

Regent Independent College Careers, Information, Advice & Guidance Policy

Last Updated 01.01.2020

Next Update 15.08.2020

Introduction

1. Regent Independent College has devised, what it believes, is a high quality careers advice and guidance programme (CIAG). Our programme strives to support our students on their journey to fulfil their aspirations and ambitions. Students are invited to participate in CIAG programme as soon as they enrol at the college. With the assistance of our careers advisor, student complete a Personal Development Plan (PDP) which acts as a 'road map' for the future. Our aim is to ensure that our students are able to make informed decisions about the next stage of their education, training or employment. Whilst the college is not obliged to follow the statutory requirements of careers education, we have voluntarily undertaken to use the legal framework to set a benchmark for our high standards.

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 that are appropriate for their ability and skill set.
- Develop employability skills.
- Develop characteristics such social skills, communication, innovation, resilience and leadership.
- Inspire and motivate students to believe they can achieve their ambitions.
- 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

2. 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.
3. 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 of the student.
4. 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.
5. The recommendations of the 'Career Aspirations', of our students is also taken into account.
6. 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

- 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 are held as part of our assembly programme and PHSEE lessons occur on a range of careers and subjects that are designed to inspire and motivate the students. These are offered to all students in the school and our other campuses and include higher level apprenticeships.
 - As well as appointment made sessions, all students are encouraged to drop in, when they need advice on CIAG matters and speak to our Careers Adviser at any time.
 - All students have access to the careers bulletins, careers section on the schools website and careers and university section in the LRC. External opportunities are advertised to students.
- Students with Special Educational Needs or Disabilities (SEND):
 - Transition from one key stage to another and on to 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.
- Students in receipt of funding
 - Will receive personalised support and extra careers meeting if felt necessary.
- Careers Advisor
 - At Regent Independent College, we have a Careers Advisor who works alongside the Co-Principals to develop a Personal Development Plan for each student, being part of the careers programme. This is in line with the Compass recommendations and the Gatsby Good Careers Guidance Guidelines.
- Careers Advice for all Key Stages.
 - One-to-one careers discussions with the school Careers Advisor for all students, informs individual Careers Plans that each student, their tutors and all responsible people, can use to help with advice.
 - All students in Year 10, 11 and 12 have the opportunity to participate in 'NCS the Challenge' and other volunteering is encouraged.
 - Extra-curricular trips support students in developing their understanding of a range of subjects.
 - Students in Year 11 and 12 must take advantage of Work Experience Provision. If a year 13 student wishes to take part in work experience if a place is available, they are allowed and encouraged to do so.
 - The PHSE curriculum in Year 10, 11, 12 and 13 covers Employability, Wellbeing, personal economic matters, active citizenship and charity fundraising.
- 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 part of our Employability Skills Days. We also offer individual help when required.
- iv) There is preparation for and support with, aptitude and pre-admissions tests.
- v) The pastoral curriculum and personal development lesson for all students includes sessions 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 Assembly's student events and Employability Days to share their profession, career path and further education with current students. Details of these can be found on the school website and upon request.

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 and other years if a place is available and if they haven't completed a placement before. This is not a compulsory part of the curriculum for non-funded students but all students are encouraged to do so. For funded students it is part of the programme and they must take part.

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

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	<ul style="list-style-type: none"> i) At entrance interview to college PDP completed with student, parents, Co-Principals and Careers Advisor. ii) Termly Sessions with Careers Advisor iii) Employability Skills Days and Careers Assemblies (Programme of guest speakers and activities from Volunteering, Business, Universities and Apprenticeship companies). iv) My Career Springboard Apprenticeship platform sessions. v) Careers training lessons during the PHSEE programme. v) Careers/Apprenticeships/University Fairs. vi) Work Experience. (February Half Term) vii) Visits to outside organisations and School Trips
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12/13	<ul style="list-style-type: none"> i) At entrance interview to college PDP completed with student, parents, Co-Principals and Careers Advisor. ii) Termly Sessions with Careers Advisor iii) Employability Skills Days and Careers Assemblies (Programme of guest speakers and activities from Volunteering, Business, Universities and Apprenticeship companies). iv) My Career Springboard Apprenticeship platform sessions. v) Careers training lessons during the PHSEE programme. (3rd January-15th February 2019) vi) Careers/Apprenticeships/University Fairs. vii) Work Experience. (February Half Term) viii) Visits to outside organisations and School Trips. ix) NCS challenge visit for assembly. Students given chance and encouraged to take part. x) UCAS programme. xi) Student Finance Talks.
	<p>Abbreviations: PDP Personal Development Plan PHSEE Personal, Health and Social Education NCS National Citizen Service (The Challenge) UCAS Universities and Colleges Admissions Services.</p>

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 Co-Principals will work together 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.
- PHSEE Policy
- Teaching and Learning Policy.
- Trips Policy.