



SOLIHULL

Careers Policy

Owner: Deputy Head: Teaching & Learning
Reviewer: Director of Post-School Pathways and Academic Guidance
Last Reviewed: September 2023

Introduction

Solihull School recognises that an effective Careers Department can help to prepare pupils to make important decisions and manage key transitions, both within an educational context and beyond.

This policy document sets out Solihull School's arrangements for the provision of Careers education, information, advice and guidance (CEIAG).

Solihull School Careers Department: Policy

1. Aims and Objectives

Solihull School's Careers Department aims to:

- Offer independent and impartial advice by our Head of Careers
- Equip pupils to make informed choices at key transition points
- Encourage pupils to explore a wide range of career aspirations throughout their time at school
- Support pupils as they explore what education and/or training is necessary to achieve their career aspirations
- Facilitate meaningful encounters with local and national employers
- Promote equality of opportunity through challenging stereotypes

2. Pupil Experience

During their time at Solihull School, all pupils can expect to be able to:

- Receive support from the Careers Department when making options choices. This can include, but is not limited to: whole-year-group presentations on the academic option choices available, and the impact of these choices on post-16 and post-18 pathways; one-to-one meetings with our Head of Careers, during which individual pupil option choices are discussed, alongside individual attainment grades, and post-school education and career aspirations.
- Receive support from the Careers Department when researching and making applications for university and/or apprenticeships. This can include, but is not limited to: whole-year-group presentations on the various post-18 pathways available; a Post-18 Pathways Evening, at which LVI students and parents hear from representatives from university admissions and alumni who have participated in a degree apprenticeship programme, and receive guidance on the university admissions process and student finance; two UCAS Mornings during which students participate in UCAS Personal Statement workshops and a UCAS subject carousel; UCAS support sessions, at which a member of the UCAS Team is available to provide one-to-one support with UCAS applications; protected curriculum time in the Summer Term of LVI for students to begin their UCAS applications; publicity of, and permission to attend (a maximum of 3 during school hours), university Open Days; individual support to narrow down choices pre-application, and to strategically select Firm and Insurance Choices post-application, given current A Level predicted outcomes; individual meetings to

support students considering applying for degree apprenticeships, including support for all aspects of the application process, including preparation for assessment centres.

- Receive current and unbiased information on future learning, training and career options, through meaningful encounters with a representative from the world of work and/or education providers. This can include, but is not limited to: twice-termly 'Careers Weeks' for pupils in Lower and Middle Schools, during which form tutors deliver sessions on Unifrog (SoW available here:); weekly Unifrog sessions for students in Lower Sixth, during which form tutors deliver sessions on Unifrog (SoW available here: [Unifrog SoW - Yr 7.docx](#) [Unifrog SoW - Yr 8.docx](#) [Unifrog SoW - Yr 9.docx](#) [Unifrog SoW - Yr 10.docx](#) [Unifrog SoW - Yr 11.docx](#) [Unifrog SoW - LVI.docx](#)); Optional Careers Lunch events, which take place frequently throughout term time, and provide opportunities for pupils to hear from representatives from the world of work and to take part in meaningful Q&A sessions. These are open to all pupils, although some may be year-group specific; Saturday Careers Workshops, which take place termly and are open to all pupils, although some may be year-group specific, and which allow for a deeper-dive into the world of work than is possible during a standard Careers Lunch event; Regular Careers Newsletters are sent to all pupils and parents, with each being a collation of information from employers and universities across the UK, and include a weekly 'job of the week', labour market information, and spotlights on employers and UK universities.

- Receive a 1-1 meeting with the Head of Careers at key points.
 - All pupils in the Upper Fifth Form receive a Post-16 Pathways Meeting during the Spring Term, which is designed to support decision making around their post-16 options, to include, but not limited to: discussions on the most appropriate programme of post-16 study, in conjunction with projected academic attainment; discussions on the most appropriate academic subjects, in conjunction with projected academic attainment, post-18 education and career aspirations.

 - All pupils in the Lower Sixth Form receive a Post-18 Pathways Meeting during the Summer Term, which is designed to support decision making around their post-18 options, to include, but not limited to: discussions on the most appropriate post-18 pathway; discussions on academic and vocational courses available to, and suitable for, the student, in conjunction with projected academic attainment and career aspirations; discussions on apprenticeship opportunities versus the traditional degree route, and how to access them.

- Receive psychometric testing, full report and explanation thereof, to support education and career choices. This takes place during the Winter Term of the Upper Fifth Form, via the Morrisby Online Careers Platform: <https://www.morrisby.com/>.

3. Parental Involvement

Solihull School is keen to foster parental involvement in the Careers programme, via – but not limited to:

- Meetings with the Head of Careers, with or without the pupil present, available on request
- Evening events throughout the school year, both specific Careers events and wider school events, including key parents' evenings
- Invitation to Careers Lunches
- Requests to become Career Mentors

Appendix 1

How to ensure your child is safe whilst on work experience

Whilst the school is supportive of pupils who wish to organise and apply for work experience, we want to make clear that Solihull School does not organise work experience for pupils, nor is it involved in checking the safety of the placements that pupils arrange.

We therefore wanted to share with parents some advice on how to ensure there are adequate safeguarding measures taken by the organisation your child wishes to gain experience with. Here are some questions you might find helpful -

- *Will my son/daughter be given a health and safety briefing as part of their induction, either before the placement commences or at the very start?*
- *Will my son/daughter need any special clothing or equipment whilst on their placement and is this provided for them?*
- *Does the employer have the appropriate public liability insurance and employee insurance to protect my son or daughter whilst they are on their placement?*
- *Does the employer have an up-to-date risk assessment policy in place?*

KCSIE (Keeping Children Safe in Education) advise that barred lists checks are recommended for those supervising students who are under 16, though the onus is on the employer to check their own employees' suitability to work with young people that approach them. KCSIE does not specifically recommend checks for students 16 and over, but a parent should ask these questions of the employer if they have any concerns at all.

We would also flag that we think it is essential that the employer has your own contact details in case of an incident, and that you advise your son/daughter not to be alone in a room with an adult.

All work experience placements are undertaken at parents' own risk; the school does not supervise work experience placements, nor advise parents as to the suitability or safety standards of placements, employers or organisations.