HOLY FAMILY CATHOLIC SCHOOL

CAREERS POLICY

Date agreed	January 2022
Next review date	June 2022

THE MISSION STATEMENT OF THE SCHOOL
Holy Family Catholic School is a Catholic community embracing the clear Christian values of respect, service and justice.

We are a family of many cultures sharing one faith.

We exist to educate young people towards excellence in all dimensions of their lives, recognising the uniqueness of each and the equality of all.

Introduction

This policy statement sets out Holy Family Catholic School & 6th Form's arrangements for managing the access of providers to students at our school. The aim of this is for providers to have the opportunity to give information to students about their education or training offer. This complies with our legal obligations under Section 42B of the Education Act 1997.
https://www.legislation.gov.uk/ukpga/1997/44/section/42A

Pupil Entitlement

All students from years 7 to 13 are entitled to:
- finding 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;
- hearing 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, live / pre-recorded face to face or online talks.
- Taking part in virtual work experience and 2 week face to face work placement.
- understanding how to make applications for the full range of academic and technical courses.
- benefiting from Impartial Advice and Guidance opportunities, available to them through our qualified careers advisor. This guarantees that all students will have at least up to 2 one to one careers meetings before year 13.

Management of provider access requests

Procedure:
A provider wishing to request access should contact José Fidegnon, Assistant Headteacher in the first instance via email on office@holyfamily.waltham.sch.uk

Opportunities for access:
A number of events, integrated in to the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers.
Outlined below is the provision we offer to each year group.

We are using START Framework in U-EXPLORE package to help students prepare for and make decisions at key moments of choice and transition from Year 7-13.
The framework provides a delivery plan for using Start with students across all year groups, with learning outcomes mapped against the skills for positive careers in the CDI framework and the Gatsby benchmarks. This will include:

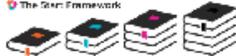**CB: Career Basics**   **MoC: Moment of Choice**   **AfJ: Apply for jobs**
S: Skills   **LMO: Explore the Labour Market**
SA: Self Awareness   **WE: Work Experience**

Careers map based on Start framework

🔵 The Start Framework

CB – Career Basics **SA** – Self Awareness **MoC** – Moments of Choice **WE** – Work Experience
S – Skills **AfJ** – Apply for Jobs **LM** – Explore the Labour Market

	Term 1	Term 2	Term 3
Year 7	Secondary school – what choices do I have? (MoC) What is life like at secondary school? (MoC) Your future starts now (CB)	What is a skill? (S) An introduction to the different types of skills (S) Your interest and jobs (SA) Your strengths and jobs (SA)	What jobs do people do near you? (LM) Explore some of the key industries in England (LM)
Year 8	Explore jobs based on your interests (SA) Explore jobs based on your strengths (SA) Your subjects and jobs (CB)	Developing your skills in everyday life (S) What skills are needed for different jobs? (S) What is stereotyping? (CB)	Explore industries in your local area (LM) Explore local jobs in demand (LM) What will jobs be like in the future? (CB)
Year 9	What is your personality type? (SA) What skills do you have? (S) How can you develop your skills? (S)	GCSEs – an overview of your options (MoC) GCSEs – making your choices (MoC)	Explore local employers and what is important to them (LM) What skills are important to employers? (LM)
Year 10	What is resilience? (SA) Why is feedback important? (SA) Create your own personal development plan (SA) Using Start to capture evidence (S) How can you evidence the skills you have? (S)	What is a CV? (AfJ) What is an interview? (AfJ) How do employers advertise jobs? (AfJ) What will you get out of work experience? (WE) Why is work experience important? (WE) Capturing evidence of your work experience (WE)	Your next move (Post 16) (MoC) What is the difference between a job and career? (CB) What is university? (CB) What is an apprenticeship? (CB)
Year 11	Finding opportunities to keep developing (SA) How to manage your emotions (SA) Creating a development plan (S)	Choosing subjects (Post 16) (MoC) Making your choice (Post 16) (MoC) Academic and vocational pathways (CB) Finding an employer; apprenticeship and T-Level placements (LM)	How to write your CV (AfJ) How to prepare for interview (AfJ)
Year 12	Fine tuning your CV (AfJ) Fine tuning your interview skills (AfJ) What are your skill gaps? (S)	Would you relocate for the right job? (LM) What is company culture? (LM) Large and small companies: the difference (LM) Why do some jobs pay more than others? (CB) Finding a job that matches your needs (CB)	Post 18 – an overview of your options (MoC) What work experience have you got in your StartProfile? (WE) Get in the front door for apprenticeship and graduate jobs (AfJ)
Year 13	Post 18 – choosing the right university course (MoC) Post 18 – choosing the right apprenticeship (MoC) Using LinkedIn and social media effectively (AfJ)	What is your plan to keep developing skills? (S) What is income tax and how will it affect me? (CB) What is work-life balance? (CB) Why should I bother about a pension? (CB)	Could you start your own business? (LM) What work experience will you get on your Degree? (WE)

Premises and facilities

The school will make the main hall, the LRCs on both sites, classrooms and private meeting rooms available as appropriate to each individual activity. The school will make any necessary equipment available e.g. internet access, projectors in order for the provider to be able to carry out their presentations. Individual requirements for events will be discussed with the provider in advance of each event with either the Careers Leader or the relevant member of staff.

Providers are welcome to leave a copy/copies of their prospectus or other relevant course literature with the relevant member of staff at school.