



Careers and Higher Education Policy

| | |
|--------------------|----------------------------------|
| Policy Type | Statutory |
| Regulation | Section 42(A) Education Act 1997 |
| Approval Committee | TLCC |
| Last Review | March 2019 |
| Next Review | March 2020 |

| | | |
|-----|---|---|
| 1 | Related Information..... | 3 |
| 1.1 | Statutory Guidance..... | 3 |
| 1.2 | Supporting Documents..... | 3 |
| 1.3 | Terminology..... | 4 |
| 2 | Philosophy and Overview..... | 4 |
| 3 | Provision for Girls with Special Educational Needs..... | 5 |
| 4 | Careers Interviews..... | 5 |
| 5 | Work Experience..... | 5 |
| 6 | Guest Speakers..... | 5 |
| 7 | Curriculum Programmes..... | 6 |
| 7.1 | Middle School..... | 6 |
| 7.2 | Upper School..... | 6 |
| 7.3 | Sixth Form..... | 6 |
| 8 | Gatsby Benchmarks..... | 6 |
| 8.1 | A Stable Careers Programme..... | 6 |
| 8.2 | Learning from Career and Labour Market Information..... | 7 |
| 8.3 | Addressing the Needs of Each Student..... | 7 |
| 8.4 | Linking Curriculum Learning to Careers..... | 7 |
| 8.5 | Encounters with Employers and Employees..... | 7 |
| 8.6 | Experience of Workplaces..... | 7 |
| 8.7 | Encounters with Further and Higher Education..... | 7 |
| 8.8 | Personal Guidance..... | 7 |
| 9 | Personnel..... | 8 |

1 Related Information

1.1 Statutory Guidance

This statutory policy has been reviewed in accordance with the following guidance:

42A Provision of careers guidance in schools in England

(1) The responsible authorities for a school in England within subsection (2) must secure that all registered pupils at the school are provided with independent careers guidance during the relevant phase of their education.

(2) A school is within this subsection if it provides secondary education and is one of the following—

(a) a community, foundation or voluntary school;

(b) a community or foundation special school (other than one established in a hospital);

(c) a pupil referral unit.

(3) The responsible authorities for a school within subsection (2) are—

(a) in the case of a school within subsection (2)(a) or (b), its governing body;

(b) in the case of a pupil referral unit, the local authority that maintain it.

(4) The responsible authorities must secure that careers guidance provided under subsection (1)—

(a) is presented in an impartial manner,

(b) includes information on options available in respect of 16 to 18 education or training, including apprenticeships, and

(c) is guidance that the person giving it considers will promote the best interests of the pupils to whom it is given.

(5) Careers guidance provided to pupils at a school is independent for the purposes of this section if it is provided other than by—

(a) a teacher employed or engaged at the school, or

(b) any other person employed at the school.

(6) For the purposes of this section the relevant phase of a pupil's education is the period—

(a) beginning at the same time as the school year in which the majority of pupils in the pupil's class attain the age of 14, and

(b) ending with the expiry of the school year in which the majority of pupils in the pupil's class attain the age of 16.

1.2 Supporting Documents

The following related information is referred to in this policy:

Careers guidance and access for education and training providers October 2018 (DfE)

Predicted Grades Policy

1.3 Terminology

Parents includes one or both parents, a legal guardian, or education guardian.

School means Haberdashers' Aske's School for Girls.

Student or **Students** means any student or students in the School at any age.

2 Philosophy and Overview

The Careers and Higher Education Department looks to support and advise Students from Lower 4 to Upper 6. Each Student will aspire to embark on a successful career on leaving Habs. It is the role of the Careers and Higher Education Department to offer guidance to the Students in order for them to make reasoned and practical decisions which are based on their potential.

Careers advice is the responsibility of the Head of Careers and Higher Education but is also offered by Form Tutors and Heads of Section. Careers information is disseminated to these groups in order to ensure that consistent, accurate, up-to-date and appropriate information and advice is given. The Head of Careers and Higher Education liaises closely with all Section Heads and relevant pastoral information is shared in order to provide the most appropriate advice.

Students are given assistance at each key decision making stage in the curriculum, for example, with L5 GCSE choices, Upper 5 A Level choices and Lower and Upper 6 Higher Education choices. We also provide guidance to those Students who have left School but are making a post qualification application, unless they are currently attending another institution.

The subject of Careers and Higher Education is part of the PSHCE carousel programme (4 weeks in M5 and 4 weeks in U5) and is delivered by the Head of Careers and Higher Education or Head of Sixth Form to all girls in these 2 year groups. The programme encourages some self-evaluation, such as helping them to identify and reflect on their strengths and foster the development of key transferable skills. Other activities within the programme include practical support for creating a CV and constructive advice in presenting themselves positively for interview and work experience.

In the Sixth Form, the Head of Careers and Higher Education is responsible for the delivery of the UCAS preparation programme, which occurs as part of the tutorial programme and during the summer term. This programme is reviewed annually in order to improve on past programmes and to respond to the changing needs of the Students. She and the Head of Sixth Form take responsibility for predicted A Level grades (please see the Predicted Grades Policy).

Virtually all Students apply for university via UCAS in the September or October of U6 and up to 50% of Students in a year group consider an application to Oxford or Cambridge. The School supports every Student in their application. Students are encouraged to research their choice of universities carefully, taking into account the nature of the course, style of teaching, the type of institution, distance from home and cost of living. Please see the Higher Education Guide for more information.

As part of the Habs Community, the School works closely with Parents, employers, Old Girls, Governors, HE Institutions and UCAS to provide accurate, up to date, appropriate information and advice. We also work closely with our neighbouring Boys' School so that boys and girls have similar opportunities.

3 Provision for Girls with Special Educational Needs

The Head of Careers and HE is able to identify girls with individual needs through liaising with the Head of Individual Needs. The Careers Department is also able to access the individual learning plans of these girls. When registering the sixth form for university admissions tests, it is the girls' responsibility to let the Head of Careers and HE know of any needs when they come to submit their UCAS form.

4 Careers Interviews

Students are interviewed in U5 by the Head of Careers and HE and the Head of Upper School to discuss their choice of A level subjects in the Autumn term. They are also encouraged to talk to their subject teachers, Head of Departments and Form Tutors.

5 Work Experience

Work experience is discussed in Upper School PSHCE Careers. Many aspects are covered, such as constructing CVs, being prepared for interview, how to make the most of the experience and writing cover letters. Students in the Upper 5 are encouraged to spend 1 week or 2 after their GCSEs experiencing work of their choice. Many have contacts through their Parents and arrange this privately, however the Head of Careers and HE can help if necessary.

The Head of Careers and HE can provide a letter from Habs when requested to state that we are happy for the Student to have a work experience placement. There is no specific checking of establishments and no formal procedure involving risk assessment/insurance etc. because Parents are informed that they are responsible for the Student's safety during the placement.

6 Guest Speakers

A variety of guest speakers are invited throughout the year by the Careers Department. Speakers include Parents, Old Girls and contacts of the department. In the last year, guests have spoken on

topics such as finance, mathematics, law, fashion, marketing, IT, armed forces, science, medicine to name but a few. All Students in Lower 6 have the opportunity to attend networking breakfasts at the Boys' School throughout the year, to meet professionals in a range of fields.

7 Curriculum Programmes

7.1 Middle School

The Middle School careers programme takes place during form time and is run by form tutors. The activities focus on the skills that will be needed for careers of the future. Additionally, Students in L5 take part in the 'Take Your Daughter to Work Day' where they are off timetable for 1 day and attend a workplace to gain experience.

7.2 Upper School

The Upper School careers programme is delivered via a carousel in PSHCE for all Students in the year group. This is run by the Head of Careers and HE and the Head of Sixth Form. Activities focus on employability skills and looking forwards towards university options. As part of the programme, Students use the Morrisby careers profiling software, which is then followed up with individual advice based on the results.

7.3 Sixth Form

The Sixth Form receive a comprehensive programme throughout these 2 years to prepare them fully for life after School. This starts in the autumn term of L6, after October half-term, with individual advice and presentations on choices available to them after A Levels. The HE Guide is given out just before the HE Evening, which outlines the programme for the coming year and the support given to the Students.

8 Gatsby Benchmarks

The Gatsby Benchmarks have been identified as criteria for a successful Careers Programme. The benchmarks are identified below with an indication of how the School meets them.

8.1 A Stable Careers Programme

- Activities in tutorial time from L4
- Specialist careers programme within PSHCE from M5-U5

- Careers talks across a range of professions for L5-U6.

8.2 Learning from Career and Labour Market Information

- Staff training up to date
- Head of Careers specifically trained in Labour Market Information.

8.3 Addressing the Needs of Each Student

- Students with individual needs are included and specifically catered for
- Individual advice is given from M5.

8.4 Linking Curriculum Learning to Careers

- Dedicated time in the curriculum is given to careers during M5 and U5
- Careers activities start from L4.

8.5 Encounters with Employers and Employees

- Work experience for U5-U6
- Internships during gap years for U6
- Networking breakfasts for L6
- Specialist talks at lunchtimes
- Careers evening events.

8.6 Experience of Workplaces

- Work experience for U5-U6.

8.7 Encounters with Further and Higher Education

- Higher Education evening in March each year- 30 universities attend
- Trips to universities run during the summer UCAS programme.

8.8 Personal Guidance

- The department are always available to Students for individual appointments
- All girls have appointments with the Head of Careers in U5, L6 and U6.

9 Personnel

| | |
|--|----------------------------------|
| Head of Careers & Higher Education | Laura Mee (Named Careers Leader) |
| Head of Sixth Form | Rama Davies |
| Teacher in Charge of Oxbridge | Zoe Makepeace-Welsh |
| Interview Co-ordinator | Zoe Makepeace-Welsh |
| Teacher in Charge of Healthcare Applications | Rebecca Lane |