



THE
Boswells
SCHOOL

Careers Policy

A member of the Chelmsford Learning Partnership

Committee Responsible	Local Governing Body
Lead Staff Member	Careers Leader
Approved by	Local Governing Body
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The Boswells School aims to provide an education for the twenty-first century in a supportive environment to ensure that every child has access to a range of opportunities which meets their learning needs. We aim to equip our students to realise their potential by becoming creative thinkers and independent learners able to express themselves with confidence and embrace lifelong learning. We aim for every student to leave school having identified a talent, a skill or an intelligence through which they can become whatever they choose to be.

It is the aim of Careers Education Information and Guidance (CEIAG) to give every student the best preparation for transition for their future careers, further education and training.

The Boswells School is committed to providing a planned programme of careers education, information and guidance for all students in Years 7 – 13 in partnership with the local authority.

The policy was developed and is reviewed annually through discussions with the Careers Leader, Careers Adviser, teaching staff, students, parents, governors, Enterprise Adviser and other external partners.

The Careers Leader, Careers Adviser, Link Governor and Leadership Team work closely with the school's Enterprise Adviser, Darren Grafham of Battelle UK, who gives strategic and practical support and interest in the school's CEIAG and Employer Engagement.

The Careers programme is designed to meet the needs of students at The Boswells School. It is differentiated to ensure progression through activities that are appropriate to students' needs and stages of career learning, planning and development.

Students are entitled to Independent Advice and Guidance that is impartial and confidential. It will be integrated into their experience of the whole curriculum, based on a partnership with students, parents and carers. The Programme will promote equality of opportunity and inclusion.

We are proud that the Recognition of Quality Award (RoQA) quality kite award for CEIAG has been awarded since 2013 and confirms our commitment to providing a quality and stable careers programme.

Careers Education, Information, Advice and Guidance at The Boswells School supports the achievement of the eight Gatsby Benchmarks of Good Career Guidance:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal Guidance

1. A Stable Careers Programme

At the Boswells School, students have access to independent and impartial careers advice and guidance. The school's Careers Adviser is based in school full time and is a registered professional with the Careers Development Institute and has achieved a Level 6 Diploma in Careers Advice and Guidance. Group interviews are also available and individual advice offered. Independent advice is accessed via our Careers Evening, College Presentations and visits from external employers, businesses and armed forces representatives. The careers programme includes:

Year 7	Introduction to Careers Library, Job Explorer Database (JED) and iCould
Year 8	Money Management, Life Management, Equality and Diversity, Visit to Skills Fair.
Year 9	Option Choices, Start Profile, Job Exploration Workshops, JED, Eyes on the Prize University visit.
Year 10	Creation of CV, Letter of Application, Mock Interviews, Work Experience, Careers Evening
Year 11	College/Apprenticeship Workshops, Progression Fair at Chelmsford College, Careers Evening.
Year 12	Employer and Apprenticeship Presentations, Interview Practice Workshops, Mock Interviews, Work Shadowing, Higher Education Fair, Open Days and University Visits, Careers Evening, UCAS and Personal Statement Workshops.
Year 13	Skype Interview Workshops, Group Interview practice, Higher Education Workshops, Individual support with applications for Higher/Degree apprenticeships and employment by the Careers Adviser, teaching staff and industry representatives, Careers Evening.

Visiting speakers, including from Inspiring the Future, are regularly welcomed throughout the school calendar as part of assemblies, lunchtime presentations and in lesson/clubs.

The Careers Adviser is in attendance at Parents' Evenings for Year 9, Upper School and Sixth Form. Parents can access impartial advice and guidance and gain literature and information. All students, parents/carers and teaching staff are sent the regular careers bulletin that includes useful websites, details of upcoming Open Events, College Open Evenings and Apprenticeship Vacancies.

Special Educational Needs (SEN) students receive targeted support from the Preparing for Adulthood Service delivered by Essex County Council, additional support is given by the Careers Adviser based in school.

Students who are identified as high risk including those Not in Education Employment or Training (NEET)/vulnerable/disadvantaged are prioritised and offered additional help through external workshops delivered by Essex County Council Youth Teams and Job Centre Plus, and internal and external mentoring.

2. Learning from Career and Labour Market Information

All students and their parents can access good quality information and guidance about next steps and future study options. Job Explorer Database/Higher Ideas is easily accessible to all students and staff via desktops, parents and students can also access from home. Students can research careers, see how subjects link to different careers, gain labour market information and see options for training, higher education and apprenticeships. Psychometric testing is offered, with students easily able to understand the questions and information. The Start Profile is used in Upper School and Sixth Form.

The school website, regular bulletin, SIMS Parent, JED, Higher Ideas, Careers Evening, workshops and visiting speakers ensures students can easily access up to date career and labour market information.

The Careers Library has up to date information, prospectuses and computer access with advice readily available from the Careers Adviser.

3. Addressing the Needs of Each Student

Careers advice, support and guidance is offered to students at all stages throughout their school life. Students identified as a priority, including those who are SEN, high risk NEET, disadvantaged or identified through the school's pastoral system or via the leadership team or teaching staff, are given additional support and guidance. This includes mentoring and additional support with research, future planning, applications and help with finding a work placement and interview skills practise. Advice is tailored to each student with attention to equality and diversity. A personal action plan is created with the student and, if the student is in agreement, sent home to parents.

Additional support and careers session for students identified with additional needs is offered through Essex County Council's Opportunity Ready programme and Job Centre Plus. Extended Work Experience Placements also are put in place for students who will benefit from additional experience of the workplace.

4. Linking Curriculum Learning to Careers

There is a rich and varied programme in place for students to link their curriculum learning to careers. There are many opportunities for students in lessons and teaching staff can access careers information and videos linked to their subject to share with students via JED, National Careers Service and iCould. Posters are displayed in school and students are encouraged to explore further themselves and attend clubs and activities linked to the subject. Science, Technology, Engineering and Maths (STEM) careers and labour market information are widely highlighted to students through lessons, trips, visits, clubs, assemblies, activities and visits by STEM Ambassadors. Curriculum meetings and audits ensure careers is embedded in lessons and regularly reviewed. During National Careers Week the whole school highlights to students careers and how they link to their subject through lessons and activities.

5. Encounters with Employers and Employees

All students in Years 10 and 12 carry out a work experience placement to directly encounter the workplace and meet employers and employees. There is an annual Careers Evening for students with a large number of professionals and business employers/employees in attendance. There is Speed Networking Events, Mock Interviews, Apprenticeship/Employer workshops, visits by STEM Ambassadors, mentoring, alumni assemblies and parents all offering the opportunity for students in all years to regularly engage with employers and the workplace.

6. Experience of the Workplaces

Students in Years 10 and 12 carry out a one week work experience placement to directly experience the world of work. Preparation sessions are delivered in Personal Development lessons and students reflect and feedback on their experiences. There are additional employer visits, activities, visits by STEM Ambassadors and competitions arranged by subject teachers and external open events offered by employers are highlighted to parents and students via the regular careers bulletin and Twitter page.

7. Encounters with Further and Higher Education

Students and parents are invited to attend the annual Careers Evening that hosts Universities, Further Education Colleges, Apprenticeship Training Providers and Employers. Further Education Colleges and Universities also deliver assemblies and presentations in school with both academic and vocational routes highlighted. Students in Year 9 attend the Anglia Ruskin Eyes on the Prize event, students in Year 11 can attend the Progression Fair at Chelmsford College and Year 12 attend the Higher Education Fair at the University of Suffolk. There are advice evenings held in school at key transition stages. Up to date Prospectuses and information is always available to students in school and Sixth Form.

8. Personal Guidance

Personal Guidance is available in school to all students. Careers Guidance interviews can be booked directly with the school's Careers Adviser who is based in school. The Careers Adviser is a registered professional with the Careers Development Institute and is a Level 6 qualified adviser with a Diploma in Careers Guidance and Development. Impartial advice and guidance and support is offered throughout school and targeted at key transition stages. The Careers Adviser is in attendance at Parents' Evening and Option/Transition Evenings. The school ensures that students can access personal advice from the school's Careers Adviser in and one to one interviews to ensure students are aware of all the options open to them. Additional support and personal guidance is offered by teaching staff and mentors. Individual support is offered for students making applications for apprenticeships, employment, college and university. Students receive an action plan with set goals and timeframes with the opportunity to book a follow up appointment.

This policy was developed and is reviewed regularly through discussions with teaching staff; the local IAG delivery group, students, parents, governors, advisory staff and other external partners.