Form

[See Careers Department Handbook]

Letter to Work Shadowee

[See Careers Department Handbook]

PSHE Programme for Fifth Form

[See Careers Department Handbook]

Department Meeting Minutes

[See Careers Department Handbook]