



CAREERS EDUCATION AND GUIDANCE POLICY

This policy applies to the Senior School. The policy should be read in conjunction with the SEND, EAL, Stretch & Challenge and Work Experience policies.

St. Columba's College is conducted in the educational tradition of the Brothers of the Sacred Heart. As such it nurtures a holistic environment which includes a commitment to academic excellence, religious values, friendly discipline, and personal attention.

Policy owner:	Head of Sixth Form
Date reviewed:	January 2024
Date of next review:	January 2027
Ratify by Governors:	No

Section 1 Introduction
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Section 1 Introduction

St Columba's College seeks to provide a Christian education in which each student is personally valued and challenged to pursue the highest standards in spiritual, moral, cultural, intellectual and physical development. This is done in the context of a world of rapidly changing employment opportunities and each student needs to be equipped with the knowledge, confidence and skills to help them make well-informed, thought-through choices and plans that enable them to develop their own particular talents in pursuit of their God-given vocation.

This vision informs the aims of the Careers Education and Guidance Policy at St. Columba's College.

Section 2 Aims

- To foster self-evaluation and reflection in order that students will learn about themselves, their interests, abilities, personal qualities, strengths and weaknesses, and what influences their decisions.
- To develop the skills, resilience and leadership needed to manage change and transition through initiative and enterprise.
- To provide opportunities for career exploration and encounters with employers and employees, to heighten awareness of the links between education, higher education, training and career opportunities.
- To promote responsibility for own career decisions, support and encourage realistic, flexible higher education and career decisions.
- To facilitate personal guidance and to address the needs of each student.

This is characterised more succinctly by the first of the College values:

Courage: *"To face the ordinary and extraordinary challenges of life with trust and resilience, being ready to make our individual mark upon the world."*

The following schedule of Careers Education and Guidance seeks to achieve these aims in a stable programme which acknowledges the recognised [Gatsby Benchmarks](#) of good careers guidance. To deliver the programme the college makes use of external and impartial professional agencies, such as Unifrog, as well as a mix of outside speakers, professional bodies, parents and Old Columbans. The students receive guidance through a variety of methods, including 1:1 meetings with careers staff, presentation from universities, employers and alumni, career conventions, UCAS Exhibitions, aspects of the pastoral programme, EECA days, Inspiration Day, assemblies and access to the Columban network.

The overall programme is the responsibility of the Head of Careers and Higher Education working closely with the Head of Sixth Form, Pastoral Programme Coordinator, Head of Student Formation, Stretch & Challenge Department, Subject Leaders and Tutors.

Section 3 Schedule

Key Stage Two

Arrange activities for children and parents to inform Prep children about “soft skills” and making informed decisions (reading books, activity afternoon, Forum)
Liaise with the Head of Prep to invite parents in for “Career Spotlight” talks

Key Stage Three:

Pastoral Programme modules exploring: Career choice influences, Career skills & Aptitudes, KS4 Choices.
Unifrog Aspirations Profiling on GCSE Options
Combined Studies Module of Careers Education Lessons
GCSE Choices Assembly
Career Presentations

Key Stage Four:

Pastoral Programme modules exploring: Application Skills, KS5 Choices, Career Areas
Focused Career Education Day
Full Unifrog Aptitudes Profiling
Individual Careers/Post 16 Options Interviews
KS5 Subjects Areas Presentations and Taster Day
Apprenticeship, Summer School, Career, University & Higher Education Presentations
Cambridge University Visit
Post GCSE Results Support

Key Stage Five:

Pastoral Programme modules exploring: Post 18 Options, UCAS/Apprenticeship Applications, Career Area Talks.
Introduction to UCAS/ Post 18 Options Presentation
UCAS Exhibition
Employment, Work Experience, University & Higher Education Application, Student Finance Presentations
Individual Careers/Post 18/ UCAS Options Interviews
Employability Skills & Enterprise, UCAS & Student Life EECA Days
Inspiration Day Careers Convention
Work Experience Placement Week
Individual UCAS/Overseas University/Apprenticeship/Employment Application Support
A-Level Results Day and Post Qualification Application Support.