



Higher Education and Careers Careers and Work-Related Education and Information, Advice and Guidance Policy (CWRE & IAG)

Rationale and Commitment - CWRE & IAG at Bishop's Stortford College

All pupils have an equal entitlement to high quality Careers Education, Information, Advice and Guidance (CEIAG), work-related learning and preparation for the transition to all post 16 and 18 options. The school aims to provide students with an understanding of the world of work, help them to explore career options and support them in making decisions about the opportunities open to them. We aim to enable students to make informed choices at key decision points in their education and prepare them for the early years after leaving school so that they are able to sustain employability and achieve personal and economic wellbeing throughout their lives.

Bishop's Stortford College is committed to work towards meeting the Quality in Careers Standard incorporating the Gatsby Benchmarks-the national quality award for its career's education, information, advice and guidance provision.



The College will aim to adopt best practice in achieving the overall aims for careers guidance outlined above. This policy takes account The Independent School Standards – Guidance for independent schools (September 2023). It also takes account of the statutory guidance for maintained schools from the Department for Education (updated January 2023).

The H. E. & Careers schemes of work are mapped to the Gatsby Benchmarks and the CDI Framework for careers, employability, and enterprise education.

Vision Statement

The Higher Education and Careers department team are advocates and futurists, a team of professionally qualified individuals who are continuously researching and validating the CEIAG provided for the young people, parents and staff of Bishop's Stortford College. We strongly believe that the availability of information is a key determinant of career choice which highlights the importance of providing comprehensive information on all options.

"Globally, there are calls to bring the worlds of education and employment into closer dialogue. This is not about turning the education system into a production line for employment. Rather, it is about ensuring that young people emerge from the education system with the future-proof skills and knowledge that enable them to critically participate in post-compulsory education, a rapidly changing technological landscape, in working life, and to become the workers, leaders, entrepreneurs and citizens of the future."

The Careers Leaders Handbook, David Andrews and Tristram Hooley 2018.

Entitlement

The College will support the current students at Bishop's Stortford College Form2 (Year6) to U6 (Year 13) and those who have recently left the school. Support is available for a maximum of one year after leaving, where it has been requested by the student and subject to any direct costs (e.g., UCAS fees) being paid in advance to the school. After the first year, any further support for O.S. in respect of university applications or careers advice will be at the discretion of the College.

The aim of the entitlement statement is to ensure that students, staff, and parents know what CEIAG and Work-Related Learning will involve, what to expect and what will be expected of them individually.

Students are entitled to CEIAG which:

- helps every student develop high aspirations and consider a broad and ambitious range of careers.
- links curriculum learning with future career paths, particularly in respect of the relevance of STEM subjects.
- helps each student to understand themselves and the influences upon them.
- provides SEND students with additional support to ensure they overcome any barriers and make informed, appropriate and aspirational choices.
- provides access to independent and impartial advice and guidance.
- inspires every student through real life contact with the world of work to help them understand where different choices can take them in the future.
- enables students to understand the options available to them in terms of employment, apprenticeships,

school leaver schemes, further education (Colleges and Vocational pathways), higher education (Universities).

- enables students to understand the academic criteria and be aware of how to provide the evidence of skills and motivations required by employers and higher education institutions.
- enables students to understand the types of information, advice and guidance available (including Labour market Information) and know how to use them effectively to support research and decision making.
- provides students with access to timely CEIAG to help at key decision points in their education, such as GCSE and post-16 courses.
- helps students make and adjust plans to manage change and transition.
- uses the Gatsby Charitable Foundation's Benchmarks.

Independent careers guidance will be delivered by a combination of in-house and external provision. It will;

- be presented in an impartial manner.
- include information on the range of education or training options, including apprenticeships and other vocational pathways as appropriate.
- use real-life examples and role models to inspire students with a sense of what they can achieve and help them understand how to make it a reality.
- be guidance which promotes the best interests of the student/s to whom it is given.
- understand and address any barriers experienced by students with special educational needs.
- empower young people to plan and manage their own future; and
- promote equality of opportunity and challenge stereotypes.

College members of staff expect students will:

- actively help themselves, as well as seeking help from the H.E. & Careers department when required.
- be realistic and honest when thinking about options and making decisions.

Parents/Carers are expected to:

- enable their child to take an active part in college activities, for example, Parents' Consultation Evening, Information Evenings, attending guidance meetings if they wish.

- communicate directly to the careers department if they have any questions or require further support regarding careers education and guidance for their child.
- promote and practice equal opportunities for all young people regardless of gender, ethnic origin, disability.

Management

The Careers Lead, the Head of Higher Education and Careers, Louisa Piercy, reports to the Head of Sixth Form and to the Head in delivering the overall objectives of Higher Education, CEIAG and work-related learning. Programmes for CEIAG, work experience, work-related learning, higher education and employment are planned, co-ordinated and evaluated by the Head of Higher Education and Careers (referred to as HoD for the remainder of the policy). This work is undertaken in conjunction with the members of the Department. The Department maintains close links with the assigned 'school link governor' for H.E. & Careers.

- The Head of Sixth Form is integrally involved with all aspects of the work of the Department. In addition, the Deputy Heads (Pastoral and Academic) are involved with programmes of CEIAG and work-related learning delivered through schemes of work, tutorials and assemblies from L3rd to U6th.
- The HoD works with other staff at the College to develop, deliver and review aspects of the programmes. This may include the Heads of L6th and U6th, the Senior Management Team, the Head, Sixth Form Tutors, Year Group Tutors (L3rd to U5th), Heads of Department or Housemasters/mistresses and Head of Learning Support to provide guidance wherever appropriate, regarding the development and provision of resources and materials by H.E. & Careers to support careers-led tutorials, higher education and work-related learning activities.
- **Specialised pathways for Higher Education.** There is a team of Oxbridge and Medics advisors; the HoD works in conjunction with the students as far as it relates to their UCAS applications and portfolio of choices. The Head of Art supports additional preparation for Art Foundation diplomas and Architecture applications, particularly in respect of portfolio preparation. The Music and Drama Departments' support additional audition preparation with applicants for performance-based courses.

Making a University Application

The school is a registered centre for UCAS and there is a detailed internal timetable and protocol for submissions of applications which is communicated to all key stakeholders well in advance. Applications for Oxford, Cambridge, Medicine, Veterinary Science and Dentistry have an earlier external UCAS deadline of 16th October, and these pupils adhere to an earlier internal timetable.

- **Specialised pathways for employment-based options.** Specialist advice and guidance are available for students who choose employment, school leaver schemes or apprenticeships. These include application advice, interview guidance/practice and could include communication with providers if appropriate. The school supports all aspects of the process, but the student is also responsible for identifying employment opportunities which are of interest to them.

- **International applications.** Specialist advice is available for students making applications to overseas universities (USA, Europe, Australia etc.) or applying to their home country universities. A proactive approach and some self-directed research are expected of students due to the scope of the knowledge base required. The school supports the preparation of the additional (often lengthy and complex) academic documents required in fulfilment of such applications, but the student has a responsibility to ensure that their intentions are discussed in a timely manner with the relevant staff and the documentation is requested within an acceptable timeframe. To support international applications H.E. & Careers work with The University Guys and Study Options.
- H.E. & Careers staff work with other College staff as appropriate e.g., Marketing Director (communications, P.R.), ICT (web resources), Bursary (Health & Safety for work experience) and GDPR compliance.

Training and Ongoing Professional Development.

Staff have experience of higher education. The Head of H.E. & Careers has first-hand experience of higher education and is a registered Career Development Professional with the Career Development Institute, working towards the Career Development Professional Apprenticeship qualification to include the Level 6 Diploma in Careers Advice and Guidance and Careers Leader qualifications. The HoD also has experience of a commercial environment including working as a qualified Chartered Accountant and Corporate Tax Specialist Consultant in global professional services firms, running her own business and also working in the charity sector.

- Department staff undertake regular training to ensure they have current knowledge of work-related learning, work experience, additional SEND provision, CEIAG, the higher education environment, graduate employment and UCAS applications.
- The HoD will subscribe to relevant professional organisations e.g., Career Development Institute (CDI), Morrisby, UCAS (Universities and Colleges Admissions Service).

Curriculum Provision

This is not an exhaustive list but will include:

Working collaboratively the Prep School and the Senior School provide a progressive curriculum from Form2 (Year6) to U6th (Year 13). The main activities are outlined in Appendix 1. Further detail is contained within a scheme of work.

Careers Education, Information, Advice and Guidance (CEIAG)

- In-House advice and guidance will be made available to students through the standard procedure of visiting the department, or by booking appointments with the HoD or one of the H.E. & Careers team members. The department is open during the school day and students can visit and ask for help at any time.
- Advice and guidance may involve conversations with the student individually or together with parents/guardians, other teaching staff, as appropriate, with the agreement of the student.

- Meeting outcomes are recorded where necessary and communicated to staff if appropriate in terms of further actions (e.g., where a future career path may necessitate a particular portfolio of A Levels).
- During Fourth Form, L5th and L6th, all students participate in careers interest and aptitude profiling; this is undertaken in conjunction with an independent organisation (Morrisby). As part of this process, all students at the beginning of U5th have an individual careers guidance interview in which we will create a Careers Action Plan (which may include researching jobs which could be explored through work experience). This can be discussed further with a member of the College's H.E. & Careers Department. Profiling is required for new L6th students. Where practical, information and application workshops for apprenticeships are offered to U5 and U6 students; access to external specialised support is available to those that require it.
- Careers Education is delivered in L3rd - U6th through timetabled lessons and schemes of work embedded in the PSHE programme. This may be delivered to a mixture of full year group, tutor group and individuals or through special interest activities. In addition to the delivery of curriculum material by H.E. & Careers staff, it also includes contact with outside agencies, employers and College alumni.

Work Experience/Work-related Learning

The purpose of work experience is to provide students with short-term work placements in industry or other relevant employment-based environments (e.g., hospitals, charitable institutions) to broaden their experience and understanding of the world of work, assist them in better considering their career options and inspire them to pursue their interests. The policy takes account of government guidance in relation to the benefits of work experience and work-related learning and health and safety in relation to employer-based placements.

Bishop's Stortford College Work Experience Scheme

- The Work Experience Coordinator is a member of the H.E. & Careers Department and reports to the Head of Department.
- In summer 2024, the whole L5th year group will take part in a compulsory work experience 4-day week, and opportunities for U5th will also be available through the College's work experience scheme during the summer holidays.
- Where a student with special educational needs requests a placement, we work with employers to ensure that the experience is a positive and successful one.
- The school work experience scheme is operated in conjunction with an outside agency (Hertfordshire County Council) who assist in sourcing a number of placements and for which they ensure all health and safety/risk assessment checks are undertaken to the satisfaction of the Senior Management Team and Bursar.
- For those pupils participating, there is a programme of student preparation for the work experience placement

and the provision of a structured handbook, where students can keep a record of their placement activities and record skills development. This encourages the greatest learning from the experience and feedback on the placement, sought from the student, parent and employer.

Other Forms of Work Experience - Employer Based

We communicate opportunities for work experience e.g., company schemes which require direct applications, age-appropriate internships, work-related taster days etc. Participation in such opportunities will be a decision for the student but is encouraged by the school, whether for exploring an interest or where it may be in preparation for certain careers e.g., Medicine, Dentistry, Law, Veterinary Science.

Work and Enterprise Related Learning

In addition to the above, work-related learning takes place in several other ways including careers related assemblies and presentations, visiting speakers, visiting interviewers, CV and covering letter writing, skills-related learning and enterprise related activities. This is delivered via H.E. & Careers but other cross-curricular activities at school will also provide work-related learning. Wherever appropriate, labour market information (LMI) is integrated into the delivery of work-related learning.

Higher Education Preparation and University Applications

The careers education, information, advice and guidance provision from Form2 - U5th ensures that when the students arrive in the Sixth Form, they are firmly establishing the future-proof skills and knowledge to thrive in their post 18 choices.

Each year over 95% of our students continue to higher education and to help prepare for this, we have a Higher Education Preparation Programme which runs throughout the Sixth Form starting in the Autumn term of L6th.

The programme for higher education preparation and for the submission of applications for university places, is defined by the HoD and the Head of Sixth Form, in line with external deadlines and with agreed timescales and procedures. The principles of the programme and details of timescales are made available to students, parents and staff, as appropriate. The programme takes place at suitable intervals during L6th and U6th and includes a series of dedicated days at the end of L6th designed to ensure that students are well prepared before the beginning of U6th.

All CEIAG provision detailed in this policy culminates to ensure that our Sixth Form students have the knowledge skills and abilities to become successful citizens in the future.

- Two full time members of staff in the H.E. & Careers department are members of the professional body, the CDI. Students and parents have access to unlimited expert individual advice for the entire time they are in the Sixth Form.
- Students and parents receive regular updates alerting them to opportunities, such as subject and career taster courses, University Open Days, essay competitions, lectures, apprenticeship vacancies, work experience

opportunities etc.

- All students and their parents have unlimited access to the H.E. & Careers department for CIAG.
- Specific programmes of advice and preparation are in place for applications to Oxford/Cambridge, Medicine, Veterinary Medicine, and Dentistry.
- Specific information and support are provided for those considering international university applications.
- Tailored guidance is provided to students with SEND, ensuring they undertake relevant research, and take steps to inform choices of any special needs or extra requirements.
- The school is a registered centre for UCAS and there is a detailed internal timetable and protocol for submission of applications which is communicated to all key stakeholders well in advance. Applications for Oxford, Cambridge, Medicine, Veterinary Science and Dentistry have an earlier external UCAS deadline of 16th October, and these students adhere to an earlier internal timetable.
- In the first year after leaving, students who wish to make a re-application or post A Level application to university will be supported by the College. However, it is their responsibility to ensure that staff are aware of their intentions and that they adhere to any deadlines and procedures associated with the College process. The UCAS application fee (direct cost) is charged to the applicant and must be settled prior to the application being submitted.

Information, advice and guidance is provided at key points during U6th, particularly in relation to student finance, accommodation, replying to offers, adjusting plans, deferring entry and gap year options.

Post- A Level Results Guidance

Students receive guidance and advice before commencing study leave in U6th to prepare them to respond effectively once A Level results are known. The College provides expertise and guidance in person at the school over the A Level results period in August, to assist students who require support with confirmation of university places, clearing and post examination decisions.

Seeking Employment

The H.E. & Careers staff support and advise students seeking employment on a temporary or permanent basis, or for voluntary work where a position requires a formal application. This could include making applications to employers, CV advice, interview practice, advice with preparation for online assessments, or assessment days. Students may also be referred to other agencies if appropriate. A tutorial session is offered to all Lower Sixth students interested in researching this option.

Resources

Department

The College has a dedicated room for H.E. & Careers which is in the library building.

Staff are based in the department which is open throughout the school day for students to use the resources or to seek advice and guidance. Tutorial sessions are delivered by H.E. & Careers staff in this room, together with individual guidance interviews, meetings with parents, small group presentations and individual research by students.

Access to Resources

Students can access hard copy and electronic resources to help them with research and decision making at all stages of their school career. These adhere to/aim to exceed the required standards for good practice. We use the UCAS Hub for the completion of UCAS applications and from L3rd pupils have a lifelong account with Morrisby where they complete a variety of psychometric profiles and store their CEIAG information. We use Shortlist Me for interview skills development with the Sixth Form students. Pupils and students have access to Firefly to access careers resources and information.

All resources are reviewed and updated on a regular basis to ensure information is current and accurate. Specific guidance documents are created to support aspects of the programme.

Communication with Students, Parents, Staff, and the Wider Community

Students, parents and staff have access to information relating to CEIAG, work experience/work- related learning and higher education preparation:

- Students in the Sixth Form receive a regular H.E. & Careers updates containing information on H.E preparation, taster courses, and opportunities to visit/meet employers, work experience opportunities, apprenticeships, school leaver schemes, gap years, and relevant websites. Parents receive the full H.E. & Careers Resources & Information document via SchoolPost.
- Information is provided in the fortnightly newsletter for 4th Form – U5th students containing age group appropriate information, together with career-related articles of interest and information on current and future events. Parents also receive this publication. This raises the profile of the student engagement with H.E. & Careers in 4th Form - U5th and helps to raise awareness of the progressive nature of CEIAG and opportunities available to them in the Sixth Form.
- Students are made aware of opportunities within and outside school that could help them with their career aspirations. Bulletins and other publications, together with specific articles publicising events and invited speakers, are sent to parents, tutors and Housemasters/mistresses for reference.
- Parents and the wider school community are kept informed of the ways in which students are engaged in H.E. & Careers related activities through published information on the College website, school publications

and the local press.

- Information on subject based or cross-curricular opportunities are sent directly to academic staff as appropriate.

Funding

CEIAG/work experience/resources/UCAS costs are contained in a budget which is the responsibility of the HoD as the departmental budget holder.

Partnership Arrangements

- **External Partnerships.** H.E. & Careers programmes are delivered in collaboration/partnership with other organisations, including Morrisby, Herts County Council (HCC), Employers (local and national), the Stortfordian Foundation, Universities, UCAS and many other specialist organisations.
- **College Partnership with Staff, Parents and Guardians.** H.E. & Careers staff work in conjunction with Housemasters/mistresses, tutors, SMT and other colleagues to support students as appropriate. Students are referred to the H.E. & Careers staff by tutors, subject teachers and Housemasters/mistresses. Staff work in conjunction with parents and guardians wherever this is appropriate on an individual basis, and through a presence at parent meetings and the organisation of parent information meetings at critical decision points (e.g., H.E./UCAS information evenings in L6th. More specialised meetings may be held from time to time for students and parents in respect of Medical/Veterinary Science/Dental and Oxbridge applications.
- **College Partnership with Parents and Employers.** We work with local and national employers and parents as specialists to engage them in opportunities for our students to learn first-hand e.g., interviews, presentations, and informal small group meetings. Young O.S. return to the College to speak to students and act as inspirational role models.
- **College Partnership with the Stortfordian Foundation.** The school welcomes and encourages the involvement and expertise which can be gained from members of the O.S. in engaging our students with the wider world. Wherever practical and appropriate we work with the O.S. community to provide opportunities for our students in terms of employer engagement, mentoring and work experience, as described elsewhere in the policy. Our involvement will always have due regard for school policies including safeguarding. This collaboration extends to networking between the Stortfordian Foundation community.

Monitoring, Review and Evaluation

- The HoD will be responsible for an annual evaluation of the implementation of this Policy.
- The department uses the Careers and Enterprise Company tool, 'Compass', an online self-evaluation tool used to assess how the careers support compares against the Gatsby benchmarks and the national average. Schools should baseline themselves using this tool, using it to improve their careers programme based on their confidential results, and track their progress against the Benchmarks over time.

- The HoD should request that the Head and Governing Council consider amending the policy if it is felt to be necessary.
- Weekly meetings with the Head of Sixth Form and the Sixth Form team routinely covers monitoring, review and evaluation. Minutes of these meetings are circulated to the Head, other members of SMT, and other staff with special interests.
- The HoD meets with the Deputy Heads of school to discuss matters relating to the planning, content and delivery of some elements of programmes as appropriate.
- Feedback on the student experience is sought through meetings and discussions with students and staff, student questionnaires and feedback forms. Parental feedback is sought where appropriate. Feedback and evaluation is used to inform future provision.
- Sixth Form students work closely with the H.E. & Careers Department, and we will therefore seek to periodically obtain feedback on the programmes of work and to get a student perspective, facilitating ongoing review and improvement of the programme.
- UCAS applicant statistics are collected and analysed. Results are used to evaluate the process and to inform future provision. A UCAS review meeting is held annually at the end of each UCAS application cycle. The Governing Council receives updates on UCAS applications via the Head.
- Destination data is collected annually to show the next steps taken by each student at the end of their full-time education at the school. This includes progression to higher education, apprenticeships, gap year and employment. Progression to higher education can be analysed to show the level of success in progressing to selective universities and courses. The Stortfordian Foundation holds a database which shows the longer-term career paths of ex-students.

Delivery

[See Appendix 1](#) Senior School and Sixth Form

[See Appendix 2](#) Delivery infographic

How does Jigsaw PSHE 11-16 support the Gatsby Benchmarks

Provider Access Policy

See Annex A below.

References:

1. Department for Education guidance (January 2023): [Careers guidance and access for education and training providers \(publishing.service.gov.uk\)](#)
2. Gatsby Benchmarks: <http://www.gatsby.org.uk/education/focus-areas/good-career-guidance>.

3. ISI Inspection Framework 2023: [Interactive version :: Independent Schools Inspectorate \(isi.net\).](#)
4. A Guide to Apprenticeships: [Become an apprentice: How apprenticeships work - GOV.UK \(www.gov.uk\).](#)
5. Department for Education, 16 to 19 Study Programmes Guidance 2023-2024: [16 to 19 study programmes guidance: 2023 to 2024 academic year - GOV.UK \(www.gov.uk\).](#)
6. Health & Safety for work experience placements: [Young people at work - work experience - HSE.](#)
7. The SEND Gatsby Benchmark Toolkit: [The_SEND_Gatsby_benchmark_toolkit.pdf \(thecdi.net\).](#)
8. The New CDI Framework April 2021: [New Career Development Framework \(thecdi.net\).](#)
9. Education (Careers Guidance in Schools) Act 2022: [Education \(Careers Guidance in Schools\) Act 2022 \(legislation.gov.uk\)](#)

Who was consulted in preparing this document?

Policy Editor on SMT

H.E. and Careers team

Head of Sixth Form

Deputy Head (PSHE, Safeguarding)

Deputy Head (Academic) – 5th Form tutoring

Deputy Head (Academic) – Prep School

Head of PSHE – Prep School

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Annex A: Bishop's Stortford College: Provider Access Policy

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 Form2 - Upper 6th are entitled:

- to find out about technical education qualifications (T Levels) and apprenticeship 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 Louisa Piercy, Head of Higher Education and Careers, Telephone: 01279 354140; Email: louisa.piercy@bishopsstortfordcollege.org

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.

Details of these events can be found in appendix 1 of this Policy.

Please speak to our Careers Leader to identify the most suitable opportunity for you.

Premises and Facilities

The school will make the dedicated H.E. & Careers room available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature in the dedicated H.E. & Careers room at Bishop's Stortford College. The H.E. & Careers department is available to students throughout the school day.