

Lincoln Minster School

Careers

1. Policy Statement

In line with our school's aim to ensure our pupils are equipped for their future and its broader commitment to giving students "an education for life", the careers department is committed to providing appropriate and comprehensive careers guidance and education for all its Senior School Students.

Lincoln Minster School aims to empower students, through Careers Education, Information, Advice and Guidance (CEIAG) to begin their career journeys with optimism and confidence. Students are helped to discover their interests and abilities by taught careers lessons, encounters with employers and higher education providers, experience of workplaces and personal guidance. Our aim is for all students to be aware of the opportunities available and foster good self-awareness, to know their strengths and their values, so they can make their own well-informed, realistic decisions.

To this end, our students follow a structured Careers Guidance programme which is appropriate to the students as they progress through the school. The Careers Education programme is delivered according to the procedures set out below via assemblies, curriculum lessons, work experience programmes, external speakers, individual guidance interviews, career psychometric testing and careers evenings. The programme is designed to enable students to:

- develop self-awareness in order to identify their strengths, weaknesses, values and interests and relate these to the world of work and education
- learn about different careers and opportunities.
- learn from labour market information about training, education and occupations beyond school
- understand the links between their subjects and different career paths.
- make appropriate curricular and extra-curricular choices at each stage of their schooling, including personal guidance regarding post-16 and post-18 options
- develop and practise CV, job application and interview skills, among other transition skills

The programme is underpinned by careers best practice which has been assessed and audited by Career Mark. Career Mark is a CEIAG award, validated by QiCS. Career Mark is a comprehensive development toolkit for CEIAG, which supports legislation, national standards and best practice in careers.

Lincoln Minster School is fully committed to ensuring that the application of this Careers Guidance policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

Lincoln Minster School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

In line with our Provision of Information policy, this document is available to all interested parties on request from the main school office and should be read in conjunction with the following documents: School's Aims and Ethos Statement, Curriculum Policy, PSHE Policy and Schemes of Work and Equal Opportunities Policy.

This document is reviewed annually by the Head of Careers as events or legislation change requires. The next scheduled date for review is July 2022.

Reviewed By	R Wills; Head of Careers
Approved By	S Grocott; Deputy Head
Date	September 2021
Reason for Change	Annual review
Next review date	July 2022

2. Key Personnel

The school employs a part-time Head of Careers (0.5 contract), located in the Careers Office in the Computer Resources Area.

3. Procedures

In the Senior School, the core Careers Programme is delivered within year and tutor groups by form tutors in Key Stage 3 and by the Head of Careers in Key Stage 4, through the PSHE program alongside 'collapse days'.

Topics covered in this programme include; self-awareness; types of careers; labour market information and trends; guidance on appropriate choices of curricular and extra-curricular activities; development of transition skills such as CV writing, personal statement writing and interview skills. Details of the Careers element of the PSHE schemes of work for each year group are held by the Head of Personal Development and are also set out for students and parents in the Key Stage brochures/booklets. This core Careers Programme is supported with career guidance interviews, compulsory work experience, a programme of external speakers and workshops and a 2-day Higher Education and Futures Programme.

Careers information is stored in both the Sixth Form Study Room and the Careers Office. Further information, relating to Option Choices (Year 9), Work Experience (Year 10 and 12) and A-Level options, is generated by the department.

Individual careers interviews are conducted by the Head of Careers, who has completed a Level 6 qualification in careers advice and guidance, and external guidance practitioners as appropriate. Students receive comprehensive notes from these interviews, including an action plan which is also sent to tutors and parents. Students are encouraged to consider a range of options and guidance is presented in a manner that is impartial and promotes the best interest of the students. The Head of Careers is appropriately trained to deliver guidance and a member of the Careers Development Institute. Additionally, on a termly basis, independent advisers are available for guidance interviews with students as required. In line with statutory guidance, all pupils are offered a careers guidance interview by the end of Year 11 and again by the end of Year 13.

Work Experience Opportunities are encouraged from Year 10 onwards and form part of a whole school programme led by the Head of Careers during the Lent Term. Work Experience placements are arranged in accordance with United Learning's Health and Safety procedures. Lincoln Minster School contract Lincolnshire Education Business Partnership to complete the necessary risk assessment and checks on potential employers. All practice is in accordance with The Health & Safety Executive guidelines.

The Careers department works to ensure that the needs of each individual student are addressed, so that they have the tools to make choices that will enable them to achieve their full potential and realise their own happiness. Lincoln Minster School aims to prepare students for their future and acknowledges that this may mean that they may wish to move on from this school to other Sixth Forms, Technical or other colleges and apprenticeships.

External speakers from FE, HE and the working world are able to speak with our pupils and they are given impartial advice about their next steps, both from the Head of Careers and external advisers. If an external organisation wishes to speak with the students at Lincoln Minster School, they should make contact with the Head of Careers, whose details are clearly displayed on the careers section of the website. They will then

enter into discussion about how best to facilitate this (e.g. during PSHCE or with academic departments). There are various facilities that can be used to host external speakers and this can be discussed with the organisation on request.