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## **Europa School Careers Policy including provider access**

<b>Version and Date</b>	<b>Action/Notes</b>
V1 June 2022	
V2 July 2024	
Review Date: 7/28	

### **1. Overview of Careers at Europa**

#### **Rationale**

Careers education and guidance programmes play a major part in helping young people choose 14-19 pathways that suit their interests, abilities and individual needs. A robust careers programme helps avoid disengagement, puts school learning into a wider and more relevant context, and helps raise aspirations. The Europa School programme will help our students to plan and manage their careers effectively, ensuring progression which is ambitious and aspirational. It will promote equality of opportunity, celebrate diversity and challenge stereotypes. The policy will be guided by the Gatsby benchmarks and conform to statutory requirements.

[https://assets.publishing.service.gov.uk/.../Careers\\_guidance\\_and\\_access\\_for\\_educati...](https://assets.publishing.service.gov.uk/.../Careers_guidance_and_access_for_educati...)

Further information is available here:

<http://www.goodcareerguidance.org.uk/the-benchmarks>

and here:

<http://www.gatsby.org.uk/education/programmes/embedding-the-benchmarks-in-school-and-college-practice>

### **2. Overview of Careers at Europa**

All changes to the careers policy are approved by the school governing body and they are regularly informed about the progress of the careers programme via visits to the school, secondary education committee meetings and reports/presentations delivered by the Careers Coordinator.

## Objectives

- To ensure that students develop the skills and attitudes necessary for success in adult and working life.
- To make students aware of the range of opportunities which are realistically available to them in continued education and training at 14+, 16+ and 18+ in the UK and abroad.
- To equip students with the necessary decision-making skills to manage those same transitions.
- To develop in students an awareness of the wide variety of education, training and careers opportunities both locally, nationally and internationally.
- To encourage students to make good use of the paper-based, virtual, staff and community resources available to them, in order that they can make informed and appropriate choices throughout their school journey.
- To foster links between the school, local businesses and further/higher education establishments.
- To enable students to experience the world of work and develop transferable skills.
- To ensure that wherever possible, all young people leave the school to enter employment, further education or training.
- To maintain a culture of high aspirations.
- To develop awareness of teaching staff especially in STEM of a wide range of future career paths and
- To promote equality of opportunity, celebrate diversity, challenge stereotypes and ensure all students who require any extra assistance and guidance to reach their potential, receive it.

## Student Entitlement

Students should be able to:

- Assess their achievements, qualities and skills.
- Understand and engage with teacher assessment and feedback to support career choices;
- Present this information as appropriate.
- Use this information for personal development.
- Set career and learning targets.
- Recognise and deal accordingly with influences on their attitudes, values and behaviour in relation to work; and
- Recognise the value and impact their activities at school and with external organisations can have on their future
- Engage with employers and understand different career paths
- Have access to current labour market information and understand the implications of this information for their future

## 3. Individual Careers Guidance

The Gatsby Benchmarks state:

‘Every pupil should have opportunities for guidance interviews with a careers adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all pupils but should be timed to meet their individual needs.

The school guarantees impartial and independent advice via:

- A Career Adviser who holds one to one interviews with students and works in the best interests of the students
- Promotion of independent websites relevant to all career needs, from choosing a university to pursuing a career, at options evenings, available on the school website, and on the school central drive; and
- Access to a wide variety of external speakers offering independent sources of information including several local and national employers, representatives from professional bodies and organisations, representatives of higher education establishments, parents and former students, who are a valuable resource. All visitors are expected to comply with the school's Visitors' Policy which includes the Code of Conduct.
- All staff have a part to play in the implementation of this policy through their role as tutors and as subject specialists.
- Online access to Careers Education software

#### **4. Work-related Learning**

The Gatsby Benchmarks state:

'Every pupil should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities and expand their networks.'

Students will undertake different forms of work experience in S4, S5 and S6. S4 will have two weeks of work experience followed by a day to review the learning gained through this experience and a presentation including careers advice from a Careers Professional. They will also receive a certificate recognising their efforts. S5 will have a week of work experience with a feedback day and a presentation including careers advice from a Careers Professional. S6 will incorporate their Work Experience into the service element of their Careers, Activity and Service work. They will review their work-based learning at the end of the year and update their CVs in light of their experiences.

The objective of Work Experience in S4 (Y10) is to help students to explore their passions and to have an understanding of their options before they select their subject choices for their future studies. The objective of Work Experience in S5 (Y11) is to provide students with an opportunity to experience the world of work first-hand, and to develop their employability skills. All students will be offered the opportunity to undertake a one-week placement in the summer term of S4 and be strongly encouraged to undertake two weeks in S5. It is ultimately the student's responsibility to ensure that they have secured a placement (before the deadline given by the Work Experience Coordinator); however, support in finding a placement will be offered by the school via assemblies, template letters and individual support from the Work Experience Coordinator.

Each year, the programme is launched at an information evening for students held in the Autumn Term. Prior to the placement, students will participate in several preparation activities including employability skills, letter writing and interview training. A Work Experience briefing will be held for all students in S4 (Y10) and S5 (Y11) in the week prior to their placements to ensure that they understand how to approach their placement, and the procedures to follow if there are any problems. Necessary and relevant health and safety information will also be covered. A Google Classroom group will be set up to allow students to communicate any problems and issues they are facing during their placements. During the work experience

students are expected to keep a reflective journal to record their learning and experiences of a work. On return to school, there are Work Experience debrief sessions during form time where the students are given the opportunity to reflect upon and share their experiences with classmates and staff. S5 will also focus on creating their CV.

To ensure that students are safe during Work Experience placements, the school will check that the organisation offering the placement holds valid 'Employers' Liability Insurance' (ELI) for the time of the placement. Any placement which does not hold ELI, and which has not been Health and Safety checked for the period of the placement will not be approved for Work Experience, and the student seeking the placement will be advised to find an alternative. The school does accept placement with sole traders or single employees, for this we have a waiver where parents agree with the arrangements and the same applies for the work experience taking place abroad.

## **5. Careers Information and Resources**

Careers information and resources are in the Careers library in Room 113, which contains up-to-date, impartial information presented in a variety of media. It is reviewed and renewed on a regular basis by the Careers Lead. Parents receive email correspondence about essential information including a termly Careers newsletter and are invited to information evenings led by relevant staff. There are regular opportunities to participate in 'masterclasses' offered by local science and engineering establishments and universities. The link with Oxford University Modern Languages Department are also very strong. Students have access to resources via google classroom dedicated to Career and Study Skills. All staff are kept up to date about Careers Department activities through a Careers section in the Staff Newsletter which is sent out weekly during term time.

Our students have remote support via google classroom for careers particularly during higher education application rounds in S7 as well as in person visits by various university outreach teams starting in year S6. All students receive training and ongoing support on using the Europa UCAS platform from the end of summer term in S6.

## **6. SEND and Careers**

Every student with SEND follows the same programme of careers as their peers, with adaptation and support from the SEND team where appropriate. A Careers Support Group runs for students who are recommended for extra support from S4 (Y10). As part of this support group, students will meet with the Careers Adviser 2-3 times a year in S4 and S5. Parents will be informed of their child's inclusion in the group and can opt out with the option to opt back in again at any time.

The SENCO meets with parents/carers to discuss option suitability where their need is likely to have an impact on their choices during the option process. The SENCo supports the development of work experience placements, ensuring that providers are aware of individual needs, highlighting any considerations that need to be made and promoting a positive experience. We also work with local colleges and agencies to provide extra activities in smaller groups to support these students. (SENCo to review)

## **7. Partnerships and links**

Europa School enjoys many strong community links with businesses and individuals who give of their time to support the school in their delivery of Careers Education. The school is very

much using their link with OxLEP and our Enterprise Adviser. S6 have a mentoring scheme using the school links and parental support. We are also using local school links to provide access to careers fairs and activities for our students. Provider Access for Careers Provision Policy Statement can be found on the school website at (<https://europaschooluk.org/wp-content/uploads/Provider-access-for-Careers-Provision-at-Europa-School.pdf> ).

We are a partner school with InvestIn, an organisation providing career experiences which students can sign up for. We have strong links with Trinity College at Oxford University outreach team.

## **8. Monitoring, Review and Evaluation**

The Careers Leader with the UCAS Coordinator maintains a spreadsheet to map progress and choices during S6 (Y12) and S7 (Y13). A database of future destinations for HE and work-based training is also held for at least 3 years following a student's departure from the school. Google Form surveys are used to provide baseline and impact data for careers' activities.

At the start of the academic year the Careers Leader will, in consultation with stakeholders, create an action plan for the year as well as a SWOT analysis. This will be shared with Governors and SLT.

Parents will be asked about their children's experience of Careers Education in school in parent surveys. This information will be used to review our work in school for the following year. The Careers team along with the school Senior Leadership and OxLEP and Enterprise Advisors will review through the Careers and Enterprise Company Compass system how well the school has met the Gatsby Benchmarks and where there is room for improvement. The Careers Lead will also meet with representatives of each year group to understand their Careers Education experiences from that year and what they would like to see in the coming years. A report will then be made by the Careers Lead to self-evaluate the careers provision.

## Year Programme

Year	Autumn term	Spring term	Summer term
<b>S1 (Y7)</b>	Careers Programme delivered through PCD	Careers Programme delivered through PCD	Careers Programme delivered through PCD
<b>S2 (Y8)</b>	Careers Programme delivered through PCD	Careers Programme delivered through PCD  S3 options– student assembly	Careers Programme delivered through PCD
<b>S3 (Y9)</b>	Careers Programme delivered through RSE	Careers Programme delivered through RSE	Careers Programme delivered through RSE  Understanding different Careers – video interviews of different careers  Human Library Event
<b>S4 (Y10)</b>	Employability Skills session  Work experience introduction session including with parents	Apprenticeship and technical education presentation.  Evening apprenticeship session for parents	Work experience preparation sessions including  Work experience
<b>S5 (Y11)</b>	Careers Advice and Guidance interviews begin. Individual meeting with every student throughout the year  Healthcare Careers Event  Assembly on opportunities at 16  Work experience half day session: cv and interview preparation	Post-16 assembly and parents’ evening  Post-16 taster sessions  Apprenticeships – support with applications	Work experience preparation sessions  Work experience

<b>S6 (Y12)</b>	<p>Work experience planning (through CAS)</p> <p>Mentoring Subject references preparation</p>	<p>Assembly re Post 18</p> <p>Applying to competitive university Talk delivered by Trinity College Oxford</p> <p>Oxbridge/Medical Applications Information Evening at SHKS (Learning Partnership Collaboration)</p> <p>Mentoring</p>	<p>Careers days, researching HE courses and writing personal statements</p> <p>Choosing a course/ university talk delivered by university outreach team</p> <p>Higher education (HE) fair.</p> <p>Personal statement workshop delivered by university representatives</p> <p>Gap year opportunities</p> <p>Meeting with ex-students re University experience and applying to Oxbridge</p> <p>Work experience</p> <p>University Open Days</p> <p>Post-18 assembly – apprenticeships</p>
<b>S7 (Y13)</b>	<p>Choices for Baccalaureate exams</p> <p>HE applications meeting with students and parents</p> <p>Allocation of referee</p> <p>Subject references preparation</p> <p>Individual mentoring with allocated Advisers</p> <p>HE and higher apprenticeship applications</p> <p>Practice Interviews</p>	<p>Assembly on UCAS, student finance and other opportunities (apprenticeships)</p> <p>Subject references preparation</p>	<p>Individual; meetings with students and/ parents following Baccalaureate results to discuss options.</p>

**Staffing and Development:**

<b>Staff</b>	<b>Position</b>	<b>Responsibilities within CEIAG</b>
Rosie Bosse Chitty	Careers Lead	Strategic management and co-ordination of CEIAG, linking CEIAG to wider school policies and development plan priorities. Link between CEIAG and SLT/ and the Governing Body.
	Work Experience Coordinator	Coordination of work experience for S4-6.
Ivana Charalambous	UCAS / HE Coordinator	Delivery of H/E advice and guidance and coordination of UCAS applications and advice. Coordination of H/E guidance for other countries
Annie McLeod	Careers Adviser	Delivery of individual careers advice to students
Lynn Wood Tanya Simpson	Principal with oversight of CEIAG Leadership of Careers	Monitoring of all CEIAG activities for S1-7
Class Teachers		Support for careers and curriculum links  Mentoring support for UCAS applications
Mrs Ruth McAleavy	Link Governor	CEIAG
PA to IB Coordinator	Admin Support	Admin support for UCAS / HE

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## **Provider Access for Careers Provision at**



# **Europa School UK**

This statement sets out the school's arrangements for managing the access of providers to students 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 428 of the Education Act 1997.

## **Pupil entitlement**

All pupils in years 8-13 are entitled:

- to find out about technical education qualifications and apprenticeships 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 Rosie Bosse Chitty, Careers Lead, Telephone: 01235 524060; Email: [r.bosse-chitty@europaschool.uk](mailto:r.bosse-chitty@europaschool.uk)

## **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:

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

## **Premises and facilities**

The school will make the main hall, classrooms or private meeting rooms 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 at reception.