

## Career Connect Quality Award for Careers Education, Information, Advice and Guidance Final Assessment Report

**Organisation:** St Mary's Catholic College, Wallasey

**Named Contact:** Mike Chew, Senior Leader and Careers Coordinator

Carol Dutton from Career Connect is the independent and impartial Careers Adviser commissioned by St Mary's College.

**Assessor:** Kath Wyke, Lead Assessor, Career Connect.

**External Assessor:** Andrea Farrell, Quality and Workforce Development Team, Career Connect.

**Introduction:** St Mary's Catholic College is a large Catholic secondary school with over 1600 students. The College has a high proportion of students from disadvantaged backgrounds who are eligible for Pupil premium funding; this includes a higher than average proportion of disabled students and students with special educational needs. Pupil premium income is used to provide strategies to help students make good progress in secondary education. St Mary's is based in an area where selective education pathways exist; this alters the profile of the intake in Year 7.

St Mary's has a statutory duty to secure independent and impartial careers guidance for pupils in Years 8-13 (Statutory Guidance, DfE, revised September 2015, Education Act, DfE, 2011) and although careers education is no longer a legal requirement they continue to make provision in this area. The College's policy is also framed to help prepare for Raising the Participation Age (RPA) and to benefit Pupil Premium students. The College has a strategy and Delivery Plan for CEIAG and takes account of the Ofsted Common Inspection Framework's guidance on Careers Education, Advice and Guidance, understanding that this is a discrete area for inspection. The College has an up to date, comprehensive Careers section on their website <http://www.stmaryscollege.wirral.sch.uk/about-st-marys/careers/> which includes information for students and parents. The Entitlement to Careers is clearly outlined to both students and parents. There is also a wealth of information on psychometric software and career based resources for students to use which provides individuals with a chance to research career pathways.

Over the time St Mary's has been working towards this Quality Award, there has been a marked improvement in both the strategic planning and delivery of CEIAG. The Careers Coordinator is a senior leader at the College enabling him to raise the profile of CEIAG throughout the College. In January 2016, the College commissioned Career Connect to deliver a whole school CPD session to update staff knowledge of policy and legislation, raise awareness of the opportunities available in the labour market and indicating the skills gap as well as raising awareness of classroom resources and the careers guidance services provided by the Careers Adviser, Carol Dutton. The programme is thorough and comprehensive, providing a wide range of opportunities for all students to engage; it supports learners in identifying opportunities, make realistic decisions and build both their employability skills and contacts. The College has further plans to develop a whole school strategy around CEIAG, Employability and Employer Engagement and has recently signed up to the Careers Enterprise Company's Enterprise Adviser Network. <https://www.careersandenterprise.co.uk/posts/new-enterprise-advisors-to-connect-young-people-and-the-world-of-work>

The diverse and up to date range of careers education, work related learning and enterprise activities' which make up the College's comprehensive programme caters for all students. In addition, Mike Chew, the Careers Coordinator has carried out an audit across the curriculum whereby teaching staff were asked for their responses to questions around how much of what they teach links directly to current labour market trends and provides direct engagement with both employers and the broad range of learning pathways and opportunities' for all students. This exercise has proved invaluable and has enabled the College to identify any further gaps and have an overarching understanding of what is being delivered in the subject areas. This development, in the long term aims to meet employer demand, respond to skill shortages across Merseyside and beyond, but most importantly to bridge the gap between the skills and the knowledge that a young person needs to succeed.

There are wide ranging examples of how St Mary's works in partnership through a number of activities both within the curriculum and as extra-curricular projects. (Examples are clearly referenced and evidenced in St Mary's College Quality Award Portfolio).

Over the past academic year, the College has employed Progress and Aspiration Coaches; the structure adopted links a Coach to each Year group from Year 7 through to Year 13. The Careers Adviser, Carol Dutton has worked closely with the Coaches and has reported that working together is effective and beneficial. There is additional support for learners in the Bosco Centre which is the base for the College's Learning Mentors.

**Model of CE/IAG provision:** The College has an up to date Careers Education and Guidance (CEG) Policy and Equality and Diversity Policy in line with current legislation. The policies have clear reference points and a comprehensive inter-relationship.

Students in years 7 to 13 follow a designated careers education programme which progressively prepares them for the world of work. The school has evidenced the effective links it has with employers and local educational partners and includes speakers, hands on sessions and a range of interactive resources and activities which sparks their imagination and helps them to consider their future progression routes and options. Students are encouraged to continue their own research beyond the Careers Education lessons and are able to log onto the College Careers area of the school websites which provides a wide range of on-line resources, including a search engine for apprenticeship vacancies.

Vulnerable learners are well catered for with a number of students attending alternative education provision (as appropriate) with others attending the Bosco Centre. The college has positive and well established relationships with Alternative Education providers. The Careers Adviser, Carol Dutton visits students off site and ensures that they have access to careers guidance interviews and are made aware of the range of career pathways open to them.

There is a whole school, coherent approach to CEIAG and work related learning activities. There is also clear evidence of staff training and awareness of CEIAG policy and delivery. St Mary's has a clear management structure including a named CEIAG Governor, Maura Morris; Senior Manager link and CEIAG Coordinator, Mike Chew, Careers Adviser Carol Dutton. Mike Chew has developed a programme of activities that support the individual needs of students, promoting self awareness and personal development.

Students are introduced to the broad range of career and learning opportunities and attend talks on progression routes to universities and employer talks. An action identified from taking part in the Quality Award was to provide relevant and up to date CEIAG/LMI information in all of the subject classroom areas. The CEIAG programme is comprehensive and is constructed around taught careers education, assemblies, such as Apprenticeship Week, Enterprise and Careers Week with the aim of ensuring that all students leaving the College are confident in their transition into further learning or work. The programme is planned, monitored and evaluated by the Careers Coordinator; this work is supported by the Careers Adviser, Carol Dutton. The ethos of the College now provides a whole school approach to CEIAG, Enterprise and Employability.

## Commentary

### Principle 1 – Management and Organisation

**Strengths:** St Mary's Catholic College benefits from a comprehensive, up to date CEIAG programme which is clearly integrated throughout the curriculum and reflects the recommendations made by the CDI Framework for Careers, Employability and Enterprise Education (CDI, 2015)

<http://www.thecdi.net/New-Careers-Framework-2015>, The Gatsby Benchmarks

<http://www.gatsby.org.uk/education/programmes/good-career-guidance> (2015), Careers Engagement: A Good Practice Briefing for Schools and College (NFER, April 2014) which was published as a result of the revised Statutory Guidance: Careers Guidance and Inspiration in Schools (DfE, April 2014). The school has also taken account of the more recent revision of the Statutory Guidance (DfE, 26<sup>th</sup> March 2015) and the Ofsted CIF and has made plans accordingly.

Mike Chew recently conducted a CEIAG curriculum mapping exercise and has also conducted a Careers Education Information, Advice and Guidance Training Needs Analysis with staff to identify gaps in knowledge. This information has been collated and Mike is now working on how this can be built into the CEIAG, Enterprise and Employability Strategy. The introduction of a senior manager undertaking this role appears to have had a real impact on the school delivery plan and shows a wonderful commitment to the whole area of CEIAG. Teaching and non teaching staff have thoroughly bought into the strategy and this is evidenced across all areas of the curriculum.

Students are encouraged to get involved with enterprise initiatives, industry events, FE and HE events; as well as being offered the opportunity to experience a variety of additional initiatives provided by the College to enhance their personal development.

Mike meets with the Head, Mr Boyle who is responsible for commissioning independent and impartial guidance service for students in Y7 to Y13. Review meetings take place on a regular basis and take account of the continuous evaluation of the independent and impartial service provided. CEIAG is also a regular agenda item at Governor meetings where governors are kept well informed of developments and plans for the future.

Mike has confirmed that the profile of CEIAG had been raised in College as a result of undertaking the Quality Award and that staff now had a much clearer understanding of their responsibility to deliver CEIAG and how it could be a way of helping them to achieve targets, rather than a bolt on activity.

**Areas for development:** Please take note of the anticipated Department for Education new IAG Strategy expected in Autumn 2016. Ensure that staff are aware of the new Strategy and its implications.

#### **Principle 2 – The Careers Education, Information, Advice and Guidance Programme**

**Strengths:** Careers Education activities and schemes of work from all year groups are clearly evidenced in the Portfolio. These activities are complemented by Citizenship and Enrichment activities.

Students are actively involved in evaluating activities; feedback is collated and informs the CEIAG Development Plan; it feeds into review meetings and the School Improvement Plan.

St Mary's works with a wide range of partners to enhance delivery of the programme; this includes working with specific organisations such as:

- Career Connect, University of Liverpool, Barclays LifeSkills, MerseyStem, Wirral Chamber of Commerce, Kaplan Finance, Jarvis, RAF, Princes Trust, Speakers for Schools, Liverpool John Moores University, Getrag Ford, NHS (to name but a few!)

The CEIAG programme is enhanced by a range of employer activities, visits and alumni visitors to the school. The school have recently bought a licence for 'Future First' a web package which helps to increase and support the development and delivery of alumni networks. A number of former pupils have signed up to the site and offered invaluable 'success stories' and positive reinforcement messages to students about their career pathways and life beyond school.

All of this work is well supported by the Careers Adviser, who meets the Careers Development Institute (CDI) requirement of being qualified to a Level 6 in IAG equipping her to deliver high quality, independent and impartial Careers Guidance.

The school have recently delivered a Careers Fair with a wide range of exhibitors from industry and academia. Several groups have had or will shortly undertake visits to local HE Providers. They have also taken part in the Robot Challenge and the Big Bang. Feedback from students indicates that they

benefit greatly from the experience. Students also have the opportunity to work towards achieving an Employment Skills Award certificate in all year groups.

All teaching and non-teaching staff understand the process for booking a Careers Guidance appointment with Carol Dutton from Career Connect.

**Areas for Development:**

- Continue to ask for students, employer and teaching staff feedback following activities to monitor and drive continuous improvement.
- Consider developing the role of Student Careers Ambassadors.

**Principle 3: Provision of Information Resources**

**Strengths:** The Careers Resource Centre is fully accessible to students and there is visible signage across the school to ensure that all young people are aware of the Guidance Services available to them. Students have access to study tables, chairs and ICT equipment. The Careers area contains paper based materials organised according to Occupational Information. HE institution prospectuses are available on-line (this is the most reliable way of ensuring that information is current). The College also provides full access to the Connected portal and a range of software programmes which includes up to date LMI resources and work related information regarding Apprenticeships, HE and FE. Portal resources can be accessed from all computers and remotely.

An exclusive CEIAG Twitter account has been introduced for to students to give immediate updates of vacancies open days etc. Mr Chew is also looking at establishing a Facebook page for CEIAG information for students.

**Area for Development:** Continue to populate the Careers area of the College website area with up to date information for both students and parents.

- Consider annual analysis of the use of websites to determine which are most popular with whom and why update and amend accordingly.
- Promote more usage of the site and what it contains with years 7 and 8.

**Principle 4 – Partnerships Working**

**Strengths:** There is evidence of the College's wide range of partners in industry, education, including FE Colleges and HEI's. Mike Chew works well with the link Governor and Senior Leadership Team to continue to seek out employer and voluntary programmes to help to raise awareness to students of the demands of the labour market as well as where future opportunities will be. Mike uses Jobs for Tomorrow resources, provided by the LEP effectively.

The school has evidence of engagement and consultation with parents and carers on their views of CEIAG, ensuring that they are well supported and aware of student entitlement in IAG and enterprise activities. The ethos of the school is to ensure that learners have opportunities to find out about the full range of options in order to be able to make well informed choices.

St Mary's have agreed to provide Career Connect access to some focus groups with Years 7 and 8 for the research Gemma Simpson Tasker from the Business Development team at Career Connect; any evidence/ feedback from students will be provided to the school to further inform their programme. The College are also eligible for the Careers Enterprise Company 'Reach for the Future' project for a September KS3 intake.

**Area of Development –**

- Continue to further develop the excellent employer networks and sharing of good practice with school networks, such as CEIAG Meetings via the LA and take advantage of any CPD offered via twilight sessions by Career Connect.
- Take advantage of the funded opportunity through the Career Enterprise Company's Enterprise Adviser Network (details provided in the link above).
- Take advantage of the funded KS3 programme 'Reach for the Future'.

### **Principle 5 – Monitoring, Reviewing, Evaluating, Developing and Improving**

**Strengths:** Mike has done an excellent job of monitoring, reviewing and evaluating CEIAG activities; this includes an audit of CEIAG, targeted surveys to staff, students and parents. All career related events both internally and externally are closely monitored and evaluated; including the guidance services provided by Carol Dutton. All of this work is embedded in the annual review process which informs the Careers Development Plan (Strategy) and School Improvement Plan. This work also helps to identify any gaps in service delivery and helps inform review meetings with Career Connect the independent, impartial IAG service ensuring targeted independent and impartial support is provided which makes for comprehensive delivery and ensures the careers budget is allocated in the most beneficial and effective way. Mike presents findings in the form of an annual CEIAG Report to Governors and CEIAG is a standing agenda item on SMT meetings. Mike's reports are now informed by the clear monitoring, evaluation and review processes which results in a thorough, structured approach which will become cyclical.

**Areas for Development:** Continue this cyclical process and ensure continued capture of good practice.

### **Principle 6 – Outcomes for Young People**

**Strengths:** Evidence of outcomes for young people is provided via comprehensive Destination Data. The school carries out a survey in Sixth Form to capture where learners are going in their future. This is in line with the demands of the Destination Measure / RPA.

There is good use of alumni at the College; this is clearly evidenced in the portfolio; Mike would like to further develop this area to include alumni volunteering at career related events. This is particularly inspiring and motivational to current learners and helps them to consider where they want to study and how they can get there.

**Areas for Development:** Continue to analyse destination trends to ensure that they inform curriculum delivery and give students the broadest exposure to appropriate pathways.

**Additional Comments:** St Mary's now provides an outstanding programme of CEIAG, Work Related Learning and Enterprise which continues to evolve. Mike Chew, the Careers Coordinator has the enthusiasm and drive to further develop a seamless programme of activities which help to support student progression towards successful destinations. St Mary's is now in a well-managed cycle of CEIAG improvement and evaluative practice, with school and students benefiting from:

- A wide range of CEIAG and Enterprise opportunities and activities
- Strategic leadership of CEIAG which engages both staff, students and their parents
- A whole school approach to Careers Education and Labour Market Information delivery
- Effective partnerships with stakeholders and opportunity providers including HE, FE, Employers and local networks and forums
- Clear structures and lines of accountability towards a whole school approach.

For the purpose of the final review visit we had the opportunity to tour the school and speak to recipients of the programme (students from years 8 and 9) and key teaching staff.

We also attended a careers talk that was delivered by a guest speaker.

- The pupils were very well informed and appreciated the level of support offered to them within the school. They particularly valued the thrice yearly one to one support they received from the Progress and Aspiration Coaches. They enjoyed the target setting and the dedicated time given to them by a non-teaching member of staff. They recognised that careers were embedded within all aspects of the curriculum. The ethos of the school exudes the support and enthusiasm they have for this area of work, with staff demonstrating a real understanding of their commitment to this work and how it transcends all areas of taught delivery.
- Corridors and wall display a wide range of careers information which reinforces this message.
- The school should be commended for all of their hard work.

### **Further Recommendations**

- Establish a Facebook page (as mentioned earlier) discussions with pupils seem to suggest that those in the lower school prefer this medium to twitter.
- Build into Year 7/8 programme and introduction to the on line resources available
- Introduce career wallets and 'grab and go' boxes for KS3 students.
- Continue to embed the great work completed by the Science and RE dept. across all subject areas.
- Use 'teachers' stories to highlight career paths perhaps useful for those who don't have career role models at home.

**Signed:** ...Kath Wyke and Andrea Farrell.....**Date:** 7<sup>th</sup> July 2016.....