

# RIPLEY ST THOMAS

A CHURCH OF ENGLAND ACADEMY



## Careers Provision

|                  |                |
|------------------|----------------|
| Originator       | Mr J Quarry    |
| Reviewed         | September 2021 |
| Next Review Date | September 2022 |

Ripley St Thomas  
Ashton Road  
Lancaster  
LA1 4RS

**t** 01524 64496 **f** 01524 847069  
**e** [admin@ripley.lancs.sch.uk](mailto:admin@ripley.lancs.sch.uk)  
**website** [www.ripleystthomas.com](http://www.ripleystthomas.com)

*Believe.....*

## **Careers Provision at Ripley St Thomas Church of England Academy**

### **Aims and Objectives**

The Careers Education Information, Advice and Guidance Policy at Ripley St Thomas Academy has been developed to incorporate the aims of the academy and recent initiatives in careers education. The planned programme of study helps our students to understand their interests, strengths and weaknesses in relation to the world of work and lifelong education. Students also learn about different careers and opportunities for training, apprenticeships and volunteering.

It is our aim to fully embed careers within the curriculum in all areas to enable students to have a clear overview of how their subject areas can impact on their future decisions. This will raise aspirations, attainment and achievement.

### **Entitlement**

Our role is to ensure that students receive support and quality information, advice and guidance to enable them to make informed choices and decisions for their future transitions. Ripley St Thomas Academy provides access to impartial and independent information and guidance about the range of education and training options that are available to help young people achieve their ambitions.

Ripley St Thomas Academy will be free to make arrangements for careers guidance that fit the needs and circumstances of our students, and work, as appropriate, in partnership with external and expert providers in line with Department for Education (Careers Guidance and Access for Education and Training Providers 2018 - Statutory guidance for governing bodies, school leaders and school staff) and Gatsby Benchmarks:

1. A stable Careers Programme – Ripley St Thomas Academy will have an embedded programme of careers education and guidance that is known and understood by students, parents, teachers, governors and employers.
2. Learning from Careers and Labour Market Information – Every student and their parents will have access to good quality information about future study options and labour market opportunities. They will have the support of an informed advisor to make best use of available information.
3. Addressing the needs of each student – our students do have different career guidance needs at different stages. Opportunities for advice and support, will be tailored to the needs of every student. Our careers programme will embed equality and diversity considerations throughout.
4. Linking curriculum learning to careers – all teachers should link curriculum learning with careers, and 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 the world of work, employment and the skills that are valued in the workplace. This will be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.
6. Experiences of workplaces – every student will develop first-hand experiences of the workplace through work visits, work shadowing and work experience in Year 10, 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 apprenticeships.

8. Personal Guidance – every student has the opportunity to see a qualified careers guidance practitioner. This advisor is available whenever significant study or career choices are being made and timed to meet students' individual needs from Year 7 to Year 11. This can be done through Careers Guidance specific appointments.

Ripley St Thomas Academy has access to independent face-to-face careers guidance to enable the most suitable support for students to make successful transitions, particularly students from disadvantaged backgrounds. Careers guidance for students with SEND should be based on the students' own aspirations, abilities and needs, and students with EHC plans be additionally supported through the SEND local offer by the Local Authority through annual reviews and 1:1 support (Special Educational Needs and Disability Code of Practice).

Careers guidance will be presented in an impartial manner and promote the best interests of the students to whom it is given. Careers guidance will include information on all options available in respect of 16-18+ education or training, including Apprenticeships and other work-based education and training options.

Ripley St Thomas Academy will provide information, when appropriate to local authority support services. Ripley St Thomas Academy will work with these partners and local authorities to ensure stakeholders know what services are available, and how students can be referred for support.

### **Our Provision**

The school's careers provision is outlined in appendix A. The emphasis at Ripley St Thomas Academy is on tailoring our approach for each year group and trying to ensure a progressive and expansive careers curriculum across Years 7 to 13.

### **Responsibilities**

Ripley St Thomas Academy will decide the careers guidance provision to be made available based on the needs of students and the opportunities available in line with national entitlements. All students will have access to independent and impartial advice about all of the mainstream education, training and employment opportunities on offer, regardless of their individual circumstances. For those with learning difficulties and/or disabilities, this advice should also include information on the full range of specialist provision that is available.

### **Curriculum**

Ripley St Thomas Academy offers a range of wider career related activities to offer students an insight into the world of work. These include engagement with local colleges and universities for first-hand experience of further and higher education and work related experiences.

Ripley St Thomas Academy uses various methods to deliver the statutory guidance in the form of engaging learning challenges, mentoring, workplace visits, work experience, employer engagement and links with local higher and further education providers.

Every faculty within the academy has a dedicated member of staff to promote careers education within their curriculum. The Careers Champion role is to ensure students have access to careers education across all subjects.

### **Monitoring, Evaluation and Review:**

Ripley St Thomas Academy constantly monitors, evaluates and reviews its impartial guidance to keep up to date with local and national trends to ensure the information is appropriate for its students. Responsibility for CEIAG is the Careers Lead, the Principal, Directors and Governors.

Ripley St Thomas Academy will consult with stakeholders in order to constantly evaluate and improve delivery of CEIAG.

### **Staff Development**

Staff training needs are identified yearly. Specific CPD is delivered to those staff delivering careers within lessons as well as careers champions.

### **Parents/Carers:**

Parents play an integral part in pupils' understanding of career choices and are encouraged to attend a range of career events including parents' evenings, transition planning, work experience and EHC Plan review.

Parents who are seeking further information or who would like to contribute to the Careers Education Programme should use the contact details for the School Careers Leader below:

**Mr J. Quarry**

**Assistant Principal**

**Tel:** 01524 64496

**Email:** quarryj@ripley.lancs.sch.uk

The next review date for Careers Education will be September 2022.

## Appendix A – Careers provision per year group

| Target group: | Careers and work related education, including enterprise and employability.   | Time of year  |
|---------------|---|---|
| Year 7        | <p><b>Internal provision:</b><br/>As part of a comprehensive PSHE plan the following will be covered:</p> <p>Why people work and its importance.</p> <p>Financial tutorial and the importance of budgeting.</p> <p>One to one careers advice on request</p> <p>Assembly delivery on:<br/>Importance of teamwork (enterprise and employability topic)<br/>Different careers available and the broadening of horizons.</p> <p>Money wise and budgeting classroom session with Nationwide bank</p> | <p>Autumn</p> <p>Summer</p> <p>Ongoing</p> <p>Autumn/Spring</p> <p>Summer</p> |

| Target group: | Careers and work related education, including enterprise and employability.  | Time of year  |
|---------------|--|---|
| Year 8        | <p><b>Internal provision:</b><br/>As part of a PSHE program, the following are delivered:</p> <p>What a career is.</p> <p>Where do you want to be?</p> <p>The different careers available and link to labour market.</p> <p>Introduction to the careers START profile</p> <p>Careers Focus Week: October, February, May</p> <p>Enterprise day: Learning from career and labour market information</p> <p><b>External provision:</b><br/>Meet the military! Team building exercises in school – linking curriculum learning to careers.</p> <p>Science, Technology, Engineering and Mathematics seminar – sessions led as part of our PSHE program on careers and opportunities in the STEM sector. The sessions are led by local STEM ambassadors.</p> | <p>Autumn</p> <p>Autumn/Spring/Summer</p> <p>Summer</p> <p>Summer</p> |

| <b>Target group:</b> | Careers and work related education, including enterprise and employability.  | Time of year   |
|----------------------|--|--|
| <b>Year 9</b>        | <p><b>Internal provision:</b><br/> Assembly delivery:<br/> Importance of teamwork (enterprise and employability topic)<br/> Different careers available and the broadening of horizons. This will link to virtual work experience programme in summer and subsequent program.<br/> Introduction to the careers START profile<br/> Preparation for your experience and debrief (CV enhancement)<br/> Careers Focus Week: October, February, May</p> <p><b>External provision:</b><br/> E-Safety/social media employability delivery from our enterprise advisor. This session gives our students lots of valuable information about being safe online and how this can affect future career opportunities.</p> <p>Working lunches have been set up in school with the intention of introducing our Key Stage 4 students to a vast range of different career related sectors and employers. The following industries have visited the school weekly for one hour seminars that students can opt in to:</p> <ul style="list-style-type: none"> <li>- EDF/STEM sector</li> <li>- Fire service</li> <li>- Police</li> <li>- Hair and Beauty</li> <li>- Hotel and hospitality</li> <li>- Lancaster and Morecambe College</li> <li>- Fitness and Health</li> <li>- NHS</li> </ul> <p><b>Employer encounters:</b><br/> Employability panel with at least six different labour markets. This will be delivered in half year groups.</p> | <p>Autumn</p> <p>Spring</p> <p>Spring</p> <p>Spring/Summer</p> <p>Summer</p> |

| <b>Target group:</b> | Careers and work related education, including enterprise and employability.   | Time of year   |
|----------------------|---|--|
| <b>Year 10</b>       | <p><b>Internal provision:</b></p> <p>Assembly delivery:<br/>Digital footprint and employer encounter (benchmark 5)</p> <p>As part of the PSHE curriculum delivery, students in Year 10 complete an enterprise day which focuses on business and finance.</p> <p><b>External provision:</b></p> <p>E-Safety/social media employability delivery from our enterprise advisor. This session gives our students lots of valuable information about being safe online and how this can affect future career opportunities.</p> <p>Working lunches have been set up in school with the intention of introducing our Key Stage 4 students to a vast range of different career related sectors and employers. The following industries have visited the school weekly for one hour seminars that students can opt in to:</p> <ul style="list-style-type: none"> <li>- EDF/STEM sector</li> <li>- Fire service</li> <li>- Police</li> <li>- Hair and Beauty</li> <li>- Hotel and hospitality</li> <li>- Lancaster and Morecambe College</li> <li>- Fitness and Health</li> <li>- NHS</li> </ul> <p>Students will meet Lancashire police as part of a range of topics. As well as this, there will also be a visit from the Prison Service as part of the PSHE curriculum delivery.</p> <p><b>Employer encounters:</b></p> <p>Students to undertake a virtual workplace experience across a range of different labour markets and settings.</p> <p>Careers Focus Week: October, February, May</p> | <p>Autumn</p> <p>Summer</p> <p>Spring</p> <p>Spring/Summer</p> <p>Summer</p> <p>Summer</p> |

| <b>Target group:</b> | Careers and work related education, including enterprise and employability.   | Time of year  |
|----------------------|---|---|
| <b>Year 11</b>       | <p><b>Internal provision:</b><br/>           One to one careers guidance interview with a Careers Advisor.<br/>           Careers Focus Week: October, February, May<br/>           ASK presentation</p> <p>Mock interviews<br/>           Assembly delivery:<br/>           Digital footprint and employer encounter (benchmark 5)<br/>           Importance of teamwork (enterprise and employability topic)</p> <p>Sixth form open evening/assembly delivery/interview process for sixth form.</p> <p><b>External provision:</b><br/>           National apprenticeship fair tailored towards students' interests – funding from pupil premium fund.</p> <p>Visits to Kendal/Myerscough Colleges<br/>           A local provider of apprenticeships to deliver an assembly to the year group (EDF) (Benchmark 5)</p> <p>E-Safety/social media employability delivery from our enterprise advisor. This session gives our students lots of valuable information about being safe online and how this can affect future career opportunities.</p> <p>Working lunches have been set up in school with the intention of introducing our Key Stage 4 students to a vast range of different career related sectors and employers. The following industries have visited the school weekly for one hour seminars that students can opt in to:</p> <ul style="list-style-type: none"> <li>- EDF/STEM sector</li> <li>- Fire service</li> <li>- Police</li> <li>- Hair and Beauty</li> <li>- Hotel and hospitality</li> <li>- Lancaster and Morecambe College</li> <li>- Fitness and Health</li> <li>- NHS</li> </ul> | <p>Ongoing throughout the full year.<br/>           Autumn</p> <p>Ongoing<br/>           Spring</p> <p>Autumn/Spring</p> <p>Autumn</p> <p>Autumn</p> <p>Spring</p> <p>Spring/Summer</p> |



| <b>Target group:</b> | Careers and work related education, including enterprise and employability.  | Time of year  |
|----------------------|--|---|
| <b>Year 12</b>       | <p><b>Internal provision:</b></p> <p>Tutorials:</p> <ul style="list-style-type: none"> <li>• Year 12 Achievements Log encourages students to keep an on-going record of their development of employability skills throughout the year</li> <li>• Our ‘Career Planning Journey’ begins in Year 12 with a wide range of activities and resources designed to help students start research into, and make decisions about, their next steps, including Higher Education, Apprenticeships, School Leavers’ Programmes, Gap Years and Employment</li> <li>• CV building – all students are given guidance to enable them to produce a tailored CV</li> <li>• In the spring term, students are given guidance and support with applications for University summer schools and taster events, as well as information on booking open days</li> </ul> <p>Enrichment:</p> <ul style="list-style-type: none"> <li>• Students can choose to engage in work experience relevant to their intended career paths as part of their sixth form enrichment</li> <li>• Students can opt to take part in one of three bespoke ‘careers academies’ (Aspiring Teachers, Healthcare Professionals and Engineers</li> <li>• Some long term enrichment activities, such as Aspiring Teachers, have work placements built into them</li> <li>• Students can opt to complete MOOCs related to particular career fields, e.g. law, engineering, psychology, finance</li> <li>• Students can undertake volunteering, either as a standalone enrichment activity, or as part of the Gold Duke of Edinburgh Award</li> <li>• Students work collaboratively to raise money for a variety of charity initiatives whilst developing key employability skills</li> </ul> <p>Assemblies:</p> <ul style="list-style-type: none"> <li>• Talks on gap year and volunteering opportunities from former students and placement providers (e.g. Project Trust; The Smiles Foundation)</li> <li>• National Citizen Service presentation</li> </ul> | <p>On-gong</p> <p>On-going</p> <p>Summer</p> <p>Spring/Summer</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>Summer</p> <p>Spring</p> <p>Spring</p> |

| <b>Target group:</b> | Careers and work related education, including enterprise and employability.  | Time of year                              |
|----------------------|--|---|
| <b>Year 12</b>       | <p><b>External Provision:</b><br/>All students attend the Manchester UCAS Exhibition which includes exhibitors and talks on HE and Apprenticeship pathways</p> <p>PSHE provision:</p> <ul style="list-style-type: none"> <li>• Talks on choosing HE institutions and courses and writing personal statements from universities</li> <li>• Talk on degree apprenticeships from Manchester Metropolitan University</li> <li>• 'Next Steps' careers day in the summer term which includes talks from a variety of employers (e.g. BAe, NHS) on career pathways</li> </ul> | <p>Spring</p> <p>Spring</p> <p>Summer</p> |

| <b>Target group:</b> | Careers and work related education, including enterprise and employability.  | Time of year   |
|----------------------|--|--|
| <b>Year 13</b>       | <p><b>Internal provision:</b></p> <p>Tutorials:</p> <ul style="list-style-type: none"> <li>• Targeted support for apprenticeship, school leavers' programmes and employment applications through our 'Career Planning Journey'</li> <li>• CV building/refining</li> <li>• Interview skills and mock interviews</li> <li>• Employability skills development</li> <li>• Life skills challenge, including managing finances, professional etiquette, etc</li> </ul> <p>Enrichment programme:</p> <ul style="list-style-type: none"> <li>• Students can choose to engage in work experience relevant to their intended career paths as part of their sixth form enrichment</li> <li>• Students can opt to take part in one of three bespoke 'careers academies' (Aspiring Teachers, Healthcare Professionals and Engineers)</li> <li>• Healthcare Professionals and Engineers)</li> <li>• Some long term enrichment activities, such as Aspiring Teachers, have work placements built into them</li> <li>• Students can opt to complete MOOCs related to particular career fields, e.g. law, engineering, psychology, finance</li> <li>• Students can undertake volunteering, either as a standalone enrichment activity, or as part of the Gold Duke of Edinburgh Award</li> <li>• Students work collaboratively to raise money for a variety of charity initiatives whilst developing key employability skills</li> </ul> <p><b>External Provision:</b></p> <p>PSHE provision:</p> <ul style="list-style-type: none"> <li>• Apprenticeship workshop, focusing on skills for applications, assessment centres and interviews</li> <li>• Career talks on apprenticeship opportunities from a variety of local employers including BAe, EDF, Askam</li> </ul> | <p>On-going</p> <p>Autumn/Winter<br/>Autumn/Winter<br/>Autumn/Winter<br/>Spring</p> <p>On-going</p> <p>On-going</p> <p>On-going<br/>On-going</p> <p>On-going</p> <p>On-going</p> <p>Spring</p> <p>On-going</p> |