



Midhurst Rother College

The best in everyone™

Part of United Learning

Careers Education Information Advice and Guidance Policy

Updated: May 2024

Next Review: May 2026

Agreed by Headteacher: Stuart Edwards

Careers Education, Information, Advice and Guidance Policy

Introduction

Midhurst Rother College has a culture of high aspiration, high expectation and success. Careers Education, Information, Advice and Guidance (CEIAG) is recognised as playing an important role in motivating our students, promoting equality of opportunity and maximising their academic and personal achievements while at Midhurst Rother College and beyond. We are committed to providing a planned programme of careers education for all students in Years 7-13 to prepare students for the opportunities and challenges of adult and working life.

Careers Education and Guidance has a high profile at Midhurst Rother College and is led by a member of SLT and a co-ordinator, to manage and develop delivery and to ensure the needs of our students are being met. All students have an equal entitlement to high quality careers education, information, advice and guidance that will provide them with an understanding of the world of work, help them to explore career options and support them in making decisions about opportunities open to them.

Aims

CEIAG is crucial in order to meet the skills, knowledge and understanding needed by each student. We follow the Careers Guidance and Access for education and training providers (Sept 2022) and review our progress against the Gatsby Benchmark each term in partnership with West Sussex/Brighton&Hove Careers Hub, our Enterprise Advisor, and the United Learning Careers Co-ordinator.

The Staff and Governors at Midhurst Rother College recognise that career planning is not limited to just one stage in life. For this reason, careers education and guidance aim to develop career management skills which students can draw on at each stage in their career planning. The CEIAG programme is continually evaluated to improve its effectiveness.

Objectives

The CEIAG programme at Midhurst Rother College is integrated within the curriculum and is designed to provide help at specific decision times. Midhurst Rother College is committed to raising the aspirations of all learners. In line with the College's values and ethos, careers education and guidance aims to develop the skills, talents, understanding and aspirations of all our learners, enabling them to become responsible citizens who achieve personal success and fulfilment in life.

Our CEIAG programme will:

- Provide impartial and up to date information through close working with independent careers professionals, employers and FE and HE institutions.
- Challenge stereotyping, deal with prejudice and discrimination, use skills of assertiveness and negotiation and encourage students to widen their career ideas.
- Reflect the true nature of today's and tomorrow's world of work.
- Support key policies including those for teaching and learning, assessment, recording and reporting achievement, equality and diversity, health and safety, able and talented, and inclusion (special educational needs).

Raising students' achievements to their full potential is a key goal of the Careers Education and Guidance policy.

Delivery and Content

Careers information, advice and guidance is provided through individual interviews, enterprise events, a careers fair, college/university visits, employer presentations, posters, mock interviews, leaflets, options evenings, whole school assemblies and across the curriculum in all subjects. An independent Careers Advisor is at Midhurst Rother College on a weekly basis to provide group or individual advice and guidance to students. All careers advice and guidance given is person-centred, impartial, unbiased and meets professional standards of practice.

All information and the school's CEIAG Policy are accessible to pupils, parents, staff, governors and the wider community via the college website.

CEIAG programme

Students in Years 7-13 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.
- hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships.
- understand how to make applications for the full range of academic and technical courses.

At points across the school year, a variety of employers and external providers are invited into Midhurst Rother College to talk about different careers. Any provider wishing to visit should see the Provider Access Policy Statement.

Year 7	<ul style="list-style-type: none"> - Tutor time input (Unifrog): Knowing yourself, Dream jobs, What is a career, Entrepreneurs, Work-life balance, Steps to your future - Careers Fair – All students within the College (Years 7 – 13) attend market stall event giving overview of local, regional and national opportunities and skills requirement. T Level and Apprenticeship providers are invited.
Year 8	<ul style="list-style-type: none"> - Tutor time input (Unifrog): Your interests, CVs, Challenges and rewards, Your vision, Defining success, Careers in Climate - Careers Fair – All students within the College (Years 7 – 13) attend market stall event giving overview of local, regional and national opportunities and skills requirement. T Level and Apprenticeship providers are invited.
Year 9	<ul style="list-style-type: none"> - Tutor time input (Unifrog): Skill base, Learning pathways, Decision making, Your career journey, Managing money, The labour market - Careers Fair – All students within the College (Years 7 – 13) attend market stall event giving overview of local, regional and national opportunities and skills requirement. T Level and Apprenticeship providers are invited. - Unifrog programme (also available to parents). - GCSE Options Evening. - Individual Careers Interviews for identified students
Year 10	<ul style="list-style-type: none"> - Tutor time input (Unifrog): Reflections, Employer profiles, Best suited careers, Work experience, Wellbeing, Hybrid & remote work - Targeted University visit - Careers Fair – All students within the College (Years 7 – 13) attend market stall event giving overview of local, regional and national opportunities and skills requirement. T Level and Apprenticeship providers are invited. - Futures Day – Year 10 students prepare for work experience plus a marketplace on subjects and “Ask Apprenticeships.” - Work Experience (one week, in person) - Individual Careers Interviews.
Year 11	<ul style="list-style-type: none"> - Individual Careers Interviews continue. - Careers Fair – All students within the College (Years 7 – 13) attend market stall event giving overview of local, regional and national opportunities and skills requirement. T Level and Apprenticeship providers are invited. - Taster Day – Year 11 students find out and trial five subject sessions for the whole day. One session will be guidance for students on Apprenticeship and T Levels from a local provider. - Progression Interviews for all students 1:1 with a member of SLT - College Application support and Interviews.
Year 12	<ul style="list-style-type: none"> - Careers Fair – All students within the College (Years 7 – 13) attend market stall event giving overview of local, regional and national opportunities and skills requirement. T Level and Apprenticeship providers are invited. - Individual Careers Interviews on request. - Sixth Form Perspectives – Year 12 & 13 meeting various Universities, including Degree Apprenticeship teams - Futures evening for students and parents - UCAS and Apprenticeship guidance within PSE, UCAS and Apprenticeship Fair (at a University) - Support with personal statements and interviews. - Work Experience (virtual (e.g. SpringPod / Unifrog) or organised individually) - Employer level First Aid qualification and Food Hygiene certificate
Year 13	<ul style="list-style-type: none"> - Individual Careers Interviews on request. - Careers Fair – All students within the College (Years 7 – 13) attend market stall event giving overview of local, regional and national opportunities and skills requirement. T Level and Apprenticeship providers are invited. - UCAS and Apprenticeship guidance within PSE - Individual support with application and interview