



# Careers Education, Information, Advice and Guidance Policy

UTC Reading  
September 2019

Policy Coordinator: Stephanie Mitchell, Executive Director of Careers & Destinations

Reviewed: Tanya Piek, Assistant Principal for Personal Development

## Commitment and Vision Statement

UTC Reading is a University Technical College that delivers Computer Science and Engineering excellence for 14 to 19-year olds. We aim to educate and train the next generation of technicians, engineers and industrial innovators by transforming lives through learning.

UTC Reading is wholly committed to providing a high quality, planned and impartial programme of careers education, information, advice and guidance (CEIAG) for all students at the college.

## Statutory Duty

The careers provision at UTC Reading is in line with the statutory guidance developed by the Department for Education, which refers to Section 42A and 45A of the Education Act 1997.

This outlines statutory duty as the following:

“The statutory duty requires governing bodies to ensure that all registered pupils at the school are provided with independent careers guidance from Year 8 to Year 13. The governing body must ensure that the independent careers guidance provided;

- Is presented in an impartial manner
- Includes information on the range of education or training options, including apprenticeships and other vocational pathways
- Is guidance that the person giving it considers will promote the best interests of the pupils to whom it is given

## Quality in Careers Standard

UTC Reading gained the Quality in Careers Standard by achieving the Career Mark in 2018. The report shows that UTC Reading has met all eight Gatsby Benchmarks and therefore is meeting the requirements of the Department for Education’s statutory guidance 2018.

## Links to other policies, key school priorities and the careers strategy

The policy for CEIAG supports and is itself underpinned by a range of key school policies including; Assessment, Curriculum, Entitlement Statements, Equality and Diversity, Gifted and Talented, Provider Access Policy, SEND, SMSC, Student Voice, Teaching and Learning, Tutoring.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/748474/181008\\_schools\\_statutory\\_guidance\\_final.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/748474/181008_schools_statutory_guidance_final.pdf)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/664319/Careers\\_strategy.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/664319/Careers_strategy.pdf)

## Aims of the Career Provision

### *Objectives*

- To ensure that every student leaves school prepared for modern life in Britain
- To ensure academic rigour supported by excellent teaching, and developing in every young person the values, skills and behaviours needed to be successful in life
- To ensure that all students receive a rich provision of classroom and extra-curricular activities that develop a range of character attributes such as resilience and grit, which underpin success in education and employment
- To provide high quality, independent careers guidance that is crucial in helping pupils emerge from school more fully rounded and ready for the world of work
- To ensure that all students are well informed when making subject and career decisions

Our objectives and aims are underpinned by the careers, employability and enterprise education framework developed by the CDI which outlines the learning outcome statements as;

- Developing yourself through careers, employability and enterprise education
- Learning about careers and the world of work
- Developing your career management, employability and enterprise skills

### *Student Entitlement*

#### KS4 Students

- Enhanced knowledge of career pathways and developed employability skills
- Information and guidance about future options and destinations available
- Careers programme embedded in the PSHE/PPD programme
- Access to the school Careers Hub, Library and Twitter Platforms
- Had at least eight employer encounters over a two-year span
- Project based learning provided by industry partners linked to their specialisms
- Opportunity for group careers adviser interviews on a needs basis in Year 10
- Had an independent careers adviser interview for every student in Year 11
- Opportunities to gain direct experience of the work place
- Opportunities to attend employer workshops, trips and visits
- Opportunity to attend the UTC Reading Careers Fair for HE and Apprenticeships
- Learning and understanding the links between curriculum and careers

#### KS5 Students

- Increased knowledge of careers and pathways available to school leavers
- Information and guidance about future options and destinations available
- Careers programme embedded in the PSHE/PPD Programme
- Access to the school Careers Hub, Library and Twitter Platforms
- Had at least eight employer encounters over a two-year span
- Project based learning provided by industry partners linked to their specialisms
- Opportunity for group careers adviser interview on a needs basis in Year 12
- Had an independent careers adviser interview for every student in Year 13

- Further opportunities to gain direct experience of the workplace
- Further opportunities to attend employer workshops, trips and visits
- Attended the UTC Reading Careers Fair for HE, Apprenticeships and Employers
- Learning and understanding the links between curriculum and careers
- Monitoring and tracking through the UCAS application process
- Enhanced personal and employability skills valued by employers
- Opportunity for a mock interview with an external employer
- Attended a Destinations day to support with future decisions
- Subject specialist meetings provided by external parties linking to careers

### ***Parent/Guardian Entitlement***

- Access to the UTC Reading school website with information about the careers provision at the school as well as useful websites and resources
- Access to the UTC Reading Careers Twitter account for regular updates about Work Experience opportunities, Apprenticeships as they go live and UCAS updates
- The opportunity to contact the Careers Leader
- Access to information and guidance through the parent 'Destinations' evening and the new parent information evening

### **Implementation of the Careers Provision**

#### ***What is being delivered;***

- For all students at UTC Reading to have at least eight employer encounters across two years
- For all students to have open access to impartial careers information and resources
- For all staff to provide impartial advice and guidance to all students, to enable them to reach their academic, personal and career aspirations
- To continue to build upon new and existing relationships with a range of partners including business organisations, employers, local authority networks, colleges, apprenticeship providers, trainers and universities
- To have all key stakeholders engaged and contributing to the provision of CEIAG, including students, staff, industry partners and parents/guardians
- For CEIAG to be embedded in the ethos of UTC and throughout the delivery of curriculum content, PSHE programme and enrichment activities

#### ***Who it is being delivered by;***

Stephanie Mitchell; Executive Director of Careers and Destinations

Michael Halliday; Head of Employer Engagement Strategy ALET

Tanya Piek; Assistant Principal for Personal Development

Nicola Gibson; UCAS Coordinator

Amy Sutcliffe; Events Lead

### *How is it being delivered*

- KS4 Experience Programme; four employer project days per year
- KS5 Pipeline Programme; four employer project days per year
- Work Experience opportunities (See Below)
- Internal and External Careers Fairs
- Employer led curriculum learning
- Employability skills workshops
- Representation at Open evenings and Taster Events
- Talks, presentations and workshops delivered by industry Professionals
- Mock interviews for students achieving the Duke of York Award
- Trips, visits and workshops to the workplace
- Embedded within the Personal Professional Development/PSHE programme
- Alumni students delivering presentations and assemblies
- Careers Twitter feed giving work experience and apprenticeship opportunities
- Careers Hub and Careers Library for access to information
- Access to a personalised, internal website for all destination's information
- Social media platforms, websites and internal tv's kept up to date with information
- Regular emails to students and parents delivering careers updates and information

### *Work Experience*

The aim of work experience is to provide an opportunity for all students to learn in the workplace. All students are offered a two-week window of opportunity in the summer term of Year 10. Due to the number of experiences students already have, work experience is optional but highly recommended. The overall organisation of work experience is undertaken by the Executive Director of Careers and Destinations, with the support of the Events Lead. The students are encouraged to arrange their own work experience placements however some are available through the links that we have already established with our business partners.

### *Impartial Careers Advice*

UTC Reading works closely with an external provider from Activate Learning who provides independent and impartial careers advice interviews for students at UTC Reading.

All students in Year 11 and Year 13 have access to a 30-minute careers advice interview during the Autumn and Spring term. This is followed up with an action plan, which is distributed to and followed up by team leaders.

All students with an EHCP in Year 11 and 13 have access to a 60-minute careers advice interview during the Autumn term which forms part of their annual review. Parents, guardians and learning support assistants are invited to attend these interviews.

Students in Year 10 and 12 have the opportunity for 60-minute group careers advice interviews during the Summer term, based on student need. This is followed up with an action plan, which is distributed to and followed up by team leaders.

## Monitoring and Evaluation

The Careers Development plan is written at the beginning of each academic year and feeds into the School Improvement Plan for Personal Development. Progress is reviewed on a termly basis by the Executive Director of Careers and Destinations in partnership with the Assistant Principal for Personal Development. Other ways in which the Careers Programme is reviewed:

- Electronic feedback forms to all key stakeholders after each significant event
- External careers advice meetings are monitored via feedback forms
- Learning walks to monitor Careers within the PPD/PSHE programme
- Student audits to monitor the work being completed and learnt in the PPD/PSHE programme
- Student voice and student working groups to gain qualitative feedback
- Monitoring the number of employer engagements per student [Compass Plus Installation due November 2019 with immediate implementation expected]
- Destinations data provided by team leaders throughout the year to identify any students at risk of being NEET and provide intervention where required
- Monitoring work experience placements and feedback [GroFar Industry Placements Platform installation due October 2019 with immediate implementation expected]

## Partnerships and Provider Access

UTC Reading is proud of the prestigious partnerships that we hold with local businesses and industry professionals; it helps students to understand about the world of work and higher education, making their learning current and relevant. A number of events integrated into the school careers programme offer providers an opportunity to come into school to work with students and/or their parents. This involvement enhances the provision and could include the pipeline or experience programme, work experience placements, careers talks, careers fairs, workplace trips and visits and mock interviews.

To get involved with the careers programme at UTC Reading please contact:

Stephanie Mitchell; Executive Director of Careers and Destinations

[Stephanie.mitchell@utcreading.org.uk](mailto:Stephanie.mitchell@utcreading.org.uk)

Amy Sutcliffe; Events Lead

[Amy.Sutcliffe@utcreading.org.uk](mailto:Amy.Sutcliffe@utcreading.org.uk)

Please see separate policy statement for provider access.