

# **Royal Greenwich Trust School**

## **Careers Education, Advice and Guidance Policy**

<b>Title:</b>	<b>Careers Education, Information and Guidance (CEIAG) Policy</b>
<b>Policy Code:</b>	
<b>Source:</b>	<b>RGTS</b>
<b>Document Owner:</b>	<b>Anthony Fitzpatrick</b>
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Royal Greenwich Trust School is committed to providing all learners with access to high quality careers information, advice and guidance in order to ensure that they are fully prepared for the demands of the adult world and modern life in Britain. At RGTS we expect each of our graduates to be fully prepared for the opportunities and the demands of the adult world. During each child's school career we place strong emphasis on six key areas: Communication, Investigation, Networking, Participation, Scholarship and Vision. It is because students learn to excel in these areas that they gain the confidence to become successful global citizens prepared for the world of work.

Schools have a statutory duty to provide access to independent and impartial careers education for students in years 8-13 in accordance with the statutory guidance provided by the Department for Education and the Gatsby Benchmarks for Careers Education. This is offered in addition to a comprehensive programme of internally led activities and provision for students<sup>12</sup>.

This policy sets out the provision and structure of CEIAG at RGTS. It is to be reviewed annually by the Director of Learning for Key Stage 5, the Progression Manager and the Higher Education Coordinator in order to be in line with the most up to date pathway options for young people.

### **Responsibilities**

All CEIAG activities are overseen and reported to Governors by the Director of Learning for KS5. Coordination of IAG activities within year groups is the responsibility of Year Team Leaders in partnership with Heads of Faculty, Progression Manager and Higher Education Coordinator. See Appendix A for Staffing Structure.

### **Staff**

Staff at RGTS are expected to be conversant with the most up to date landscape on careers and pathways for young people, as well as the barriers that young people may face in accessing educational and employment opportunities.

Faculty areas will enrich their curriculum offer with a wide range of activities that facilitate learners to create links between academic study and the world of work.

All staff contribute to CEIAG through their roles as subject teachers; specialist sessions are delivered by relevant staff and selected external partners. This provision is reviewed by the Information and Guidance (IAG) team and implemented by Year Team Leaders and Curriculum Leaders.

### **Contacts**

Lead member of staff for CEIAG:

Anthony Fitzpatrick, Director of Learning – Sixth Form

Contact email: [info@rgtrustschool.net](mailto:info@rgtrustschool.net)

Contact telephone: 0208 312 5480

### **Curriculum**

The careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work-related learning including one week's work experience and individual learning planning/portfolio activities. These activities are

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<sup>1</sup> Careers Guidance and Access for Education and Training Providers, Department for Education 2018.

<sup>2</sup> 'Good Career Guidance' <http://www.gatsby.org.uk/education/focus-areas/good-career-guidance>

tailored to the needs of individual students, taking into account their personal aspirations and academic profiles.

The school maps out the provision that will be provided on an annual basis (see Appendix B). This is reviewed throughout the year in consultation with Year Team Leaders and Heads of Faculty. Whilst the entitlement statement provides guidance on what the basic provision for all students is, the school actively seeks out opportunities throughout the year on a more ad hoc basis through its business partnerships. See Appendix B for Student Entitlement Statement.

### **Partnerships**

An annual service level agreement is negotiated and agreed between the school and the following organisations:

- Prospects
- Youth Services at the Point
- ULAS (Universal Leavers Application Service)
- The Brilliant Club

Through these service level agreements, RGTS is able to provide a programme of support that is independent and impartial whilst remaining tailored to the needs of our learners.

As part of the University Schools Trust, RGTS is partnered with Greenwich University, Queen Mary University of London, King's College London, the University of East London, Warwick University and University College London. These organisations provide a range of activities, resources and policy guidance to ensure that students at RGTS have a thorough understanding of the higher education landscape and post-18 technical routes in the UK and beyond. Equal attention, however, is given to technical, vocational and non-academic pathways beyond school, as our comprehensive sixth form offers a range of vocational qualifications to equip learners for this pathway.

Our school has a range of individual partnerships with sponsor employers who provide work experience and school visit opportunities:

- Wates Construction
- Transport for London

### **Resources**

Funding is allocated for CEIAG provision and learning materials including the costs of the service level agreements and material resources within the school. This is based on the number of learners in each year group. For DP learners, part of the specific funding received for these learners can be allocated as an extra resource.

The Director of Learning is responsible for the effective deployment of resources. Sources of external funding are actively sought and encouraged by the IAG team.

We use the government-backed resources from the Careers & Enterprise Company to plan a programme of events throughout the year, as well as utilising these to develop external partnerships. Through these partnerships and a strong emphasis on networking, much of the school's provision and support is received in kind through long and short term relationships. These are quality assured to ensure they come from a wide, balanced range of providers and that they give *impartial* advice and guidance.

### **Staff Development**

Staff training and development is of paramount importance within the CEIAG programme at RGTS. This is delivered via internal and external workshops, sharing of resources and information and directed or steered by government guidance.

Year Team Leaders are specifically trained on opportunities and barriers that are typical for their year group. Curriculum leaders are specifically trained on opportunities and barriers within their subject areas. Senior leaders are trained on how whole school initiatives can improve student outcomes and pathways.

### **Monitoring, Review and Evaluation**

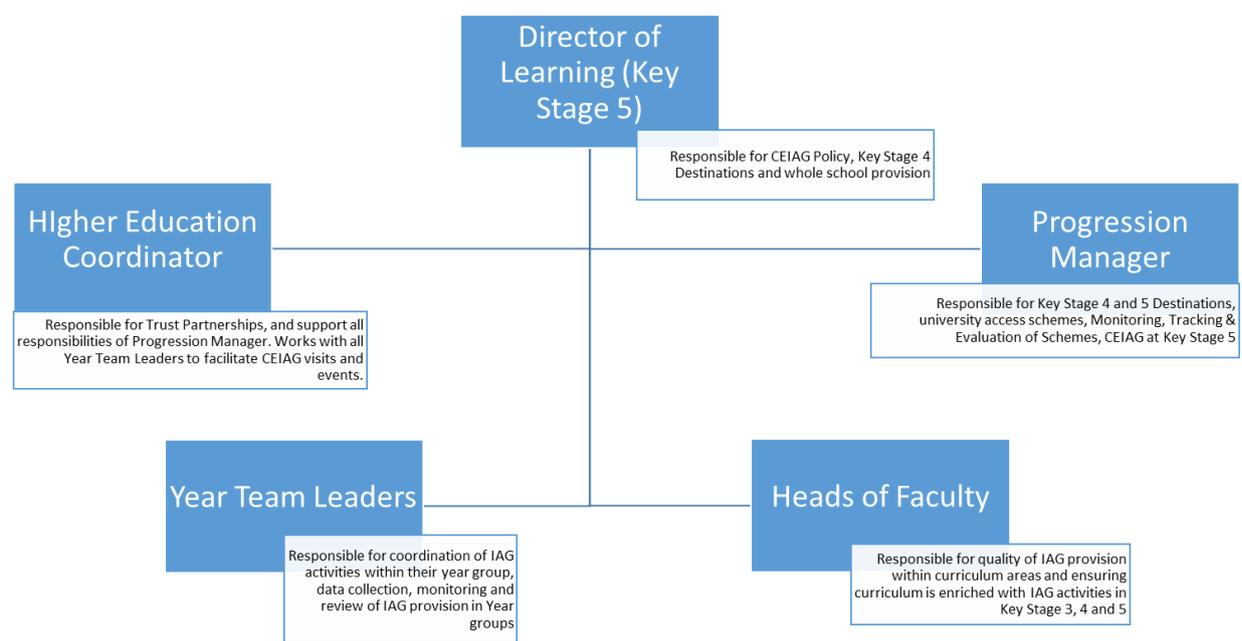
The CEIAG programme is annually reviewed by the IAG team. All activities are evaluated by students and fed back to the IAG Team and Year Team Leader in order to ensure quality of provision.

RGTS ensures that students are ready for making important decisions regarding their destinations from Key Stage 3 through a programme of assemblies, workshops, mentoring and speaker visits. These activities allow students to learn about a wide range of careers and pathways before they make their final option choices in Year 9. All CEIAG activities of this nature are reviewed and measured by a process of before- and after- feedback from participants and observing staff, in order to ensure that each interaction has produced a measurable increase in a student's awareness of a particular topic. Student voice is also sought via student council on areas for improvement in the programme.

RGTS ensures (will ensure in the case of KS4) that there is a rigorous process of monitoring and intervention at Key Stage 4 and Key Stage 5 to track the destinations of students effectively, utilising this information to ensure that all students progress onto a pathway of sustained education, employment or training. Students who are at risk of becoming NEET are identified and supported from a very early stage. This support is delivered by a team of staff including form tutors, Year Team leaders and the IAG team. Outcomes at Key Stages 4 and 5 are measured by the successful placement into a subsequent destination of all learners onto a course at the appropriate National Qualification Level, which in most cases will be the level above the one they are at (ie a student studying a Level 3 qualification will go on to a Level 4 Degree or Higher Apprenticeship. Our programme is designed to ensure students are placed while they are still on roll, however should the rare situation occur that a student has *not* been placed before the end of their last academic year with us they will have the full support of the school's internal and external CEIAG resources after they leave to ensure they find a subsequent destination

Our approach to monitoring and evaluation is long-term. We maintain accurate records of our students beyond the school through our alumni programme and utilise destination trends to inform our practice.

**Appendix A – Staffing Structure for IAG Provision at RGTS**



## **Appendix B – Contacts**

### **Contacts**

#### ***Lead member of staff for CEIAG:***

**Anthony Fitzpatrick, Director of Learning – Sixth Form**

Contact email: [info@rgtrustschool.net](mailto:info@rgtrustschool.net)

Contact telephone: 0208 312 5480

#### ***Other key contacts:***

**Sheila James, Head of Y13 and Progression Manager**

Contact email: [sixthform@rgtrustschool.net](mailto:sixthform@rgtrustschool.net)

Contact telephone: 0208 312 5480

**Naomi Littlejohn, Higher Education Coordinator**

Contact email: [sixthform@rgtrustschool.net](mailto:sixthform@rgtrustschool.net)

Contact telephone: 0208 312 5480

**Olivia Saunders, Director of Learning – Behaviour and Head of Y8**

Contact email: [info@rgtrustschool.net](mailto:info@rgtrustschool.net)

Contact telephone: 0208 312 5480

**Tahsin Mojumader, Head of Y7**

Contact email: [info@rgtrustschool.net](mailto:info@rgtrustschool.net)

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## **Appendix C: Royal Greenwich Trust School: Provider Access Policy**

### **Introduction**

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

### **Pupil entitlement**

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.

### **Management of provider access requests**

#### **Procedure**

A provider wishing to request access should contact *Sheila James, Progression Manager*  
Telephone: 0208 3125480 Email: [sixthform@rgtrustschool.net](mailto:sixthform@rgtrustschool.net)

### **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. Please see overleaf for these opportunities.

	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
Year 8	Overview of post 16 options for pupils and parents/carers, to include: A levels, Applied General Qualifications (e.g., BTECs), technical/vocational qualifications, apprenticeships, traineeships and supported internships Event for University Technical Colleges	Employer event for pupils, parents/carers - market stall event giving overview of local, regional and national opportunities and skills requirement Meetings with careers professional	Technical/vocational tasters at local college/s, training providers Meetings with careers professional
Year 9	Event for providers of technical education/ apprenticeships to include Further Education colleges, UTCs or Studio schools and training providers Meetings with careers professional	Meetings with careers professional KS4 options event	Technical/vocational tasters at local college/s, training providers Meetings with careers professional
Year 10	Life Skills – work experience preparation sessions Meetings with careers professional	Technical/vocational tasters at local college/s, training providers Meetings with careers professional	Life skills – assembly and tutor group opportunities Meetings with careers professional
Year 11	Post 16 provider open evenings: opportunities to visit local Further Education and sixth form colleges, other school UTCs, Studio schools and other training providers regarding A level, Applied General, technical and vocational and apprenticeships. Meetings with careers professional Post 16 applications	Post-16 interviews	Confirmation of post 16 education destinations for all pupils

**Key  
Stages 3  
and 4**

<b>Key Stage 5</b>	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
<b>Year 12</b>	Higher Education Fair for a variety of HE providers including local Further Education colleges Post-18 assembly – higher and degree apprenticeships	Small group sessions: future education, training and employment options Meetings with careers professional	Small group sessions: future education, training and employment options Meetings with careers professional
<b>Year 13</b>	Workshops – HE and higher apprenticeship applications	Meetings with careers professional	Confirmation of post 18 education destinations for all pupils

**Approval Signature**

Signature of (enter position e.g. Chair) \_\_\_\_\_ **Chair**

**Print name**

**Chris Philpott**

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**Date**

**25.6.19**

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