Careers Education and Guidance Policy (Aspire Engage Achieve)

Campion School

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Campion Careers Education and Guidance Policy

(Aspire Engage and Achieve)

The Rationale for Careers Guidance: Aspire, Engage and Achieve

Career guidance is crucial in preparing young individuals for the challenges and opportunities they will encounter as they transition into adulthood. It equips them with the knowledge, skills, and confidence necessary to make informed choices about their future.

Here are crucial elements that make up a quality career guidance programme:

- A well-structured and continuous career and employability education programme integrated into the curriculum from Years 7 to 13.
- Ensuring young people have access to information and practical exposure to various career pathways at significant transitional stages.
- Fostering connections with diverse employers and educational institutions, encompassing Further Education Colleges, 6th Form colleges, Apprenticeships, Higher Education Institutions, and various learning providers.
- Providing young individuals with experiences that can shape and ignite their career aspirations through interactions with key industry partners such as **3p Innovation**, **Horiba Mira**, and **Playground Games.**
- Providing easy access to a comprehensive range of career-related information and labour market data in various formats, primarily delivered through our new primary platform, **Unifrog.**
- Offering tailored support during critical transitional phases, addressing individual needs and concerns.
- Making specialised career guidance professionals available for personalised advice.

A successful career guidance programme should not only assist young people in making informed decisions about their future paths but also contribute to broader educational goals, including academic achievement and active participation in learning.

Vision and Purpose

Promoting a culture of career development is an essential part of our school's mission and ethos. We aim to support the aspirations of all our learners and ensure that they gain the understanding, skills, and experience they need to progress and succeed in learning and work.

Effective career education and guidance contribute to the well-being of individuals and their families, communities, wider society, businesses, and the economy.

Aims

At Campion School, we aim to elevate aspirations, challenge stereotypes, and prompt pupils to explore diverse career possibilities. Through comprehensive career education and guidance, we aspire to inspire pupils to leverage their talents and pursue occupations or courses that align with their capabilities.

Furthermore, we seek to assist learners in:

- Enhancing their self-awareness regarding future learning and employment prospects.
- Cultivating their career management and employability skills.
- Gaining exposure to various careers and the working world through relevant activities and interventions.

Campion School has a statutory duty to provide independent and impartial career guidance to all Year 7–Year 13 students. We have employed a full-time Careers Adviser and appointed a Careers Assistant to ensure robust delivery of these duties under this policy.

Government Statutory Guidance for Schools

Government Statutory Guidance for Schools

Links with other policies

The Careers Education and Guidance policy is linked to the following policies:

- Personal, social, and health education policy
- SEN/ Learning support policy
- Able, Gifted and Talented policy
- CPD policy
- Equalities policy
- School improvement plan
- Recording achievement policy
- Curriculum policy

Our Commitment

Careers guidance is seen as playing an essential role in motivating our students, promoting equality of opportunity, and maximising their academic and personal achievement whilst at school and beyond. It has a high priority in this academy, and we intend our pupils to:

- Develop a broad understanding of the world of work and an ability to respond to changing opportunities.
- Develop independent research skills so that they can make good use of information and guidance.
- Develop and use their self-knowledge when thinking about and making choices.
- Develop the skills they need to review achievements, plan future actions, make decisions, present themselves well, and cope with change and transition.

We recognise that the process of making career decisions is lengthy, and that most of our pupils will make their final choices post-16.

Commitments

The Governing Body and staff are committed to:

- The provision of resources and advice to enable students to understand and develop career choices and to ensure that career education is seen as part of the overall curriculum and learning framework for all years.
- Encouraging pupils to achieve and be ambitious.
- Involving pupils, parents, and carers in the further development of career work.
- Ensuring that no pupil is disadvantaged in gaining access to education, training, or employment through the delivery of CIAG by our impartial career team.
- To achieve and retain the Investors in Careers Award.

The Organisation, Management and Staffing

- **Head Teacher:** Jassa Panesar
- **Deputy Head:** Steve Bolsover
- **Careers Manager:** Michael Wilson
- **Careers Assistant:** Leah McFadden
- **Deputy Head (Curriculum Development):** Honorata Nawrot
- **Assistant Head (Behaviour):** Nicholas Hawkins
- **Head of Sixth Form:** Robert Strain
- **Lead Governor:** Janice Gilmore Caley

Staff Development and CPD

All relevant staff have access to professional and locally run courses. The Careers Lead holds IAG qualifications specific to the job role, and the Careers Assistant is supported with relevant training to assist with delivery.

The school is represented at a number of meetings and forums, such as:

- Careers Enterprise meetings
- Leamington Business Network meeting
- Coventry & Warwickshire Careers Guidance Network Meeting
- Central Warwickshire Careers Adviser Network Meeting

National and Local Expectations

We are committed to meeting national and local expectations about careers by:

- Securing independent and impartial career guidance for Y7-13 as required by the 2011 Education Act.
- In implementing this duty, we will pay particular regard to the DfE's principles of good practice and Ofsted's inspection criteria for evaluating careers provisions in schools.
- Fulfilling our duties under the Equality Act 2010 to promote equality of opportunity, foster good relations across all people, eliminate harassment and discriminatory practices, and support children with protected characteristics.

Current Priorities:
These current priorities inform our career strategy:

- Supporting individual aspirations, improving attainment, and ensuring positive destinations.
- Meeting the needs of specific groups, including children in care, young carers, children from economically deprived backgrounds, and children with special educational needs and disabilities.
- Developing learners' career management skills, especially those associated with career adaptability, resilience, enterprise, and employability.
- Improving young people's working lives by helping them to identify the values that are important to them, such as contributing to the well-being of others through their paid and voluntary work and working in greener ways.
- Developing the use of digital technologies to meet young people's career development needs in conjunction with face-to-face support. This is now primarily delivered through **Unifrog**, which will replace previous systems.
- Working with parents/carers, alumni, education, community, and business partners to meet students' career development needs.
- Working directly with more employers in the local area to ensure a targeted work

experience programme, with a specific focus on our links with **3p Innovation, Horiba Mira, and Playground Games.**

- Ensure the delivery of careers-related CPD for staff to provide our students with impartial advice and guidance.

Methodology

Our methodology for delivering careers education is centred on a progressive, spiral curriculum that builds upon previous learning from Year 7 through to Year 13.

Digital Transition to Unifrog

A key component of our updated methodology is the strategic shift in our digital provision. Unifrog will now be our primary delivery source, as we recently changed from START to Unifrog.

To ensure this new platform is effectively utilised:

- Implementation will occur in phases across the year groups in the coming months.
- The platform will be embedded into the school's culture through tutorial time, PSHE, and pastoral support.
- The **Careers Assistant** will play a key role in supporting the rollout, helping students onboard, and monitoring engagement with the platform.
- Staff training will be provided to ensure all tutors can support students in navigating the platform.

This transition enables a more integrated approach, allowing students to track their interactions, research labour market information (LMI), and manage their post-16 and post-18 applications in a centralised location. This digital methodology complements our face-to-face guidance and employer encounters

Curriculum Opportunities

Careers include both education and guidance. Careers education helps our pupils develop the knowledge and skills they need to make successful choices, manage transitions in learning, and move into work. Through guidance, pupils can use their knowledge and skills to make the decisions about education and employment that are right for them.

Progress in pupils' self-development and understanding of careers is regularly monitored. The curriculum includes planned learning, undertaken through a Careers education programme for Years 7-13, linked to a careers scheme of work and work-related learning activities.

The careers education and work-related learning curriculum should meet the following Learning outcomes (**mapped against the six learning areas of the CDI Career Development Framework 2021**):

Self-Development

- Understanding themselves and the influences on them

Career Management

- Make and adjust plans to manage change and transition

Career Exploration

- Investigate opportunities in learning and work

Developing themselves through career and work-related learning education

- Self-awareness
- Self-determination
- Self-improvement as a learner

Making the most of career and work-related learning activities and experiences

- Showing initiative and enterprise

Learning about careers and the world of work

- Understanding jobs and career growth
- Understanding work and working life
- Understanding business and industry
- Investigating career and labour market information
- Respecting equality of opportunity and diversity
- Maintaining health and safety

Developing career management and employability skills

- Making the most of guidance and support

In addition, we organise:

- Careers Fairs for students aged 9-13
- Face-to-face or virtual work experience opportunities for Year 10
- Work experience for Year 12 to explore vocational choices, available face-to-face or virtually
- Mock interviews for Year 9
- Guest professionals, either in-person or virtually

Further details of the curriculum programme can be seen on our dedicated careers website: https://www.campioncareers.com/copy-of-campion-careers-programme.

Careers guidance occurs one-to-one and is one aspect of the school's pastoral system. In this respect, career work is supported by the pastoral leads and form tutors during tutorial time. We are also well supported by our Careers Adviser and Careers Assistant, who are based here year-round.

Equal Opportunities

We are keen to promote equal opportunities and to use every opportunity to challenge stereotypes and raise aspirations. In lessons, teachers are asked to ensure pupils work in mixed-gender groups and that girls and boys serve as spokespersons. We regularly monitor career resources to ensure they encourage both boys and girls, and pupils from minority ethnic groups, to pursue different careers.

At special events such as the Careers Fair, we aim to give parents and pupils a view of young, successful career women and men. Our leavers' destinations are closely monitored, and younger pupils are informed, enabling us to track trends and identify opportunities through our Alumni Portal using GROFAR.

MONITORING AND EVALUATION

Monitoring

Campion School Careers Leader will monitor and evaluate the compliance and delivery of the above benchmarks utilising GROFAR, Unifrog, and the COMPASS auditing tool provided by the Careers and Enterprise Company. The Careers Leader will also meet with the Careers and Enterprise co-ordinator (Steph Parker) and hold regular meetings with a named Enterprise Advisor from the Enterprise Adviser Network (EAN).

Compliance with the Gatsby benchmarks will be measured using the COMPASS auditing tool. This will facilitate effective monitoring and curriculum planning for the provision and delivery of career education and guidance at Campion School.

Unifrog Implementation

The school has successfully transitioned to Unifrog as our primary software, replacing START. This comprehensive platform is designed to assist students in their educational and career journeys. Unifrog offers a range of features, including tools for academic and career exploration, college and university applications, and guidance on various vocational paths. We are now implementing Unifrog across the year groups in the coming months to embed it in the school's culture.

The Careers Leader Termly will complete the COMPASS audit to enable short- and longer-term career education planning. The findings of the COMPASS auditing tool will be shared with both the Leadership Team and the school governing body annually in a pupil outcome meeting during the spring term.

Additional Monitoring

The CIEAG curriculum elements will be closely monitored to embed career education within subjects at Campion, ensuring the effective delivery across the curriculum. Students' opinions will be requested to evaluate curriculum activities on and off-site using portals such as GROFAR and Unifrog.

Evaluation and Review

The careers programme will be regularly monitored and amended following an annual review.

Pupils' opinions will be actively sought, and a working party of pupils will be established to help evaluate and review.
Our Careers provision will be reviewed and evaluated in the following ways:

- Verbal feedback and discussions during meeting time
- Work experience diaries
- Employer feedback forms
- Year group questionnaires and surveys
- Mock interview employer to student feedback forms
- Destination's data
- Parents' forum
- Evaluation forms using interactive software (GROFAR/Unifrog)

Destination data will be monitored using digital formats such as GROFAR, Unifrog, and Compass+. The academy uses this software to identify and track students' chosen pathways and destinations.

Relationship to other parts of the curriculum and other policies

Career education aligns with the school's policies on equal opportunities, work experience, and external visits. Acknowledging the comprehensive scope of career-related activities throughout the school, the curriculum is collaboratively developed with other departments, ensuring that career education seamlessly integrates into the overall school curriculum.

Personalised Opportunities

Tailored information, advice, and guidance are available to students from Year 7 to Year 13. This support is delivered through various means, including mentors, internal staff, external visitors, employers, and career software packages. We primarily use Unifrog, which is replacing legacy systems such as Start. These software applications can be accessed from home and are compatible with all platforms, allowing students to receive personalised career interventions through their chosen medium.

Employer Engagement

We work closely with employers through a range of activities, including:

- Virtual Work experience placements
- Careers Enterprise Company forums
- Virtual Shadowing placements
- Class talks
- Assemblies
- Mock interviews
- Employer visits (Face to Face and Virtual)
- Careers Fairs
- Coventry & Warwickshire Local Enterprise Partnership Advisor (Sarah Windrum)
- Employer Mentors

Key Employer Partners:
We have established strong links with local industry leaders to provide students with relevant labour market insight:

- **Playground Games:** Supporting students in the creative and digital sectors.
- **3p Innovation:** Providing insight into engineering and automation careers.
- **Horiba Mira:** Offering expertise in automotive engineering and testing.

Partnerships

The policy recognises the range of partners that support the CIEAG within our School. These include:

- **University of Warwick:** We work closely with the University of Warwick to provide specialised higher education guidance.
- Coventry University and the University of Sheffield
- City College Coventry
- Solihull College
- Warwickshire College (WCG)
- Stratford Upon Avon College (SUAC)
- Aim Higher
- The Talent Foundry

This secures additional access to face-to-face external specialist careers guidance as stated in the Education Act 2011 for our disadvantaged students, as defined by the school's governing body. Make Happen Funding is available to students aged 9-11 who live in government-designated postcode areas.

We work in partnership with some organisations to ensure learners receive specialised and impartial advice when needed:

- **University of Warwick**
- Oxford Brookes University
- Aston University
- DE Montfort University
- Loughborough University
- Warwickshire College
- Coventry University
- Coventry & Warwickshire Careers Hub
- Careers Enterprise Co-ordinator (Steph Parker)
- Careers Enterprise Adviser Sarah Windrum – (Mira)
- 3P innovation

Resources

The school has established a Careers Office that provides information on employment, training, universities, and opportunities in the world of work. Campion School is dedicated to maintaining this office, ensuring it is accessible to all pupils from 8:30 am to 4:30 pm, Monday to Friday. A drop-in service is available during lunchtime, from 12:20 to 13:00, where students can discuss and research their career ideas.

Our **Careers Team, consisting of a full-time Careers Adviser and a Careers Assistant**, is based at Campion. Interviews are scheduled for all students, and pupils are also encouraged to book appointments. At Campion, we acknowledge parents and carers' crucial role in career choices, and we welcome them to utilise the careers room and to accompany their daughters/sons to interviews.

The school will allocate resources to successfully implement this policy by securing the following:

- An annual budget covering internal needs, CPD opportunities, and the commissioning of external sources.
- Adequate staffing with appropriate training.
- Student and staff access to information (both electronic and hardcopy).
- Designated space for individuals and groups/classes.

Resources List:

- Careers Library
- Weekly Newsletter
- Health and Safety checks for work experience placements
- **Unifrog** (New Primary Platform - replacing START)
- GROFAR Careers Management Tool (Annual Subscription)
- SACU online
- CDI registration (Annual Subscription)

Engaging with Parents/carers

Parental/carer involvement is essential in ensuring learners receive support at home. We include parents/carers and keep them informed of what we/learners are doing within Careers guidance and inspiration in the following ways:

- Newsletters
- Work experience evenings
- Year 7 induction evenings
- Year 8 Options Day
- Work experience placements
- Careers Fair (Open to parents/carers)
- Access to a full-time careers' adviser at Parents' Evenings years 8, 10, 11, 12 & 13, face-to-face and virtually

Strategy

To achieve the objectives of this policy, we will:

- Ensure that the governing body is actively involved in shaping career policy and strategy through its committee structure.
- Develop and maintain a costed annual careers plan to achieve current priorities, including delivering the scheduled programme, meeting staffing and CPD costs, and monitoring, reviewing, and evaluating the strategy.
- Set out the contribution expected of all staff, including subject teachers and tutors, for students' career learning and planning.
- Communicate the benefits of effective provision to our partners, including link schools, and engage them in the coordinating provision.
- Actively involve learners in planning, delivering and evaluating the careers programme.

Review

This policy will be reviewed by the governing body yearly.

Signed

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Headteacher
Signed

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Chair of Governors
Date: December 2025
Date of following review: December 2026