



Salvatorian  
College

# Careers Education Statement

## Principles

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*'Happy are those who do not follow the advice of the wicked, or take the path that sinners tread, or sit in the seat of scoffers; but their delight is in the law of the Lord, and on his law, they meditate day and night. They are like trees planted by streams of water, which yield their fruit in its season, and their leaves do not wither. In all that they do, they prosper.'*

Psalm 1

Reviewed: September 2024

### Values and vision

This framework is underpinned by our long-term vision and reflects our core values to lead those in our care to benefit from an enriching education. It is part of the vision and mission of Salvatorian College, to ensure that all pupils have a planned programme of activities helping them to discern suitable future pathways enabling the use of their God-given talents and preparing them to enter society and make a positive difference. We are particularly mindful of the needs of our more vulnerable students and those with SEND and are ambitious for all.

### Statutory requirements and expectations

The Governors are committed to fulfilling their statutory duties in relation to Careers. This includes ensuring all students are provided with independent and impartial Careers guidance from Year 8 to Year 13, and are given information on a range of education and/or training options. The school provides opportunities for a range of education, apprenticeship, and training providers to have access to pupils from Year 8 to Year 13; to achieve a minimum of 2 encounters in Year 8+9, 2 encounters in Year 10+11, and 2 encounters in Year 12+13. Information about the Careers programme, including the name of the Careers Leader, is published on the website and reviewed annually.

The school will update the information in this framework annually. In providing CEIAG we will have regard to the Gatsby guidelines and will endeavour to provide:

1. a rich and informative careers programme with clearly identified aims and events, customised for each year group of the school.
2. a programme that incorporates the latest information from career and labour market current trends, thus updating pupils on the pathways and study options available to them, particularly in the local area.
3. each student with access to guidance and analysis which allows them to discuss their careers and training options for when they leave school.
4. relevant information in curriculum subject areas as to how different courses of study lead or predispose towards different careers.
5. timely encounters with employers and employees.
6. opportunities to experience the workplace in Year 10 for each pupil. Work experience will additionally be built into vocational programmes of study where appropriate.
7. opportunities for pupils to have encounters with personnel from further and higher education.
8. personal guidance from an independent and impartial careers advisor.

We aspire to present information to our pupils in an objective and impartial manner, highlighting the full range of education and training options, including apprenticeships and technical education routes. This aspect of our programme will begin in Year 7 and continue through to our Year 13 (the designated age ranges).

We are open to ensuring there are opportunities for a range of bona fide education and training providers to present information to pupils (in the designated age ranges) pertinent to opportunities. Providers wishing to present at the school should contact Mr Cooper for a discussion. We will also keep a library of materials in accessible places for pupils. Telephone: 0208 863 2706 or email [d.cooper@salvatorian.harrow.sch.uk](mailto:d.cooper@salvatorian.harrow.sch.uk). Further details of our Provider Access Policy can be found in Appendix 1.

## **CEIAG in the Key Stage 3 Curriculum**

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Key Stage 3 at Salvatorian College consists of Year 7-9 pupils. Within the Careers curriculum pupils learn about the desirable skills required for success in the workplace and analyse their personal strengths and weaknesses. They begin to explore which jobs they would enjoy and breakdown any stereotypes that exist about different employment sectors. Subjects taught at Key Stage 3 specifically highlight Career pathways at different points in their curriculum.

There are a number of structured activities that pupils complete during Form Time, PSHE lessons and 'Drop Down Days', that support and develop their learning, to become citizens that can make a positive contribution to society, through their workplace. There are also assemblies delivered each term that specifically focus on CEIAG, delivered by appropriate members of staff.

Pupils participate in a number of educational visits that support the development of CEIAG and have numerous visitors to the school to discuss their employment, experiences and opportunities.

Guidance is offered in 1-1 sessions by Senior and Middle leaders to every pupil when pupils are making their guided choices for GCSE's in Year 9. The format facilitates parental involvement and consultation as part of the process. All pupils (Yr7-11) are involved in 'Target Setting Day' which sets academic targets for the year but also gives pupils and parents the opportunity to discuss career pathways with an appropriate member of staff.

## **CEIAG in the Key Stage 4 Curriculum**

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Key Stage 4 at Salvatorian College consists of Year 10 and 11 pupils. Prior learning regarding CEIAG is developed within the Careers curriculum and subject curriculum integration. This programme begins by focusing on personal, national and global finance and the global economy. It continues with the changing world of work at local, national and international levels. Finally, it aims to educate pupils to prepare for the variety of pathways available beyond Salvatorian in Post 16 provision; including A-Levels, Vocational/Technical Qualifications and Apprenticeships. It also equips them with the knowledge and skills to be able to complete applications for further and higher education and employment.

Year 9+10 pupils benefit from 1-1 sessions with business professionals who participate in Careers Day activities such as a Careers Forum or Entrepreneur Challenges, or Interview techniques, so that they meet as many people in employment as possible. Our dedicated Enterprise Advisor is working with the local community to ensure opportunities are developed further. This enables our pupils to gain valuable insights to what will be required of them in the future and helps raise aspirations for Year 11. There are a wide range of on-line forums and opportunities to meet business volunteers and gain experiences of the work place. These are shared with pupils and parents at timely intervals. Year 10 participate in a week long Work Experience placement during the Summer term. Year 11 will visit a Careers Fair in the Autumn Term.

6<sup>th</sup> Form Taster Days, University visits and More Able specific trips that focus on accessing the 'Russel Group' of Universities are all included within the extended Careers curriculum. Pupils also have the opportunity of participating in the 'Extended Project Qualification' (EPQ) which allows them to demonstrate their capacity in a field of their choice to potential employers. Additional opportunities with local, national and multi-national corporations have been facilitated and include Bloomberg, Meryl Lynch, Goldman Sachs, Waitrose and many more, that have supported our pupils in developing their CEIAG.

Independent Careers advice is offered to all Year 11 pupils so that applications for Post 16 education can be tailored to the individual need. The Careers Advisor attends Key Stage 4 Parents Evenings. Pupils, along with their parents also participate in the 1-1 'Target Setting Day', which at this stage has

an ever-increasing focus on Careers and Post 16 provision. Pupils complete activities on a careers platform (Unifrog) to help narrow and identify their future careers choices and can access up to date labour market information.

Pupils at Salvatorian College typically select to remain at Salvatorian 6<sup>th</sup> Form, or attend St Dominic's Sixth Form, to complete A-Levels, or a small range of BTEC courses. A number of pupils apply to attend local colleges. These institutions visit throughout Year 9-11 to lead assemblies and other discussion groups on the provision they offer, eg T Levels, Vocational Qualifications and Apprenticeships.

### CEIAG in the Key Stage 5 Curriculum

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It is intended that Students in Year 12 will be able to research and evaluate progression pathways, the costs and benefits of higher and further education, training, apprenticeship, employment and volunteering options. This will be delivered through:

- Careers Fairs
- Work Experience at the end of the Summer Term.
- Assemblies with various universities and the National Apprenticeship Service.
- Study skills (VESPA) programme in form-time.
- 1-to-1 guidance with Careers Adviser
- Personal Statement workshop with IntoUniversity
- The use of 'START' software to explore Post-18 options
- CV and Personal Statement writing

Students in Year 13. This will be delivered through:

- 1-to-1 Personal Statement support with IntoUniversity
- Apprenticeship workshops
- Student finance assemblies
- Results Day support with IntoUniversity

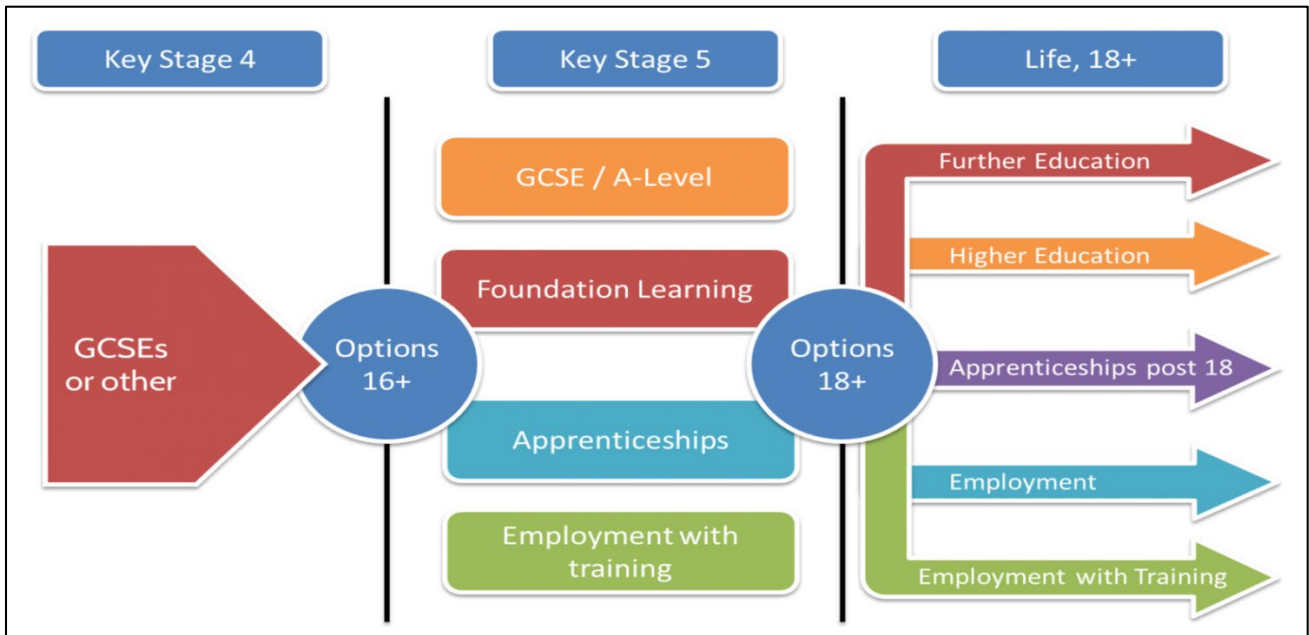
### Advice for parents:

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Making decisions about the future can be as difficult for parents as it is for students. Therefore, it is important that parents have enough information to make an informed decision at each stage of their child's education. In addition to raising questions or seeking advice from the school, including the staff members listed above, parents can also use the information provided below:

- Our school website link to Careers:  
<https://www.salvatoriancollege.com/student-life/>
- This is the CHAT Careers Guidance Document:  
<https://wakelet.com/@CHATCareers>
- This is a helpful and accessible site run by an independent adviser:  
<https://www.careersadviceforparents.org/>  
or  
<https://www.youthemployment.org.uk/careers-advice-for-parents/>
- SACU is a very pupil friendly Careers platform that we use in school:  
<https://sacu-student.com/>
- This is a useful and free CV builder for students:  
<https://www.reed.co.uk/cvbuilder>

• Here is a diagram that shows the routes available to students from Entry Level to Higher Education qualifications:



We recognise the important role that parents have in their child's Careers understanding and development. To this aim, we endeavour to support parents to develop the confidence and capability to support their child's planning and decision-making e.g. by hosting parent information events, by communicating through the school's weekly newsletter, and through sharing resources.

Parents are also encouraged to contribute to the school's Careers activities by participating in the Careers Fair, hosting work experience and delivering talks.

### Management and delivery

We recognise the importance of putting in place effective arrangements for the management and delivery of the programme. To this end a Careers Leader is in post who will oversee the strategic vision and delivery of the Careers programme, working closely with SENCO, Heads of Year, parents and external providers.

#### Roles and responsibilities

The Governing Board are responsible for ensuring that the school carries out its duties with regards to delivering Careers Education, Information, Advice and Guidance to all pupils. This includes:

- The appointment of a Careers leader.
- The appointment of a Careers Link Governor.
- The compliance with the Provider Access Legislation (PAL) also referred to as the 'Baker Clause'.
- The publishing of policy statements on the school's website.
- Commitment to the delivery of independent and impartial guidance.

The Senior Leadership Team are responsible for the implementation of the Careers programme, including:

- Fulfilling statutory duties regarding Careers guidance.
- Evaluating data on the quality and impact of the school's Careers provision and using it to inform improvement.
- Allocating sufficient resources to support the Careers provision and ensuring value for money.
- Ensuring that there is adequate CPD provided for all staff to enable them to feel confident in delivering the Careers related aspects of their subject and that this is tracked and recorded.

- Ensuring departments identify opportunities for Careers learning. Subject leaders are responsible for embedding Careers learning within their schemes of work.

The Careers Leader is responsible for providing overall leadership and direction for the Careers brief including:

- Advising the Senior Leadership Team on policy, strategy and resources for the Careers programme, reporting on Careers to senior leaders and governors, reviewing and evaluating the Careers programme, preparing and implementing a Careers development plan.
- Establishing and developing links with employers, FE colleges, apprenticeship providers and Universities and managing links with external organisations including Careers and Enterprise Company and North West London Hub for Careers.
- Planning schemes of work for Careers education and supporting form tutors and staff with providing initial information and advice.
- Liaising with form tutors, Heads of Years, SENCO and Head of Sixth Form to identify students needing guidance and monitoring access to and take up of Careers guidance.

All staff are responsible for the delivery of Careers learning as form tutors and subject teachers:

- Ensuring Careers education is planned into their lessons.
- Attending any relevant CPD or training to ensure they are up-to-date with the school's Careers plan.
- Promoting Careers guidance in the classroom through displays and visual aids.
- Creating a learning environment that allows and encourages learners to tackle real-life challenges, manage risks and develop transferable skills that can be applied to the workplace.

#### Monitoring, reviewing, evaluating and reporting

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The Careers Leader, is responsible for ensuring the Careers provision is monitored and evaluated through record-keeping, tracking and observation; through Compass+ platform of self-evaluation against the Gatsby Benchmarks. Supplementary information to support the judgements made could be from:

- Surveys of staff, students, parents, employers and student focus groups.
- Assessment of destination data to monitor the number of students who progress into different post 16 and post-18 pathways.
- Observation and evaluation of Careers learning within the form-time and drop down days PSHE programme.
- Evaluation of progress made towards meeting the Gatsby Benchmarks.
- Review of Careers programme with an external adviser.

## Appendix 1: Provider Access Policy Statement at Salvatorian College

### 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.

### Pupil Entitlement

All pupils in years 8-11 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme 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 provide at least 2 encounters for Year 8+9, 2 encounters for Year 10+11 and 2 encounters for Year 12+13.
- To understand how to make applications for the full range of academic and technical courses.

### Management of Provider access requests Procedure

Access to other providers is available and promoted to allow all students to access information about other providers of further education and apprenticeships. Salvatorian College is committed to encouraging all students to make decisions about their future based on impartial information.

A provider wishing to request access should contact Daniel Cooper, Careers Leader, Telephone: 0208 863 2706: Email: [d.cooper@salvatorian.harrow.sch.uk](mailto:d.cooper@salvatorian.harrow.sch.uk)

### Opportunity for Access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers:

Please speak to our Careers Leader to identify the most suitable opportunity for you. There are a range of themes we promote throughout the year, such as Black History Month, Windrush Day, LGBT+ month, Online Safety, STEM opportunities, and many more that might suit an appropriately timed visit.

### Premises and Facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. Appropriate safeguarding checks will be carried out. Providers will be met and supervised by a member of the Careers Team who will facilitate. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre.

## Complaints Procedure

Any complaints about this policy should be raised to Mr D Cooper, email:  
[d.cooper@salvatorian.harrow.sch.uk](mailto:d.cooper@salvatorian.harrow.sch.uk)

Mr Cooper will raise the complaint to Mr A. Bryant, Head of School.

## Monitoring, Review and Evaluation

The Policy is monitored and evaluated annually via the Senior Leadership Team.

Reviewed – July 2024

Date of Next Review – July 2025