



Regent Independent College Advice and Guidance Careers Policy

Last Reviewed/Updated: 25.2.2019

Next Review/Update: 15.08.2019

1. Introduction

Regent Independent College has devised high quality careers advice and guidance, to support our high achieving and ambitious students. This is developed throughout a student's time at Regent and is always supportive of their aspirations, strengths and skills. The focus of the support is aimed at destinations associated with a selective and highly academic school.

Aims and purpose

- Prepare students for the transition to life beyond Regent Independent College, higher education and the world of work).
 - Support students in making informed decisions which are suitable and ambitious for them.
 - Provide students with well-rounded experiences.
 - Develop characteristics e.g. social skills, communication, innovation, resilience and leadership which support high achieving students in the curriculum and in their careers.
 - Inspire and motivate students to develop their aspirations.
 - To encourage, students, parents, teachers and employers to be part of the CIAG evaluation of our provision. We actively strive to challenge stereotypical thinking and raise aspirations for all our students.
 - We strongly encourage parents to access and use information about future work place and options to support their children.
2. This policy summarises the statutory guidance and recommendations. It then outlines the provision of careers education, work experience and provider access.

Statutory requirements and recommendations

3. The careers provision at Regent Independent College is in line with the statutory guidance developed by the Department for Education, which refers to Section 42A and 45A of the Education Act 1997.
4. This states that all schools should provide independent careers guidance from Years 8 -13 and that this guidance should:
- Be impartial.
 - Include information on a range of pathways, including university options or apprenticeships.
 - Be adapted to the needs to the student.
5. In addition, the school is compliant with the careers guidance that the government set out for delivery from 5 January 2018: 'Careers Guidance and Inspiration for young people in schools.' This states that all education and training providers must give the opportunity to talk to students about approved technical qualifications and apprenticeships. Further information relating to this is set out later in this document, under Provider Access.
6. The recommendations of the 'Career Aspirations', of our students is also taken into account.
7. The recommendations include:
- To ensure that young people have a better understanding about career choice, subsequent progression and its impact on their long term earnings.

- To assist young people in developing an understanding of the responsibilities and choices associated with parenthood.
- To develop better, and more carefully planned opportunities for young people to meet professionals working in non-stereotypical roles, and to learn more about what such work entails
- To strengthen the knowledge and understanding of staff about the wide range of progression routes available so that our young people can make informed choices.
- To consider how to link the contents of lessons and skills to be developed more frequently to career opportunities.
- To consider ways in which mentoring could be used to help support young people in overcoming barriers to achievement

Careers Provision at Regent Independent College

8. All students have access to the following:

- Extra-curricular clubs and trips support students in developing their understanding of a range of different subjects. A list of extra-curricular clubs and trips is available on the school website.
- Regent Talks occur on a range of careers that inspire and motivate the students. These are offered to all students in the school and include higher level apprenticeships.
- All students can attend the careers advisor drop-in service
- All students have access to the careers bulletin's, careers section on the schools website and careers and university section in the LRC. External opportunities are advertised to students.

9. Students with Special Educational Needs or Disabilities (SEND):

- Transition from one key stage to another and onto careers is part of the action plan for a student with SEND.
- Personalised support from the SENCO, careers advisor and external bodies is used where appropriate.

10. Students in receipt of Pupil Premium funding

- Personalised support will be given to these students and they will receive an extra careers appointment if deemed necessary in Year 10.

11. Careers Advisor

- At Regent Independent College, we have a Careers Advisor, who is trained to Level 4 in Advice and Guidance, who works alongside the Head Teacher to develop a Careers Development Plan for the school. This is in line with the Compass recommendations and the Gatsby Good Careers Guidance Guidelines.

12. Key Stage 4

- One-to-one careers discussions with the school Careers Advisor in Year 10 informs individual Careers Plans that each student, their tutor and their Head of Year use.
- All students in Year 10, 11 and 12 have the opportunity to participate in NCS the challenge.
- Extra-curricular clubs and trips support students in developing their understanding of a range of subjects.
- Students in Year 11, and 12 undertake Work Experience.
- The PHSE curriculum in Year 10, 11, 12 and 13 covers economic wellbeing, active citizenship and charity fundraising.

13. Key Stage 5

- There is a range of support for university applicants through:
 - i) The Extended Project Qualification (EPQ) helps develop invaluable research and independent learning skills which are central to higher education.
 - ii) There is a dedicated team to support students with the UCAS process. Each student will have support tailored to their application from a subject advisor, their form tutor and the Sixth Form team.

- iii) Interview preparation, practice and workshops are led by departments and the Sixth Form team.
- iv) There is preparation for and support with aptitude and pre-admissions test.
- v) The pastoral curriculum for Years 12-13 includes lessons on life at university, including on finances.
- vi) Sixth Form students are encouraged to undertake volunteering and work experience to support their university applications. A range of opportunities are advertised throughout the academic year, as appropriate to specific students.

14. Alumnae

- Alumnae are encouraged to be the speakers at the Regent Talks and share their profession, career path and further education with current students. Details of the Talks can be found on the school website and Careers Bulletins.

WORK EXPERIENCE PROVISION AT REGENT INDEPENDENT COLLEGE

15. The aim of work experience is to provide an opportunity for all students to learn in the work place; an experience that cannot be replicated in school.

16. All students are offered the opportunity of one week's work experience during Year 11. This is not a compulsory part of the curriculum, but is undertaken by the majority of students.

17. The overall organisation of work experience is undertaken by the Education Development Trust who liaises with the Careers Advisor and Head Teacher.

18. Parents are informed and communicated with throughout the process and a work experience agreement form and work experience information form are completed. (Appendix 1)

19. Education Development Trust checks that the placement meets with the schools requirements, the students will be treated fairly and they will undertake meaningful work.

20. All students on placement are covered by the employers' insurance and places of work are risk assessed by Education Development Trust.

PROVIDER ACCESS

21. This statement sets out the school's arrangements for managing the access of Providers to students at the school for the purposes 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.

22. Students in Year 10-13 are entitled:

- To find out about technical education qualifications and apprenticeship 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.
- To understand how to make applications for the full range of academic and technical courses.

23. A Provider wishing to request access should contact the Careers Service at Regent Independent College.

24. A number of events, integrated into the school careers programme, will offer Providers an opportunity to come into school to speak with students and/or their parents.

25. Our Careers Programme:

Year	Activities
10	i) At entrance interview to college PDP completed with student, parents, Head Teacher and Careers Advisor. ii) Termly Sessions with Careers Advisor iii) Personal Development Days and Careers Assemblies (Programme of guest speakers and activities from business, universities and apprenticeship companies). iv) My Career Springboard Apprenticeship platform sessions. v) Careers training lessons during the PHSE programme. (3 rd January-15 th February 2019) v) Careers/Apprenticeships/University Fairs at Parents Evenings. vi) Work Experience. (February Half Term) vii) Visits to outside organisations (e.g. Crown Court)
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BTEC	i) At entrance interview to college PDP completed with student, parents, Head Teacher and Careers Advisor. ii) Termly Sessions with Careers Advisor iii) Personal Development Days and Careers Assemblies (Programme of guest speakers and activities from business, universities and apprenticeship companies). iv) My Career Springboard Apprenticeship platform sessions. v) Careers training lessons during PDP sessions and The Study Skills programme during the duration of the course. vi) Careers/Apprenticeships/University Fairs at Parents Evenings. vii) A week of work experience at a time suitable within the course programme. viii) Local business visits as deemed suitable by the tutors. ix) Guest speakers at assembly. x) UCAS programme. xi) Student Finance Talks.
	Abbreviations: PDP Personal Development Plan PHSE Personal, Health and Social Education

27. The school will ensure an appropriate venue, AV and support for the Career Advisor.

28. Providers are welcome to leave a copy of their prospectus or other relevant course literature for the Careers Advisor. The Learning Resource Centre is available for students at break, lunchtime and after school.

29. The Careers Advisor and Head Teacher will work alongside to produce the Careers Programme.

30. An evaluation of the data of retention, destinations, trips, expedition participation and attendance of Regent Independent College will be taken at regular intervals which will enable measurement of success.

This policy should be read in conjunction with the following policies:

- Curriculum Policy.
- PHSE Policy
- Teaching and Learning Policy.
- Trips Policy.