

RIPLEY ST THOMAS

A CHURCH OF ENGLAND ACADEMY



Careers Provision

Originator	Ms A Barnes
Reviewed	September 2022
Next Review Date	March 2023

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An Education for Life

Careers Provision at Ripley St Thomas Church of England Academy

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils 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.

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 relate 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:

Ms. A Barnes Assistant Principal

Email:barnesa@ripley.lancs.sch.uk

The next review date for Careers Education will be March 2023.

A provider wishing to request access should contact the Ripley St Thomas CEIAG team on RSTcareers@ripley.lancs.sch.uk or on 01524 64496.

The SLT lead for CEIAG development is Ms. A Barnes (Careers Lead). Our Careers Advisor is Ms A. Kirkbride.



Year	Term	Focus	Assembly	Careers Focus Week	PSHE and beyond	Visits and Engagement
Introduction to careers and the world of work						
7	1	Why do people work? The importance of work	1A - Positive mindset & Raising aspirations (RBU) 1B - Employer assembly: Working in a team / Problem Solving Confidence Building Strengths & Weaknesses	1 - 17-21 October What is a career? / Different types of careers		Author event Becoming a writer
	2	'Employability Skills' (Communication, Problem-solving, Leadership, Initiative, Teamwork, Creativity, Confidence, Motivation, Technology, Self-management, Financial Management)	2A - Employability Skills 2B -National Careers Week	2 - 6-10 February	National Apprenticeship Week (February 2023) National Careers Week (March 2023) Women in Science Week (March 2023)	
	3	Introduction to START digital careers platform – register/log in and initial navigation around the site.	3A - British Science Week 3B - Local Labour Markets	3 - 22-26 May	PSHE 4: Introduction to careers and the wider world: Careers Employability Leadership How to choose a career	Money-Wise Financial Tutoring, The importance of budgeting Nationwide Bank

Further information and guidance is available on:

Careers section of the school website <https://ripleystthomas.com/curriculumoverview/careers/>
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 Careers noticeboard next to Learning Support



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Enhancing your Employability						
8	1	Challenging careers stereotypes Female apprentice opportunities Equal opportunities Discrimination in the workplace	1A - Stereotypes (STy) 1B – Equal opportunities in the workplace	1 - 17-21 October Tutor: Digital Footprint	PSHE Day 2 Careers in the health sector	
	2	21st Century Jobs and changing patterns of employment (specific reference to Apprenticeships)	2A - Renewable Energy Careers (Victoria Hatch - L&M College) 2B - National Careers Week	2 - 6-10 February Tutor: Jobs for the future What is an apprenticeship? All about apprenticeships	PSHE Day 3 Careers in media and journalism National Apprenticeship Week (February 2023) National Careers Week (March 2023) Women in Science Week (March 2023)	
	3	Careers and opportunities in the STEM sector STEM ambassadors Impact of Digital Footprint	3A - British Science Week 3B - Local Labour Markets	3 - 22-26 May Careers in STEM	International Volunteering Week (June 2023) PSHE 5: Careers in STEM Opportunities in the STEM sector led by local STEM ambassadors	STEM ambassadors

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Preparing for GCSE Options - what it means for my career						
9	1	Why is the year before GCSEs important? Careers for your subject Opportunities linked to each subject	1A - Why this year matters 1B - Where can subjects take me?	1 - 17-21 October Careers Questionnaire	Introduction to START platform	STEM first 'Women in STEM' ambassadors
	2	What are my choices at KS4? Compulsory/Optional subjects? What are GCSEs? How assessed? Options for the future	2A - Renewal Energy Careers (Victoria Hatch - L&M College) 2B - National Careers Week Additional assembly: GCSE Option Choices	2 - 6-10 February Tutor: Options for the future Working lunch: GCSE and post-16 choices: 'Going to college' L&M College (Ash Robinson) What is an apprenticeship? All about apprenticeships	National Apprenticeship Week (February 2023) National Careers Week (March 2023) Women in Science Week (March 2023) PSHE 3: Creative industries - The role of the arts sector in UK economy Languages for the future	Options Evening Presentations Parents' Evening Year 9 STEM Challenge 22 Lancaster University
	3	Transferrable skills Routes to employment - how do personal values influence our career choices?	3A - British Science Week 3B - Local Labour Markets	3 - 22-26 May	International Volunteering Week (June 2023)	Visit to Lancaster University STEM ambassadors Employer encounters: EDF, STEM, Emergency Services The NHS, Hair and Beauty Hotel & Hospitality, Fitness & Health

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Preparing for Post-16						
10	1	<p>Introduction to Post-16 Choices</p> <p>What is the difference between: FE College and Sixth Form? A Levels and Vocational qualifications Sixth Form, College, Apprenticeships</p>	<p>1A - What are your Post-16 choices? 1B - Which is the right choice for you?</p>	<p>1 - 17-21 October START Platform: Writing your CV Application forms</p>		
	2	<p>Post-16 Choices Apprenticeships / Traineeships</p> <p>Different types of apprenticeships Entry requirements / assessments Challenging Stereotypes</p>	<p>2A - Post-16 choices: The Sixth Form @Ripley, M.Sim, H.Abell 2B - National Careers Week</p>	<p>2 - 6-10 February Tutor: What to do after Year 11? Working lunches: GCSE and post-16 choices: 'Going to college' L&M College (Ash Robinson) Kendal College (Hope Dawson) Your options after GCSEs: College, Sixth Form, Apprenticeships</p>	<p>National Apprenticeship Week (February 2023) National Careers Week (March 2023) Women in Science Week (March 2023) PSHE 3: Financial Awareness Budgeting Pensions and Social Care</p>	<p>Working lunches: GCSE and post-16 choices: 'Going to college' L&M College (Ash Robinson) Kendal College (Hope Dawson)</p>



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Preparing for Post-16						
	3	Planning for Work Experience Virtual work experience. Work and the law: Workers Rights Health and Safety in the workplace Work-life balance: mental health	3A - British Science Week 3B - Local Labour Markets	3 - 22-26 May	PSHE Day 5: Careers CV writing and healthy working habits International Volunteering Week (June 2023) Start process of 1-2-1 interviews with Careers Advisor (Priority: PP/SEND)	PSHE Day 5: Meet the Military (PSHE) June Employer encounters: EDF, STEM, Emergency Services The NHS, Hair and Beauty Hotel & Hospitality, Fitness & Health Virtual Work Experience

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Introduction to Post-18 Options						
11	1	<p>Introduction to Post-18 Options</p> <p>University Level courses, Apprenticeships (Advanced, Higher and Degree), FE Colleges, Work with training/study, Gap Year, Internships, Employment</p>	<p>1A - The Sixth Form @Ripley M.Sim, H. Abell</p> <p>1B - Sixth Form Student Leadership team</p>	<p>1 - 17-21 October</p> <p>Working lunch: Careers in the NHS</p>	<p>1-2-1 interviews with Careers Advisor</p> <p>PSHE 1: VI Form Taster Day</p> <p>The Sixth Form @Ripley plus FE colleges</p>	<p>Careers Expo- LMC (Sept 2022)</p> <p>Myerscough College Lancaster & Morecambe Kendal College</p> <p>Working lunch: Careers in the NHS</p> <p>Sixth Form Open Evening</p>
	2	<p>Higher Education What is it? Benefits?</p> <p>Types of HE courses and entry requirements (UCAS points)</p> <p>Application process (statements)</p> <p>Higher/Degree Apprenticeships</p> <p>Life-long learning, ie – Open Uni.</p>	<p>2A - What is Higher Education?</p> <p>2B - National Careers Week</p>	<p>2 - 6-10 February</p> <p>The Benefits of Higher Education</p> <p>What is an apprenticeship? All about apprenticeships</p> <p>The UCAS application process</p>	<p>National Apprenticeship Week (February 2023)</p> <p>National Careers Week (March 2023)</p> <p>Women in Science Week (March 2023)</p>	<p>Creative Industries Expo: Art/Design/Digital Media L&M College</p> <p>Vocational tester sessions Focus: PP students</p>
	3		3A - Apprenticeships		<p>PSHE Day 4</p> <p>Transferrable skills</p> <p>Budgeting and planning for retirement</p>	<p>Visit to: Kendal College Myerscough College</p> <p>Employer encounters: EDF, STEM, Emergency Services. The NHS, Hair and Beauty, Hotel & Hospitality, Fitness & Health</p>

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Year	Term	Focus	Assembly	Careers Focus Week	PSHE and beyond	Visits and Engagement
Exploring Post 18 options						
12	1	<p>Career Planning Journey Considering post 18 options Pros and cons of different pathways Introduction to VESPA (Vision and Effort)</p> <p>Weekly Opportunities Bulletin Highlighting work experience (in-person and virtual), online events and fairs, University and apprenticeship tasters</p>	<p>Advice for Year 12 success Student Leadership Team Amanda Blundell-Roberts</p>	<p>1 - 17-21 October Spotlight on virtual work experience UK University and Apprenticeship Virtual Fair</p>	<p>2Fri 5 Enrichment session: Virtual Work Experience and career related MOOCs</p> <p>Enrichment MOOCs Careers Academies</p>	<p>Enrichment: careers talks Aspiring Teachers Enrichment: outstanding teaching workshop (Edge Hill University) Aspiring Engineers Enrichment: real world project Aspiring Healthcare Professionals Journalism & PR Careers talk Legal Careers talk</p>



Year	Term	Focus	Assembly	Careers Focus Week	PSHE and beyond	Visits and Engagement
		Exploring Post 18 options				
	2	<p>Career Planning Journey Preparing for and reflecting on UCAS exhibition Signing up to UCAS Hub Research and shortlisting opportunities UCAS careers quiz UCAS discovery events VESPA (systems and practice)</p> <p>Weekly Opportunities Bulletin Highlighting work experience (in-person and virtual), online events and fairs, University and apprenticeship tasters</p> <p>R6ach Award Launch Non qualification and work based learning award scheme</p>	<p>Duke of Edinburgh Gold Award Chris Hale</p> <p>NCS Inspira</p> <p>Making the Most of the UCAS Exhibition Northumbria University</p> <p>Your Sixth Form Career Planning Journey Louise Whitehouse</p>	<p>2 - 6-10 February</p> <p>National Apprenticeships Week Myth busting; apprenticeship sectors and roles; spotlight on degree apprenticeships; highlighting of online events</p>	<p>National Apprenticeship Week (February 2023)</p> <p>National Careers Week (March 2023)</p> <p>PSHE 4: Degree Apprenticeships (Manchester Metropolitan University) Choosing Courses & Universities (Leeds University)</p> <p>2Fri 5 Enrichment session: Careers and next steps Virtual Work Experience and career related MOOCs</p> <p>Enrichment MOOCs Careers Academies</p>	<p>Manchester UCAS Exhibition</p> <p>Law Enrichment (Lancaster University Law Society)</p> <p>Aspiring Healthcare Professionals Enrichment: allied healthcare careers talks</p> <p>Aspiring Teachers Enrichment: T&L workshops from professionals</p> <p>Aspiring Engineers Enrichment: real world project</p> <p>Social Sciences enrichment: talks on working in prison and probation</p>



Year	Term	Focus	Assembly	Careers Focus Week	PSHE and beyond	Visits and Engagement
Exploring Post 18 options						
12	3	<p>Career Planning Journey Further research and shortlisting of options CV development Personal statement planning and development Open days (in person and virtual) VESPA (attitude)</p> <p>Weekly Opportunities Bulletin Highlighting work experience (in-person and virtual), online events and fairs, University and apprenticeship tasters</p> <p>R6ach Award Students continue to work towards non qualification and work based learning award scheme</p>	<p>Studying in Scotland University of Dundee</p> <p>Former students University & apprenticeships experience & advice</p> <p>Gap Year Opportunities Project Trust</p>	<p>3 - 22-26 May</p> <p>Making the right choices University and apprenticeship shortlisting: weighing up the pros and cons</p>	<p>PSHE 5: Personal statements (Lancaster University)</p> <p>Employers Carousel Event (NHS, BBC, BAE, RSM, Factored, Lancaster University)</p> <p>Planning a gap year (former student)</p> <p>Enrichment MOOCs Careers Academies</p>	<p>Employer encounters (see PSHE 5)</p> <p>Six week enrichment challenge</p> <p>Apprenticeship scheme presentation and application advice from former students</p>

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Preparing for life after sixth form						
13	1	<p>Career Planning Journey</p> <p>UCAS applications Apprenticeships research & shortlisting CV updating Employability skills Mock interview practice Post 18 options - further research & application support</p> <p>Weekly Opportunities Bulletin</p> <p>Highlighting work experience (in-person and virtual), online events and fairs, apprenticeship vacancies, gap year schemes</p>	<p>Former students</p> <p>Degree apprenticeship pathways University experience / advice</p>	<p>1 - 17-21 October</p> <p>Spotlight on virtual work experience UK University and Apprenticeship Virtual Fair</p>	<p>PSHE 2:</p> <p>Study skills for success (Northumbria University)</p> <p>Enrichment</p> <p>MOOCs Careers Academies</p>	<p>Employer encounters</p> <p>BAE Systems UCLAN - degree apprenticeships Sheet Piling UK (Civil Engineering) Journalism & PR Volker Stevin Legal Careers</p> <p>Mock interviews</p> <p>Veterinary and healthcare professionals</p> <p>Aspiring Healthcare Professionals Enrichment: careers talks Aspiring Teachers Enrichment: outstanding teaching workshop (Edge Hill University) Aspiring Engineers Enrichment: real world project</p>



Year	Term	Focus	Assembly	Careers Focus Week	PSHE and beyond	Visits and Engagement
Preparing for life after sixth form						
13	2	<p>Career Planning Journey Application refinement Preparing for assessment centres and interviews Preparing for employment Focus on gap years</p> <p>Weekly Opportunities Bulletin Highlighting work experience (in-person and virtual), online events and fairs, apprenticeship vacancies, gap year schemes</p>	<p>Future Plans and Next Steps Denise Apsey</p>	<p>2 - 6-10 February National Apprenticeships Week Online events, vacancy snapshots, application support</p> <p>UCAS next steps Replying to offers; UCAS Extra</p>	<p>National Apprenticeship Week (February 2023) National Careers Week (March 2023)</p> <p>PSHE 3: The Money Charity: Budgeting / Money Management ASK: Apprenticeships Application workshop</p> <p>PSHE 4: Transition to University (Leeds University) Student Finance (Lancaster University)</p> <p>Enrichment MOOCs</p>	<p>Aspiring Healthcare Professionals Enrichment: allied healthcare careers talks</p> <p>Aspiring Teachers Enrichment: T&L workshop from professionals</p> <p>Aspiring Engineers Enrichment: real world project</p> <p>Social Sciences enrichment: talks on working in prison and probation</p>



Year	Term	Focus	Assembly	Careers Focus Week	PSHE and beyond	Visits and Engagement
Preparing for life after sixth form						
13	3	Career Planning Journey Living Independently Budgeting; travel; accommodation Life Skills Challenge Preparing for Results Day Weekly Opportunities Bulletin Highlighting work experience (in-person and virtual), online events and fairs, apprenticeship vacancies, gap year schemes	Preparing For Results Day Denise Apsey			

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