

Lincoln Minster School

Careers

1. Policy Statement

In line with our school's aim to ensure our pupils are equipped for their future and its broader commitment to realising "the best in everyone", the careers department is committed to providing appropriate and comprehensive careers guidance and education for all its Senior School Students.

Lincoln Minster School aims to empower students, through Careers Education, Information, Advice and Guidance (CEIAG) to begin their career journeys with optimism and confidence. Students are helped to discover their interests and abilities by taught careers lessons, encounters with employers, higher education providers, apprenticeship providers, experience of workplaces and personal guidance. Our aim is for all students to be aware of the opportunities available and foster good self-awareness, to know their strengths and their values, so they can make their own well-informed, realistic decisions. Students are encouraged to fulfil their potential and develop values, skills and behaviour needed to be successful in life.

To this end, our students follow a structured CEIAG programme which is appropriate to the students as they progress through the school. The Careers Education programme is delivered according to the procedures set out below via assemblies, curriculum lessons, alumni events, external speakers, individual guidance interviews and workplace visits. The programme is designed to enable students to:

- develop self-awareness in order to identify their strengths, weaknesses, values and interests and relate these to the world of work and education
- learn about different careers and opportunities
- obtain individual guidance
- learn from labour market information about training, education and occupations beyond school
- understand the links between their subjects and different career paths
- make appropriate curricular and extra-curricular choices at each stage of their schooling, including personal guidance regarding GCSE, post-16 and post-18 options
- develop and practise CV, job application and interview skills, among other transition skills
- make informed choices about a broad range of career options
- gain some experience of the workplace.

The programme is underpinned by careers best practice which has been assessed and audited by Career Mark. Career Mark is a CEIAG award, validated by QiCS. Career Mark is a comprehensive development toolkit for CEIAG, which supports legislation, national standards and best practice in careers. The school will seek re-accreditation every 2 years.

Lincoln Minster School is committed to providing accurate, up-to-date and impartial careers guidance for its Senior School students.

This policy applies to all members of our Senior School community, including boarders.

Lincoln Minster School is fully committed to ensuring that the application of this Careers Guidance policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

Lincoln Minster School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

In line with our Provision of Information policy, this document is available to all interested parties via our website or on request from the main school office and should be read in conjunction with the following documents: School's Aims and Ethos Statement, Curriculum Policy, PSHE Policy and Schemes of Work, Equal Opportunities Policy, Group Health and Safety Policy, and the Careers Entitlement Statement.

This document is reviewed annually by the Head of Careers or as events or legislation change requires. The next scheduled date for review is August 2025.

Reviewed By	R Wills; Head of Careers
Date	Sept 2024
Reason for Change	Annual review
Next review date	August 2025

2. Key Personnel

The school employs a part-time Head of Careers (0.5FTE contract), located in the Careers Office in the Computer Resources/Library Area.

3. Procedures

The Head of Careers oversees the CEIAG provision in the Senior School for Years 7 – 13. Career-related learning is delivered through the PSHE curriculum delivered by PSHE teachers and through termly 'careers tutorials' delivered by the Head of Careers. This is complemented by off-timetable 'collapse days' organised by the Head of Careers at various points within the school year which include a range of activities and trips. In Key Stage 5, career-related learning is delivered within the Life Skills programme delivered by the Head of Careers and Head of Sixth Form, and additionally through the PSHE programme by form tutors. Activities include:

- **Taught lessons**
- **Assemblies**
- **Mock interviews with external volunteers**
- **Trips to Higher Education Institutions**
- **Trips to off-site careers fairs**
- **Employer/Employee talks**
- **Apprenticeship talks**
- **Armed Forces workshops**
- **Workplace visits**
- **Presentations for parents and carers**

Topics covered in this programme include: transition from Primary to Secondary education; self-awareness; types of careers; labour market information and trends; guidance on appropriate choices of curricular and extra-curricular activities; development of transition skills such as CV writing, personal statement writing and interview skills. Details of the CEIAG element ('Life Beyond School') of the PSHE schemes of work for each year group are held by the Head of Personal Development. This core Careers Programme is supported with career guidance (personal) interviews, workplace visits, a programme of external speakers and workshops and an off-timetable Higher Education and Futures Programme in Year 12. Additionally, to the core Careers Programme, subject teaching departments also make links to careers through lessons and events.

Careers information is stored in both the Resources/Library area and the Careers Office. Information is also available for all stakeholders via the careers pages on the school website, as well as through the termly Careers Bulletin newsletter. Students in all three Key Stages also have access to the Unifrog careers and destinations platform to obtain up-to-date careers information and advice.

The school is committed to providing accurate, up-to-date and impartial guidance for its Senior School students. Individual careers interviews are conducted by the Head of Careers, who has completed a Level 7 qualification in careers advice and guidance, and external guidance practitioners as appropriate. Students

receive notes from these interviews, including an action plan as appropriate. Year 11 guidance notes and action plans are shared with the student, tutors and parents and recorded on Unifrog. Key Stage 5 guidance notes are recorded on Unifrog for the student and tutor. Students are encouraged to consider a range of options and guidance is presented in a manner that is impartial and promotes the best interest of the student. The Head of Careers is appropriately trained to deliver guidance and a member of the Careers Development Institute (CDI). Additionally, independent advisers are available for guidance interviews with students as required. In line with statutory guidance, all pupils are offered a careers guidance interview by the end of Year 11 and again by the end of Year 13. Additionally, impartial advice and guidance is offered to pupils and parents/carers in Year 9 around the time of choosing GCSE options. All students in Years 7 – 10 can access a careers guidance interview by referral from their Form Tutor. Year 11 students are automatically invited to an interview, and Year 12 and 13 students have access to an online booking system to book their own appointment as required.

Experiences of the workplace and encounters with employers and employees are encouraged for all students and form part of the careers programme. This includes guest speakers visiting school, as well as trips and visits to workplaces, external careers fairs, enterprise days and the delivery of work-based projects. Though we have no specified work experience programme in the academic calendar, students and parents are encouraged to seek opportunities for work experience to take place outside of term time. Opportunities are regularly shared via student e-mail and through the termly careers bulletin newsletter. These include physical and virtual opportunities. Students also have access to virtual work experience opportunities online through the Unifrog platform. Whilst the school encourages students to gain work experience alongside their studies, parents and carers are ultimately responsible for making private work experience arrangements and satisfying themselves of the employer's health and safety and safeguarding procedures. Should any formal work experience programme be arranged by the school, placements would be arranged in accordance with United Learning's Health and Safety procedures as described on page 114 of the Group Health and Safety Policy. All practice is in accordance with The Health & Safety Executive guidelines.

The Careers Department works to ensure that the needs of each individual student are addressed, so that they have the tools to make choices that will enable them to achieve their full potential and realise their own happiness. Lincoln Minster School aims to prepare students for their future and acknowledges that this may mean that they may wish to move on from this school to other Sixth Forms, Technical or other colleges and apprenticeships.

External speakers from FE, HE and the working world are able to speak with our pupils and they are given impartial advice about their next steps, both from the Head of Careers and external advisers. If an external organisation wishes to speak with the students at Lincoln Minster School, they should make contact with the Head of Careers, whose details are clearly displayed on the careers section of the website. They will then enter into discussion about how best to facilitate this (e.g. during PSHE, Life Skills or with academic departments). There are various facilities that can be used to host external speakers, and this can be discussed with the organisation on request. Students have the opportunity to participate in employer/provider encounters from Year 7 onwards.