

## CAREERS EDUCATION AND GUIDANCE POLICY

### 1. Policy Statement

This policy sets out the career education and guidance provided at Sir William Perkins's School and supports the School in actively promoting its students' social and economic wellbeing and contribution to society. Information is presented in an impartial manner, enables students to make and informed choices about a broad range of career options and helps them fulfil their potential. The policy has been developed in accordance with the following guidance:

- [Careers guidance and access for education and training providers' \(October 2018\)](#)
- [Section 42B of the Education Act 1997](#)
- [The Technical and Further Education Act 2017.](#)

In line with our Provision of Information policy, this document is available to all interested parties on our website and on request from the school office. It should be read in conjunction with the school's policies on PSHCE and Higher Education.

SWPS is fully committed to ensuring that the application of this policy is non-discriminatory, in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunities policy.

### 2. Key personnel

The Head of Careers equates to the role of "Careers Leader" (as stated in the 'Careers guidance and access for education and training providers' (October 2018).

The Head of Careers:

- oversees the SWPS Careers Education and Guidance (CEG) programme
- is the main source of careers advice in SWPS
- coordinates the School's dedicated Careers Suite which comprises 24 computers and a dedicated library, within which there is a wide range of information on different careers, general career guidance and a comprehensive catalogue of up-to-date university prospectuses.

Other careers staff include:

- The Director of Sixth Form
- The Head of Year 13
- The Head of Year 12
- Elite & Overseas University Co-ordinator
- Head of PSHCE
- The Deputy Head Academic who oversees the options process

### 3. Careers Education and Guidance aims and provision

The aims of the SWPS Careers Education and Guidance (CEG) programme are to meet [The Gatsby Benchmarks](#) by:

- helping students to develop self-awareness and know how their strengths, weaknesses and interests relate to the world of work
- developing students' knowledge, self-reliance, key skills and other capabilities required for working life
- offering advice in an impartial manner
- encouraging students to fulfil their potential

- ensuring that students know how to investigate careers and opportunities, understand changing patterns of careers and work and the opportunities open to them in education, training and work
- enabling students to formulate and implement their career plans and allowing them to make informed choices about a broad range of career options
- developing confidence in decision making; reviewing and evaluating career plans; accessing sources of further help; evaluating advice; coping with transition at each key stage; developing employability and enterprise skills and the ability to cope with change
- encouraging students to undertake work experience
- providing individual guidance on all aspects of occupational training, career and higher education decisions on an on-going basis (particularly at key decision times, such as choosing GCSE and A level options)
- providing or enabling attendance at events where students can have encounters with employers, employees and those involved in tertiary education
- providing opportunities for students to give providers of technical education, including apprenticeships, the opportunity to talk to students about the courses and jobs they offer

Throughout their school career, students develop their skills in many ways, not only in their academic studies but through holding positions of responsibility, leading teams, making presentations, and participating in a wide variety of co-curricular activities – all of which develop many of the transferable skills essential for the world of work.

Assessment, recording, pastoral care and guidance arrangements involve subject staff, form staff, pastoral and SLT to ensure that each student's development is monitored on a regular basis and that they appreciate the knowledge, understanding and skills they have gained in the different areas of school life. The reporting system provides opportunities to review patterns of learning and behaviour and to discuss strengths, weaknesses and strategies for improvement. Assemblies, PSHCE/Life Skills and Religious Studies. lessons often explicitly stimulate students to consider the values that they wish to take to the world of work.

Details of the CEG provision throughout the school are summarised in Appendix 1.

### **Monitoring and Review**

The governing body is ultimately responsible for the effective oversight, review and amendment of this policy and understands its legal obligation to do so.

This policy will be reviewed and updated annually by the Deputy Head Academic, together with the Head of Careers, and as events or legislation requires.

Next scheduled review date: July 2025. Last reviewed: January 2025	
Key updates in this version:	<ul style="list-style-type: none"> <li>• Updated to include Morrisby Testing for Year 8 in Appendix 1.</li> </ul>

## **APPENDIX 1: SWPS CAREERS EDUCATION AND GUIDANCE PROVISION**

Careers related issues run through the whole of the curriculum. Every subject, at every stage, offers opportunities to raise students' awareness of career related issues and to practise transferable skills. In addition to this, the specific CEG curriculum is detailed below.

Within the school, there is a dedicated Careers Suite which comprises 24 computers and a dedicated library; this contains a wide range of information on different careers, general career guidance and a comprehensive catalogue of up-to-date university prospectuses. All students have access to this and to careers software which supports students' choices, including psychometric testing through the Morrisby programme in Year 10.

### **Year 7**

No formal CEG programme is arranged in Year 7; however, the resources of the Careers Centre are available, including a wide range of publications and the software, for students to access at break, lunchtimes and after school up to 5pm.

### **Year 8**

- *Step into the NHS Careers Competition*

Year 8 students participate in the NHS Careers Competition. The competition is introduced to the students by the Head of Careers. This aims to develop employability and enterprise skills as well as educating them about careers available within the NHS. This is intended to help students think about what they might want to do in the future. The competition is designed to encourage students to research different roles in the NHS, thinking about the roles and responsibilities of different jobs. Once the groups have chosen a career that interests them, they will then create an advertising campaign. The winning group from each class will go forward to enter the National Competition.

- *Morrisby Psychometric testing*

All students in Year 8 create a Morrisby profile where they fill out an interests questionnaire to gauge a better understanding of potential careers. This supports students' GCSE options choices. This is then updated to a full psychometric assessment in Year 10.

### **Year 9**

- *The Careers Centre*

Each form visits the Careers Centre, where the resources appropriate to Year 9 are identified and explained.

- *Careers Lessons*

As part of the PSHCE programme, all students in Year 9 have a series of sessions prepared by the Head of Careers, looking at their personal skills and strengths as well as types of jobs in relation to skill level and earnings. These lessons help students begin to think about their own career aspirations.

- *The Options Programme*

The options programme starts with the Parents'/Carers' information evening in the autumn term. Careers implications of GCSE options are explained and consultations with the Head of Careers are offered and arranged where necessary.

- *The £10 Challenge*

All Year 9 students participate in this competition. The aim of the challenge is to help students develop their understanding of the different factors involved in setting up and running a business. They gain an insight into being an entrepreneur, understand how different

departments in business work together and learn how to communicate and share ideas in a business team.

The challenge uses real money to take calculated risks in business. The groups are given £10 and come up with innovative ways of turning the £10 into as much money as possible. They can either make a product or provide a service. At end of the challenge, the groups present what they have done, why they chose to do it and how much they generated from the £10. They also provide a breakdown of their expenses and their expenditure. All profits made are donated to a charity of their choice and the initial £10 is returned. The winners are selected based on the amount of money they have made, how innovative their business idea is and the quality of their presentation.

The challenge is designed to encourage students to be innovative and work well together as a team, as well as getting students to think about some of the fundamental elements of running a business. They are appointed specific roles to suit their skills and learn about the importance of those roles in business.

## **Year 10**

- *Careers lessons*

Formal careers lessons continue, prepared by the Head of Careers, as part of the PSHCE curriculum. The aim of the course is for students to understand the rapid developments in the world of work and to develop their research, ICT, team-working, communication and presentation skills. The following specific areas are covered:

- Options post-16, including an explanation of the implications of A level choices and how to choose
- Exploration of careers software (e.g. Higher Ideas) and on-line resources
- Further consideration of the changing world of work
- Starting to write CVs and covering letters

- *Psychometric testing*

In the summer term, all students participate in the Morrisby psychometric testing and reporting, delivered by an external careers advisory company. The Morrisby tests can offer advice to students regarding A level options and university degree courses, as well as relevant career suggestions based on their test results. The assessment measures their verbal, numerical, abstract, spatial and mechanical aptitudes. This is then combined with the results from additional questionnaires which assess their career interests, their talents, motivations, work preferences and personality type. They analyse all of this information and then present the results back to students in the form of an interactive website and a report. Students can see their recommendations, find courses and investigate the various careers in more detail. This can also be downloaded in a report.

Their Morrisby login is a lifetime access to the Morrisby platform. That means students can log in at any time in the future, and for some of the questionnaires, they can change their answers and update the information as their preferred options may change as they get older. The online programme is very comprehensive, and gives a lot of information about apprenticeships, colleges and degree courses (in the UK and Europe). It also has a vast database of potential careers including salary expectations and the different routes to employment.

As students progress through the school, they are also able to update it to include their actual rather than predicted results. This gives the profiling team a better change of matching students to the most suitable careers and degrees. We therefore come back to their Morrisby results in the Lower Sixth.

- *Careers Seminars*  
All students in Year 10 and above are invited to attend interactive careers seminars covering a wide range of industries. They can sign up for these on Firefly and can attend the sessions they are most interested in. The seminars allow them to have an interactive experience of what jobs might involve; the opportunity to deepen their knowledge about the careers they are interested in; and ask questions to support their future choices. The Head of Careers works closely with the Alumnae officer to find relevant contacts to offer seminars and workshops to students and possible work experience opportunities. Careers seminars may be held online where necessary.
- *Medics, Dentists and Vets*  
A comprehensive programme of activities is provided for those students interested in applying for medicine, dentistry or veterinary science at university. Support is provided for admissions tests (UKCAT and BMAT) and specific advice is provided in terms of personal statements and UCAS applications, in conjunction with the Director of Sixth Form. Regular sessions and workshops are provided to all students in Year 10 and above considering this career. The Elite & Overseas University Co-ordinator works alongside the Head of Careers when organising careers seminars in this field.

## **Year 11**

- *Information Evening*  
A Sixth Form Information Evening is held in the autumn term when subject staff are available to discuss A level options with students. The implications of the transition to Sixth Form study are explored.
- *Internal Interviews*  
Every student has a personal interview with a member of the Senior Leadership Team, at which their options post-16 are discussed, in addition to any conversations they choose to have with their Tutor, Head of Year, Director of Sixth Form and Head of Careers.
- *The Careers Centre*  
As part of the PSHCE programme, all Year 11 students return to the Careers Centre and those resources relevant to post-16 choices are explained.
- *Careers lessons*  
Formal careers lessons continue, organised by the Head of Careers, as part of the PSHCE curriculum. These lessons are focused on preparing a CV and letters of application for work experience at the end of the summer term.
- *Medics, Dentists and Vets*  
A comprehensive programme of activities is provided for those students interested in applying for medicine, dentistry or veterinary science at university. Support is provided for admissions tests (UKCAT and BMAT) and specific advice is provided in terms of personal statements and UCAS applications, in conjunction with the Director of Sixth Form. Regular sessions and workshops are provided to all students in Year 10 and above considering this career. The Elite & Overseas University Co-ordinator works alongside the Head of Careers when organising careers seminars in this field.
- *Work experience*  
The school recognises that experience of, and specific training for, the environment of work is advantageous for students in that they help to develop employability skills such as communication, teamwork, punctuality, reliability, appropriate behaviour and appearance. Work experience also widens students' understanding of the world of work, so as to inform

future career decisions. It helps students to develop an understanding of key issues in the workplace such as health and safety, economic and business issues, environmental, moral and social issues and enhance personal and social development and citizenship.

Students are responsible for organising their own work experience placements over the summer holidays between the end of their GCSEs and the start of Sixth Form. Guidance on appropriate places to conduct work experience may be given by the Head of Careers and/or form tutors where necessary. In order to ensure that this is clear and to fulfil the School's duty of care, the Head of Careers communicates in writing to parents/carers to reiterate that work experience placements are conducted at the parents'/carers' own risk and also to advise that parents/carers satisfy themselves that the work experience placement is suitable and safe for their child. The Head of Careers conducts an assembly in the spring term to explain to students the importance of undertaking work experience and the support that can be offered to them.

Industry links are promoted, and the school is working to establish connections with local industries where students can spend some time undertaking work experience.

- *Higher Education Fair*  
A Higher Education Fair is held in the Spring term, where universities and local school students are invited to attend. Year 11, 12 and 13 students explore their university options.

### **Year 12 (Lower Sixth)**

- *Higher education programme*  
The vast majority of students submit a UCAS form, either for immediate or deferred entry. A few apply direct for Art foundation courses, or to Music or Drama College. Some chose a Higher or Degree Apprenticeship. Further details are contained in the Higher Education Policy. The resources of the Careers Centre are available to support the application process. The Head of Careers offers guidance through a presentation on other options other than University including sponsored degrees, apprenticeships, and work placements.
- *UCAS preparation*  
There is a Higher Education evening in the spring term for Lower Sixth students and their parents/carers and an in-house UCAS workshop, run by the Director of Sixth Form and supported by Sixth Form tutors in the summer term.
- *SWPS Enterprise Programme*  
Students in Year 12 have the option of taking part in the SWPS Enterprise programme. Students attend meetings organised by the Head of Business and Head of Economics who oversee the programme. They are given guidance on how to write a business plan and key considerations when starting their own business. The students then take part in the Peter Jones National Tycoon competition, where they set up and run their own business with a business loan from the competition organisers. Students are supported by weekly meetings throughout the process and are given input and guidance on aspects such as financial accounting and budgeting.
- *Lifeskills*  
Students will have guest speakers incorporated into their Life Skills programme run during PSHCE sessions. These speakers will discuss various career options that they have undertaken, often from past students. These also include speakers from external organisations such as InvestIn discussing general guidance on employment.
- *Medics, Dentists and Vets*

A comprehensive programme of activities is provided for those students interested in applying for medicine, dentistry or veterinary science at university. Support is provided for admissions tests (UKCAT and BMAT) and specific advice is provided in terms of personal statements and UCAS applications, in conjunction with the Director of Sixth Form. Regular sessions and workshops are provided to all students in Year 10 and above considering this career. The Elite & Overseas University Co-ordinator works alongside the Head of Careers when organising careers seminars in this field.

- *Advice about employment or training*  
Those few students not intending to apply to university or college are identified and appropriate advice and support is offered by the Director of Sixth Form and the Head of Careers.
- *Elite University Preparation*  
The Elite & Overseas University Co-ordinator supports those students interested in applying for the top UK universities including Oxford and Cambridge. The programme runs throughout the Sixth Form and involves meetings with academically ambitious students, specific Oxbridge training sessions, with then the detailed preparation for Oxbridge interviews devolved to individual departments. Regular enrichment sessions are held with Year 12 and Year 13 to feed intellectual curiosity. The Elite & Overseas University Co-ordinator works closely with the Marketing and Communications team to find relevant alumnae or parental contacts to offer seminars and workshops to students and possible work experience opportunities. They also work closely with the Director of Sixth Form to review and advise students on their personal statements for Elite University applications. Mock interviews with applicants are also conducted to prepare students.
- *Overseas University applications*  
The Elite & Overseas University Co-ordinator provides guidance and advice to any students wishing to apply to university overseas. They will give students an insight into the different application processes and deadlines to meet their specific requirements or be able to direct them to specialists where required. They work closely with the Director of Sixth Form to support students through their applications ensuring appropriate documentation is provided as required.

### **Year 13 (Senior Sixth)**

- *Post-18 preparation*  
Support continues for students applying to university and college, in line with the Higher Education Policy.
- *UCAS preparation*  
The Director of Sixth Form oversees all University applications and works closely with the Head of Year 13, the Year 13 tutors and the Head of Careers.
- *Medics, Dentists and Vets*  
A comprehensive programme of activities is provided for those students interested in applying for medicine, dentistry or veterinary science at university. Support is provided for admissions tests (UKCAT and BMAT) and specific advice is provided in terms of personal statements and UCAS applications, in conjunction with the Director of Sixth Form. Regular sessions and workshops are provided to all students in Year 10 and above considering this career. The Elite & Overseas University Co-ordinator works alongside the Head of Careers when organising careers seminars in this field.
- *Advice about employment or training*



# SIR WILLIAM PERKINS'S SCHOOL

Those few students not intending to apply to university or college are identified and appropriate advice and support is offered by the Director of Sixth Form and the Head of Careers.

- *InvestIN Partnership*

The school has established a partnership offering student discounts to attend external summer programmes in various industries such as Law, Medicine, Psychology, Business, Investment Banking and Engineering, as well as internship opportunities. They also come into school and run workshops with students discussing how to improve their chances of success in industry and discussing the importance of networking using platforms such as LinkedIn.