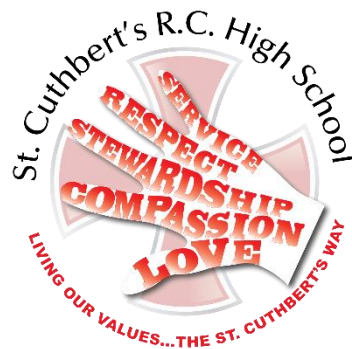




**St. Cuthbert's**  
Roman Catholic High School

# **WHOLE SCHOOL POLICY & PROCEDURES**

## **CAREERS POLICY STATEMENT**



### **Mission Statement**

*'The Lord God requires of us that we should help others whenever we can,  
always make the right choices and be the best that we can be in everything that we do'.*

Policy: Careers Policy Statement		
Type: School Policy	Website: Yes	Author: J Holt
Approved: May 2023		Next Review: May 2024
Frequency: Annual		Delegated: Governors
Notes:		

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## AIMS

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.

## LEGISLATION AND GUIDANCE

This complies with the school's legal obligations under Section 42B of the Education Act 1997.

All pupils in years 8-13 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;
- 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 understand how to make applications for the full range of academic and technical courses.

## PRACTICE – MANAGEMENT OF PROVIDER ACCESS REQUESTS:

### Procedure

A provider wishing to request access should contact:

Miss J Holt (Assistant Headteacher) by either telephone on 01706647761 or by email [STJH03@scrchs.com](mailto:STJH03@scrchs.com)

### Opportunities 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:

	<b>AUTUMN TERM</b>	<b>SPRING TERM</b>	<b>SUMMER TERM</b>
<b>Year 7</b>	<ul style="list-style-type: none"><li>• Skills for Life lessons on Future careers planning, entrepreneurship, stereotypes in careers and why it is important to have a job</li><li>• Year 7 Curriculum evening</li></ul>	<ul style="list-style-type: none"><li>• Whole school careers day</li></ul>	
<b>Year 8</b>	<ul style="list-style-type: none"><li>• Skills for Life lessons on: The Labour Market in our local area, Managing money, example careers and salaries</li><li>• Different types of vocational and technical qualifications available</li><li>• RSFC visit to explore careers and further education</li></ul>	<ul style="list-style-type: none"><li>• University visit focusing around options and how they impact upon future choices and opportunities</li><li>• Whole school careers day</li><li>• Construction Day</li></ul>	

	<ul style="list-style-type: none"> <li>• College visits to school to explore technical qualifications with students</li> </ul>		
<b>Year 9</b>	<ul style="list-style-type: none"> <li>• Skills for Life lessons on employability skills, money management and preparation for working life.</li> <li>• Year 9 Curriculum evening</li> <li>• College visits to school to explore technical qualifications with students</li> </ul>	<ul style="list-style-type: none"> <li>• Year 9 Specialisms evening</li> <li>• University visit to explore higher education misconceptions</li> <li>• Whole school careers day</li> </ul>	<ul style="list-style-type: none"> <li>• Work based safaris</li> </ul>
<b>Year 10</b>	<ul style="list-style-type: none"> <li>• Assemblies on preparing for the future</li> </ul>	<ul style="list-style-type: none"> <li>• Whole school careers day</li> <li>• Experience of Work Day</li> </ul>	<ul style="list-style-type: none"> <li>• University Visit - Focussing upon higher education</li> <li>• Work based safaris</li> <li>• Skills for Life lessons on spending habits, budgeting, LMI, Pathways into post 16 education</li> <li>• College visits – RSFC, Hopwood Hall, Oldham College</li> <li>• Skills for Life lessons on types of courses available, further education providers, apprenticeship talk from GMLPN, work related skills analysis, job exploration</li> </ul>
<b>Year 11</b>	<ul style="list-style-type: none"> <li>• Skills for Life lessons on: Understanding the college application process and plans beyond school</li> <li>• Year 11 Careers Day – All local providers invited into school</li> <li>• Assembly from Growth Company</li> <li>• Year 11 Parents Evening</li> <li>• Assemblies from all local providers on options Post 16</li> <li>• CV and personal statement writing</li> <li>• Mock interviews with an adult they are unfamiliar with</li> <li>• Small group interviews with people from a variety of different careers</li> </ul>	<ul style="list-style-type: none"> <li>• Importance of mock exams to future</li> <li>• Whole school careers day</li> <li>• Apprenticeship workshops – applications and CVS</li> </ul>	<ul style="list-style-type: none"> <li>• Interviews with SLT re future careers/college choices</li> </ul>

To access any of the above events, please speak to our Careers Leader to identify the most suitable opportunity for you.

Careers leader – Miss Jo Holt (Assistant Headteacher) Telephone: 01706647761 Email: [stjh03@scrchs.com](mailto:stjh03@scrchs.com)

Mrs Debbie Elliedge - [stde01@scrchs.com](mailto:stde01@scrchs.com) - 01706647761

**AREAS FOR DEVELOPMENT:**

- Additional activities for each year group to be added

**ASSOCIATED POLICIES:**

- CEIAG guidance

**APPENDICES: 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. 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, which is managed by Careers Advisor – Paul Ferry. The Resource Centre is available to all students at lunch and break times on Thursdays and Fridays.