



## Higher Education and Careers Policy

**Reviewer:** Rebecca Evans/Kit Perona Wright

**Approver:** Timothy Brewis

**Reviewed:** December 2024

**Next Review:** December 2025

'Cheltenham College' refers to Cheltenham College Senior School *and* Cheltenham College Preparatory School (including Cheltenham College Pre-Prep and Nursery School)

'College' refers to Cheltenham College Senior School

'Cheltenham Prep' refers to Cheltenham College Preparatory School

'Nursery and Pre-Prep' refers to Cheltenham College Nursery School and Pre-Prep

### Aims of this Policy

A young person's career is their pathway through both learning and work. Cheltenham College is committed to providing careers education, advice, information and guidance through a stable HE and Careers programme for all pupils in the EYFS through to Upper Sixth Form; through individual academic departments and through the PSHE Floreat programme.

We aim:

- ☐ To provide a stable structured careers programme that is tailored to the needs of pupils that promotes equal opportunities and challenges stereotypical thinking and attitudes
- ☐ To ensure every pupil has access to high-quality information about future study options and labour market information in order to support all pupils in achieving their full potential
- ☐ To ensure that all pupils understand the full range of learning opportunities that are available to them. This includes both academic and technical and vocational routes and learning in schools, colleges, universities and in the workplace.

- ☐ To prepare all pupils for the opportunities, responsibilities and experiences of life and work through opportunities to learn from employers about work, employment and skills
- ☐ To provide 1:1 impartial advice and guidance through career guidance interviews to all pupils whenever significant study or career choices are being made

## Objectives

The careers programme and guidance is designed to meet the needs of all pupils at Cheltenham College. It is differentiated to ensure that activities are age-appropriate to pupils' stages of career learning, planning and development.

## Implementation at College

Cheltenham College recognises the need for pupils to have access to accurate, up-to-date, further and higher education and careers guidance. The guidance provided seeks to ensure the following:-

- a) That the advice is presented in an impartial manner
- b) That the information given will enable pupils to make informed choices about a broad range of further and higher education and career options
- c) That the advice given will encourage pupils to fulfil their potential.

A range of activities is provided by the HE and Careers programme for pupils from Third Form to Upper Sixth and these are summarized below.

### Career and HE Provision at Cheltenham College 2024-2025

(Gatsby Benchmarks achieved in brackets)

|             | <i>Third Form</i>                          | <i>Fourth Form</i>                                                                              | <i>Fifth Form</i>                                                                                                                                      | <i>Lower Sixth*</i>                                                                                                                                        | <i>Upper Sixth*</i>                                                                                                                                                                                                                                                    |
|-------------|--------------------------------------------|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Autumn<br>1 | <input type="checkbox"/> Career Talk 1 (5) | <input type="checkbox"/> Career Talk 1 (5)<br><input type="checkbox"/> Army Officer Career Talk | <input type="checkbox"/> Post-18 Options<br><input type="checkbox"/> Making decisions<br><input type="checkbox"/> Recognising Employability Skills (7) | <input type="checkbox"/> Your Options After College (7)<br><input type="checkbox"/> Army Officer Career Talk<br><input type="checkbox"/> Career Talk 1 (5) | <input type="checkbox"/> UCAS clinics (8)<br><input type="checkbox"/> Career Talk 1 (5)<br><input type="checkbox"/> Army Officer Career Talk<br><input type="checkbox"/> Apprenticeship Preparation Group<br><input type="checkbox"/> Oxbridge preparation group (7,8) |

|          |                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                         |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          |                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                      | <input type="checkbox"/> Army Officer Career Talk<br><input type="checkbox"/> 1:1 Career Meetings (8)<br><input type="checkbox"/> Career Talk 1 (5)                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <input type="checkbox"/> MDV preparation group (7,8)                                                                                                                                                                                                                                                                                    |
| Autumn 2 | <input type="checkbox"/> Career Talk 2 (5)<br><input type="checkbox"/> Careers Evening 1 (2,5,7)                                                                                                                                                                                                                         | <input type="checkbox"/> What are my skills? (2)<br><input type="checkbox"/> Career Talk 2 (5)<br><input type="checkbox"/> Careers Evening 1 (2,5,7) | <input type="checkbox"/> 1:1 Career Meetings (8)<br><input type="checkbox"/> Apprenticeships Assembly (2,7,8)<br><input type="checkbox"/> Career Talk 2 (5)<br><input type="checkbox"/> Careers Evening 1 (2,5,7)                                                                                                                                     | <input type="checkbox"/> Assembly: UCAS: Choosing Universities and Courses (7)<br><input type="checkbox"/> Tutor: Unifrog: Exploring Unifrog (7)<br><input type="checkbox"/> Career Talk 2 (5)<br><input type="checkbox"/> Careers Evening 1 (2,5,7)                                                                                                                                                                                                        | <input type="checkbox"/> UCAS clinics (8)<br><input type="checkbox"/> Apprenticeship Preparation Group (2,3,5)<br><input type="checkbox"/> Career Talk 2 (5)<br><input type="checkbox"/> Careers Evening 1 (2,5,7)<br><input type="checkbox"/> Oxbridge preparation group (7,8)<br><input type="checkbox"/> MDV preparation group (7,8) |
| Spring 1 | <input type="checkbox"/> Assembly: Introduction to HE and Careers Dept and Morrisby (2)<br><input type="checkbox"/> Tutor: Unifrog Interests (2)<br><input type="checkbox"/> Tutor: Exploring Unifrog (2)<br><input type="checkbox"/> Career Talk 3 (5)<br><input type="checkbox"/> What is Work? – Tutor Session (2, 7) | <input type="checkbox"/> Career Talk 3 (5)<br><input type="checkbox"/> Careers Evenin (2,5)                                                          | <input type="checkbox"/> Unifrog Launch (7)<br><input type="checkbox"/> Tutor: Unifrog: Recording Activities (7)<br><input type="checkbox"/> Tutor: How to Write a CV (2)<br><input type="checkbox"/> Assembly: The Importance of Work Experience (2)<br><input type="checkbox"/> Career Talk 3 (5)<br><input type="checkbox"/> Careers Evening (2,5) | <input type="checkbox"/> L6 Futures Interviews (8)<br><input type="checkbox"/> UCAS Launch (2,4,7)<br><input type="checkbox"/> Tutor: Unifrog (2,4,7)<br><input type="checkbox"/> Career Talk 3 (5)<br><input type="checkbox"/> Assembly: UCAS Applications (3)<br><input type="checkbox"/> International University Group (3,7)<br><input type="checkbox"/> Tutor: Writing a CV and a Cover Letter (2,5)<br><input type="checkbox"/> Careers Evening (2,5) | <input type="checkbox"/> Careers Talk 3 (5)<br><input type="checkbox"/> Assembly: UCAS - making decisions (7)<br><input type="checkbox"/> Assembly: What employers really want to see (3)<br><input type="checkbox"/> Tutor: How to use LinkedIn<br><input type="checkbox"/> Careers Dinner (2,5)                                       |
| Spring 2 | <input type="checkbox"/> Career Talk 4 (5)                                                                                                                                                                                                                                                                               | <input type="checkbox"/> Career Talk 4 (5)<br><input type="checkbox"/> Jobs of the Future – Tutor Session (2, 7)                                     | <input type="checkbox"/> Tutor: Unifrog: (7)<br><input type="checkbox"/> Career Talk 4 (5)                                                                                                                                                                                                                                                            | <input type="checkbox"/> Career Talk 4 (5)<br><input type="checkbox"/> (2,3,8)<br><input type="checkbox"/> Tutor: Unifrog: ( (7)                                                                                                                                                                                                                                                                                                                            | <input type="checkbox"/> Tutor: Assessment Centres (2, 5)<br><input type="checkbox"/> Career Talk 4 (5)                                                                                                                                                                                                                                 |

|          |                                                                                            |                                                                                                                    |                                                                                                                       |                                                                                                                                                                                                                                                            |                                                                                                                      |
|----------|--------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
|          |                                                                                            |                                                                                                                    |                                                                                                                       | <input type="checkbox"/> Tutor: Preparing for Interviews (2)<br><input type="checkbox"/> Careers Talk 4 (5)                                                                                                                                                | <input type="checkbox"/> Assembly: What to expect on Results Day                                                     |
| Summer 1 | <input type="checkbox"/> Careers Evening (5)<br><input type="checkbox"/> Career Talk 5 (5) | <input type="checkbox"/> Careers Talk 5 (5)<br><input type="checkbox"/> CCF Armed Forces Careers Afternoon (2,3,5) | <input type="checkbox"/> Careers Evening(2, 5)<br><input type="checkbox"/> CCF Armed Forces Careers Afternoon (2,3,5) | <input type="checkbox"/> Career Talk 5 (5)<br><input type="checkbox"/> Career Dinner (2, 5)<br><input type="checkbox"/> CCF Armed Forces Careers Afternoon (2,3,5)<br><input type="checkbox"/> Writing your UCAS personal statement (3 x sessions) (3,6,7) | <input type="checkbox"/> Career Dinner (2, 5)<br><input type="checkbox"/> CCF Armed Forces Careers Afternoon (2,3,5) |
| Summer 2 |                                                                                            |                                                                                                                    |                                                                                                                       | <input type="checkbox"/> Futures Week (2,3,4,5,6,7)<br><input type="checkbox"/> Mock Interviews (2,5)<br><input type="checkbox"/> Oxbridge preparation group (7,8)<br><input type="checkbox"/> MDV preparation group (7,8)                                 |                                                                                                                      |

## Work Experience

Any member of staff who wishes to recommend a contact (personal or otherwise) to a pupil for the purpose of work experience, must in the first instance, pass on the contact's name, details, place of work and the name of the pupil to RME.

In order for College to remain compliant in the organisation of work experience placements, RME will adhere to the work experience protocol to arrange the placement with the contact, liaise with parents/ guardians, create a risk assessment for the duration of the placement and ensure that all Health and Safety and Insurance policies cover young people in the work place.

## Implementation at Cheltenham Prep

The careers programme is put together by a variety of senior staff at Cheltenham Prep, and includes the Deputy Head (Academic), Deputy Head (Pastoral), Assistant Head (responsible for the Thrive/PSHE/RSE programme) and Heads of Section.

It includes careers education lessons, careers guidance activities, information and research, visits from and to employers and our Chadwick Leadership programme in Year 8. Careers lessons feature as part of the curriculum in EYFS and Lower School, and as part of Thrive (PSHE/RSE) lessons in Years 5-8.

Examples include;

- ☐ 'People who help us' visits to EYFS/Lower School (Doctor, Dentist, Police, Fire Service, etc)
- ☐ Speakers in Assembly/Chapel (recent talks include Diversity in the Workplace, Water Aid and Rotary Club charity spokespeople, Round-the-World Adventurer, US Marine General, local politician, Film Composer, etc)
- ☐ Activities (co-ed STEM club/Karting Club - plus visits to participate in National competitions for both, Grow your own cash club, Coding)
- ☐ Thrive (PSHE/RSE) lesson content including 'Dreams & Goals' and 'Financial planning'
- ☐ Leadership opportunities, including School Council
- ☐ Interview practice with Senior Staff for pupils in Years 7 & 8
- ☐ The Chadwick Leadership Programme in Year 8 (incorporating Leadership skills and a knowledge programme – ranging from writing a CV, through to planning and delivering charity projects, etc)