

## **BISHOP MILNER CATHOLIC COLLEGE POLICY FOR CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE 2019/2020**

### **Introduction**

A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make 14-19 choices which are right for them and to enable them to have the necessary skills to be able to manage their careers throughout their lives. Schools and colleges have a statutory duty to provide careers education in Years 7-13 and to give students access to high quality careers information, advice and guidance. The policy is developed and reviewed annually. It is based on current good practice from the Careers Development Institute and is guided by the 'Gatsby' benchmarks, to ensure best practice and to conform to statutory requirements aptly demonstrated by our school motto '**Developing our god given talents**'

### **Aims and Commitment of CEIAG**

Bishop Milner Catholic College is committed to providing a planned programme of careers education for all students in Years 7-13 and information, advice and guidance in partnership with the local Connexions Service and external providers/professionals.

Bishop Milner Catholic College endeavours to follow the National Careers Strategy for CEIAG (December 2017), Quality Standards for Young People's IAG and current good practice guidelines DCSF IAG Strategy, DCSF Principles of Impartial Careers Education and other relevant guidance from QCA and OFSTED.

At Bishop Milner Catholic College our careers' mission statement aims for all students to:-

- Successfully enter Employment, Education or Training (EET) at the right level, after leaving Bishop Milner Catholic College,
- Have completed a Work Experience Programme (Year 10 and Sixth Form students)
- Have knowledge and understanding of current careers and study opportunities available to them as an individual.
- Have had at least three opportunity for employer engagement per academic year (Year 7 – 13)

### **Objectives of CEIAG**

The careers programme is designed to meet the needs of all students at Bishop Milner Catholic College. It is differentiated and personalised to ensure the progression through activities which are appropriate to students' stages of career learning, planning and development.

Students are entitled to careers education, information, advice and guidance which meets professional standards of practice and is person-centred, impartial and confidential. It will be integrated into students' experience of the whole curriculum and be based on a partnership with teachers, students and their parents or carers. The programme will promote equality of opportunity, inclusion and anti-racism; it will comply with the disability and discrimination acts, celebrate diversity and challenge stereotypes.

## **Implementation of CEIAG**

Responsibility for CEIAG within Bishop Milner Catholic College lies with the Careers Leader (Ms Sarah Wilkins). Work experience is planned and implemented for Year 10 and Sixth Form students by the Careers Leader. Ms Wilkins can be contacted on (01384) 889422 or via e-mail [swilkins@bmilner.dudley.sch.uk](mailto:swilkins@bmilner.dudley.sch.uk). The link director for careers is Mrs S Hand, who can be contacted via College Reception.

The Careers Co-ordinator is responsible for the planning, coordination, implementation and management of the CEIAG and WRL programme, materials, resources and opportunities.

All staff contribute to careers education, information, advice and guidance through their roles as Form Tutors and subject teachers. Specialist sessions are delivered by external providers, staff with responsibility for careers and Form Tutors. Careers information is available in the Learning Resource Centre.

### **The careers programme includes:**

- Careers education sessions, delivered through enrichment days, Assemblies, collapsed timetable days and guided Form Tutor led sessions during tutor time
- College Careers Convention
- Mock Interview events
- Career guidance activities (group work and individual activities)
- Information and research activities (in the Learning Resource Centre and through the Internet)
- Work related learning, including engagement with employers, colleges, training providers and Universities
- Individual learning and planning activities
- Enterprise activities through enrichment days and visits
- Work Experience programme for Year 10 and Year 13 students
- labour market information and skill development to enable learners to discover information individually.
- Information on making applications for a full range of academic and technical courses.

### **Pupils will be provided with opportunities of mentoring, workplace visits, work experience, work shadowing, enterprise clubs, employer talks and higher education presentations.**

- Where appropriate, we will arrange visits for pupils to local colleges, work-based education and training providers and universities. These providers will also visit us in college to facilitate presentations, assemblies and masterclasses. This will assist pupils in making an informed decision about their future career.
- Where possible we will continue to develop partnerships with local universities and colleges, apprenticeships providers, local employers and training providers.
- All students have access to a wider variety of external speakers from local and national employers, professional organisations, higher education representatives and alumni, Through 'Future Fridays'
- Students who are interested in joining the armed services at the end of Year 11 / Year 13 have the opportunity to discuss opportunities with visiting professionals.

- Year 10 and Year 13 students will take part in a Mock Interview Day in college. Year 11 students will have the opportunity for a Sixth Form or College 'Taster Day', where they select a day at Dudley College or a day as a Sixth Form student.
- All Year 11 students are provided with small groups interviews, facilitated by our independent Connexions Advisor. Should students of any year group require an individual appointment they should contact Ms Wilkins, either in the Sixth Form Office or via email [swilkins@bmilner.dudley.sch.uk](mailto:swilkins@bmilner.dudley.sch.uk). Referrals can also be made by parents or via college staff.

### **Parent / Carer entitlement.**

- Parent can access careers support for their child in a variety of ways including:
  - Individual meetings
  - Drop in sessions, options and parent's evenings and on results day
  - Careers information and computer-based careers programmes, such as the Portal and National Careers Service website
  - Information and updates on the academies 'website and Twitter
  - Dedicated assembly to access UCAS and Student Finance information
  - To receive information about work experience and the opportunity to discuss work Experience issues

### **Links with the community, outside agencies and Businesses.**

Links are being constantly maintained and developed further with local colleges of Further Education, Universities throughout the United Kingdom (including Oxbridge), Dudley / Sandwell EBP, Department for Work and Pensions, links with employers / work placement providers, Higher Education institutions, the Armed Forces, and the community sector.

### **Technical Education Qualifications and Apprenticeships.**

Students in years 8-13 are entitled to the following:

- 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 evenings, assemblies and group discussions and taster events. Providers wishing to support the college programme should contact Ms Wilkins, via telephone 01384 889422 or via e-mail [swilkins@bmilner.dudley.sch.uk](mailto:swilkins@bmilner.dudley.sch.uk)
- To understand how to make applications for the full range of academic and technical courses.

The full College Careers Plan is available via the college website [www.bmilner.dudley.sch.uk](http://www.bmilner.dudley.sch.uk).

The effectiveness of the college careers programme is evaluated on an annual basis, taking into account destination statistics, feedback from partners including Dudley Connexions, universities, colleges and training providers, as well as students and parents / carers.

Prepared by Sarah Wilkins (Careers Leader) June 2019

Email : [swilkins@bmilner.dudley.sch.uk](mailto:swilkins@bmilner.dudley.sch.uk)

Tel : 01384 889422

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