Careers Policy

(Careers Education, Information, Advice,and Guidance)

Ellesmere Port Catholic High School

Approved by:	**Mrs L Henderson, Headteacher**
Lead of Review:	**Mr M Hughes, Assistant Headteacher**
Last reviewed on:	**July 2026**
Next review due by:	**July 2027**

Catholic Social Teaching



Through our careers education and guidance program we support our students on their journey and preparations for life. Every person deserves the dignity of education and the opportunities which work can provide. The school's careers programme is published on the school website and is reviewed annually.

Rationale

Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. At Ellesmere Port Catholic High School, a planned progressive programme of activities supports them from year 7 - 13 to develop an awareness of employability skills and understanding of opportunities in the working world that suit their interests and abilities and help them to follow a sustainable career path.

Commitment

Ellesmere Port Catholic High School is committed to providing our students with a programme of careers education, information, advice and guidance (IAG) for all students in years 7 – 13.

EPCHS endeavours to follow the National Careers Strategy**:** making the most of everyone's skills and talent for 11 – 19 in England (DfES, 2017) and other relevant guidance from Department for Education (DfE), Ofsted, Careers and Enterprise Company and other relevant statutory guidance as it appears.

Aims

Ellesmere Port Catholic High School's Careers Education and Guidance policy has the following objectives in line with the Gatsby Eight Benchmarks* for Careers Excellence when delivering the careers programme in school:

- To plan and provide a stable careers programme for our learners
- To expose students to relevant labour market information (LMI)
- To address the needs of all students
- To link curriculum learning to careers
- To provide opportunities for student to encounter employers and employees
- To support students to obtain work experience at year 10 and 12
- To provide opportunities for students to encounter further and higher education
- To provide personal guidance to students on careers education

Outcomes:
As a result of the above objectives the proposed outcomes of Ellesmere Port Catholic High School's Careers Education and Guidance policy are:

- To contribute to strategies for raising achievement, especially by increasing motivation to support inclusion, challenge stereotyping and promote equality of opportunity;
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- To encourage participation in continued learning including higher education and technical qualifications
- To develop enterprising and employability skills in students
- To significantly reduce to likelihood of any students leaving our educational establishment as NEET (not in education, employment or training)
- To involve all school stakeholders in the career's education of students, including parents and carers.

Student Entitlement
Careers education and guidance (CEG) is an important component of the 14-19 Curriculum and at Ellesmere Port Catholic High School, we fully support and resource the statutory requirement for a Careers Curriculum in Years 7 – 11.

Development
The policy was developed and is reviewed annually by the Assistant Headteacher for Personal Development and his Line Manager (Headteacher) based on current good practice guidelines by DfES, Ofsted and statutory guidance.

Links with other Policies
It supports and is underpinned by key school policies including those for Teaching and Learning, Assessment, Recording and Reporting Achievement, Citizenship, PSHCE, Work Related Learning and Enterprise, Equal Opportunities and Diversity, Health and Safety, Gifted & Talented and Special Needs.

Implementation of Careers Education
Careers Education is delivered during Personal Development sessions, alternative curriculum days and tutor time in Years 7 – 11 by the Assistant Headteacher for Personal Development, Careers Leader, Careers Team, Careers Advisor, supported by tutors, at key appropriate points throughout the academic year.

Equality and Diversity
Careers education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated. The careers programme is adapted to meet the needs of students with SEND and other vulnerable groups

Key Stage 3

A careers and enterprise programme will be delivered during the Personal Development programme and on alternative curriculum days. Years 7 and 8 will investigate employability skills, interests and work preferences to match against suitable occupations, whilst discussing universities and apprenticeships.

Year 9 will also encompass an exploration of KS4 and KS5 future options with a focus on individual career paths. They will also complete research into the labour market and their expectations of job availability.

Key Stage 4

Students in Year 10 will focus on beginning their post 16 personal statements as well as having exposure to employers and employees to provide impartial careers advice and options. Students will have dedicated careers sessions where they will look at application processes and how to contact employers. ***They also have the opportunity to complete one week of work experience during summer activities week.***

Students in year 11 will focus on the completion of their post 16 personal statements and applications. Individual action plans and interviews with the Careers Advisor are available for all. Mock interviews for different pathways and institutions will also be available for those who require it. The focus is post 16 options and the Application process.

Key Stage 5

Students in Years 12 and 13 will follow a program designed and implemented by the Head of 6th Form at EPCHS in consultation with the Careers Leader and Careers Advisor. This will include next steps, FE,employment applications and financial dealings.

Implementation of Careers Guidance

a) ONLINE PLATFORM - tutor groups from Year 7 upwards are provided with an online digital platform, UNIFROG, to guide and support the Careers Curriculum and update them on a variety of Careers and Enterprise opportunities.
b) Independent Careers Advice – Careers Advisors from MPloy Solutions work in partnership with EPCHS to provide independent and impartial Careers advice and guidance. This service is primarily available for students in Years 10, 11, Year 12 and 13.
c) Careers Lessons - Careers lessons taught involve access to relevant Labour Market Information, skillsfor working life and some financial wellbeing.

Parents and Carers

Parental involvement is encouraged at all stages. Online resources have been specifically chosen to help parents become more involved. All online resources are easily accessed through the links on the school website. Parents are kept up to date with careers related information through letters, newsletters and at open evenings. Parents are welcome at careers interviews and where necessary are invited.

Management

The Assistant Headteacher for Personal Development and Careers Leader coordinate the Careers curriculum and are responsible to his / her senior management line manager. The Careers Leader is responsible for the work of the assigned administrative team.

Careers Leader: Mr T Holt
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Staffing

All staff contribute to CEG through their roles as tutors and subject teachers. Administrative staff are assigned to support the Careers Leader.

The Careers curriculum is planned, monitored and evaluated by the Assistant Headteacher for Personal Development, Careers Leader, Careers Advisors, Link Governor and external organisations regularly.

The Assistant Headteacher for Personal Development and Careers Leader, will liaise and consult with Careers Advisor to ensure that specialist career guidance is available when required.

The Careers Leader and Careers Advisor are responsible for maintaining careers resources, support and provision.

Curriculum

The Careers curriculum includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work related learning and individual learning activities. Careers lessons are also part of the school's Personal Development Programme. Other events and activities are planned and organised separately throughout the year.

Resources

Funding is allocated in the annual budget. The Assistant Headteacher for Personal Development and Careers Leader are responsible for the effective deployment of resources.

Staff Development

Staff training needs are identified as part of the Partnership Agreement process and during regular planning meetings between the Careers Leader and his/her Line Manager. Funding is accessed from school funds and Government initiatives. The school will endeavour to meet training needs within a reasonable period of time.

Monitoring Review and Evaluation

Careers Education is monitored and evaluated annually via the Review System. Careers Guidance is monitored and evaluated annually through discussion with key staff and students and appropriate observation of activities by the Headteacher, CEG Line Manager.

The programme is reviewed annually by the Careers Leader and his Leadership Team Line Manager. Changes and improvements to the programme are entered into the relevant policies and documentations. When reviewing the programme, the School Improvement Plan (SIP) is used to ensure that the Careers Faculty is fully supporting whole school aims.

Appendix 1

Definitions

- Careers Education - helps young people develop the knowledge and skills they need to make successful choices, manage transition in learning and move into work,
- Careers Guidance - enables young people to use the knowledge and skills they develop to make the decisions about learning and work that are right for them.
- Careers Leader - the member of staff responsible for leading and coordinating the Careers curriculum in school

Statement of entitlement

As a student of Ellesmere Port Catholic High School, you are entitled to receive a programme of careers education, advice, information and guidance

Your CEG programme will help you to:

- Understand yourself, your interests, likes and dislikes, what you are good at and how this affects the choices you make.
- Find out about different courses, what qualifications you might need and what opportunities there might be to develop the skills you may need for working life.
- Make realistic, but ambitious, choices about courses and jobs.
- Develop a plan of action for the future.
- Understand the different routes after
- Year 11 including training, further and higher education and jobs
- Be able to make effective applications for jobs, training and further and higher education
- Develop your interview skills
- Improve your confidence

You will receive:

- Careers lessons
- Collapsed registration activities
- Guided tutor time
- Access to careers resources – information is available in books, videos, leaflets and on computer – ask for help
- Interviews with the school's Careers Advisor
- Experience of the work place
- Other subject lessons linked to careers

You can expect to be:

- Treated equally with others
- Given careers information and advice that is up to date and impartial
- Treated with respect by visitors to the school who are part of the careers programme
- Given extra help if you have specific needs or requirements

*GATSBY BENCHMARK	
Benchmark	**Summary**
1 A STABLE CAREERS PROGRAMME	Every school and college should have an embedded programme of career education and guidance that is known and understood by pupils, parents, teachers and employers.
2 LEARNING FROM CAREER AND LABOUR MARKET INFORMATION	Every pupil, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make the best use of available information.
3 ADDRESSING THE NEEDS OF EACH PUPIL	Pupils have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each pupil. A school's careers programme should embed equality and diversity considerations throughout.
4 LINKING CURRICULUM LEARNING TO CAREERS	All teachers should link curriculum learning with careers. For example, STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.
5 ENCOUNTERS WITH EMPLOYERS AND EMPLOYEES	Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.
6 EXPERIENCES OF WORKPLACES	Every pupil should have first-hand experiences* of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.
7 ENCOUNTERS WITH FURTHER AND HIGHER EDUCATION	All pupils should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.
8 PERSONAL GUIDANCE	Every pupil should have opportunities for guidance interviews with a careers adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all pupils but should be timed to meet their individual needs.