



## IB World School

# Careers Education, Information and Advice Policy

<b>Policy Area:</b>	Academic
<b>Author:</b>	Head of University and Career Counselling
<b>Staff Member Responsible:</b>	<b>Vice Principal, Academic</b>
<b>Relevant Statutory Regulations:</b>	Gatsby Benchmarks for Good Career Guidance
<b>Approved by:</b>	IBMG
Version Control	
<b>Version Number:</b>	10
<b>Last Reviewed:</b>	01.09.25
<b>Last Amendment:</b>	01.09.25
<b>Last Governor/Committee Approval:</b>	01.09.2022
<b>Next Review Date:</b>	01.09.2026



## Careers Education, Information and Advice Policy

### Contents

Section	Title	Page
<b>1</b>	Vision	3
<b>2</b>	Objective	3
<b>3</b>	Aims	3
<b>4</b>	Entitlement	4
<b>5</b>	Management, Planning and Delivery	6
<b>6</b>	Monitoring, Evaluation, Review and Development	6
<b>7</b>	Record of Review	7



## Careers Education, Information and Advice Policy

### 1. Vision

We recognise that the rich, contemporary concept of career describes the way that all our young people will move through their learning and working lives. St. Clare's is committed to providing outstanding Careers Education, Information Advice and Guidance to all our students. Our values of international-mindedness and intellectual curiosity underpin a coherent programme of activities and a whole-school holistic approach to their future endeavours that informs, inspires and motivates our students. As such, our work is aligned with the St Clare's Mission and the [IBO's](#). Our young people should leave St Clare's able to apply the knowledge and skills they have gained here to prepare for fulfilling careers, adapt to the changing world of work and make an impact in their communities.

### 2. Objective

To enable all students proactively to engage with the concept of 'career' and their journey of career development at St. Clare's, to make an initial positive transition and develop lifelong career management skills in the digital and physical world.

### 3. Aims

1. For all students to progress and be aware of their own development in the areas of:

- **Self-Awareness and Self-Development.**
- **Career Exploration and Research (Labour Market Information).**
- **Career Management Skills and Employability Skills.**

2. To provide a coherent Careers and Higher Education Programme informed by the [Gatsby Benchmarks for Good Career Guidance](#) including:

**Careers Education:** A planned, and progressive programme of activities delivered in the Core + curriculum but including elements across the curriculum which helps students to develop the knowledge and skills to understand themselves, research opportunities and constraints, make decisions and move successfully on to the next stage and through future career decisions and transitions. This is detailed in [the Careers Education Plan](#).

**Careers Information:** Enabling students critically to engage with information on the full range of options available in Higher Education, training and work, and the progression opportunities that follow those options through a variety of digital media and contact with external service providers and professionals.

**Careers Advice and Guidance:** Individual advice and guidance delivered by an experienced practitioner available to all students. Empowering students to make use of this service in a proactive way at a suitable time for them.

3. For all activities to be differentiated as appropriate and for the diverse range of learning needs to be accommodated with additional 1-2-1 support and small group sessions as appropriate.

4. To actively encourage and provide the skills to enable students to find and take advantage of opportunities for work related learning (experiential learning) as part of the CAS programme and within the college holidays.

5. To maintain communication with parents and provide relevant, up to date and accessible information to enable them to best support their son/daughter with their career journey. To encourage parents to sign and return an agreement with their young person's stated plans in the summer term of IB1.



6. To communicate with tutors, teachers, boarding staff, activities team and other appropriate staff to embed Careers Education within the whole-college mission and aims and ensure that students can take advantage of all opportunities to learn about careers and the world of work.

#### 4. Entitlement

All St. Clare's students are required to engage with the compulsory elements of the Careers Education Provision through Core+/PSHE and across the curriculum. All students are entitled to access additional Information, Advice and Guidance as current students and for 3 years after graduation.

This includes:

##### **Careers Education (Compulsory):**

- The Careers Modules within the Autumn term IB1 Core+ program and the PSHE programme as detailed in the PSHE Scheme of work.
- The CAS Programme
- The Higher Education Fair and Seminar Programme
- The Higher Education Preparation Day (Launch Day). (IB 1 Only)
- The Pre-IB Careers day
- The Pre-IB Work related learning day
- The Pre-IB summer project
- Additional Programme of Education and Support for applicants to universities in the USA.

##### **Careers Education (Non-Compulsory):**

- Additional Programme of Support for Oxbridge, Medicine, Dentistry and Veterinary Science Potential Applicants.
- Outside speakers and workshops

##### **Careers Information:**

All information should be relevant, up to date and maintained. Students should be able to access information through the following channels:

- Our Careers Engagement Platform <https://www.stclarescareersexplore.com/>
- Maia Learning platform (new for IB1 and Pre-IB in 2025-26)
- Careers Team Space (one for each cohort)
- Student Careers Notebook (individual to each student)
- Careers Blog
- Careers Newsletter, produced weekly (also available to parents).
- Careers Noticeboard.
- Verbal information given during student meetings where appropriate.
- Outside speakers including Universities, Employers and relevant organisations.
- Directly from the Careers Staff.

##### **Careers Advice and Guidance:**

All students should be able to access 1-2-1 advice and guidance through the following channels:



- With a University and Career Counsellor (UCC). Students are able to book 5 min, 15 min or 30 min meetings via the QR code on the careers noticeboard, the icon in their careers notebook or from their Careers Team Space
- With Personal Tutors who discuss progress, self-evaluation and goals.
- With the Vice Principal Academic or the Assistant Principal Academic who discusses subject choices with regard to career aspirations and aptitude.
- With the Vice Principal Pastoral or the Assistant Principal Pastoral who discusses motivation, progress and outcomes.
- With boarding staff who are 'in loco parentis' and discuss all related issues.

### Support for University Applications

All students should be able to access support for the University Applications Process including:

- Advice and guidance from an experienced practitioner to support students to make the most competitive applications possible in terms of University Choices, Course Choices and ensuring that the student has a realistic range of Reach/Aspirational, Sensible and Safe choices.
- Support and feedback to enable students to produce Personal Statements, Motivational Letters, CVs and College Essays that support their applications to the best of their own ability.
- Provision of supporting factual documentation such as Transcripts, Predicted Grades and Attendance Certificates.
- Provision of references, letters of recommendation and any other qualitative documentation required by universities as per the requirements of the relevant application system or individual institution.
  - All students applying via UCAS for UK institutions will be required to check their reference and predicted grades prior to their application being submitted to Universities. They will be given the opportunity to change any factual inaccuracies, they are not able to ask for the professional judgement of their teachers to be changed. This must be done by students reading their reference on the UCAS reference screen with a UCC.
  - All students applying through the Common App System for the USA will only be able to read teacher recommendations and/or the Counsellor's recommendation if they indicate on their Common App that they do not wish to waive their right. If they do not waive their right and wish to check it they must do so by reading their recommendations with a UCC. They will be given the opportunity to change any factual inaccuracies, they are not able to ask for the professional judgement of their teachers to be changed. Students are advised that it is not in their interests to waive this right.
  - For all other countries, students will be given the opportunity to check their reference on screen before they are submitted if this complies with the university's own procedure. Where the procedure requires these documents to be kept confidential, we will ensure this is adhered to.
- Support throughout the year to make decisions on confirmation of offers, enrolments and withdrawals as appropriate to the countries / systems they are applying through.
- Support to provide any documentation required by universities post results to ensure confirmation of places.
- Support for finding sources of finance, scholarship applications and nominations, and submitting financial declarations.



## 5. Management, Planning and Delivery

### Management

1. The Careers Programme is managed by the Head of University and Career Counselling (139 Banbury Road) and is supported by two UCCs.
2. The Head of UCC also manages the Oxbridge and Medic Tutors (OMT) to provide the non – compulsory additional support for students aspiring to apply for these courses.
3. The Head of UCC manages external providers of specialist tuition, oversees proposals and budgets and exercises quality assurance

### Planning

1. The Head of UCC works with the Assistant Principal Pastoral to ensure the delivery of all compulsory elements of careers education within the Core+/PSHE Programme. This is detailed in the Careers Education Plan and PSHE Scheme of Work.
2. Alongside the Careers Policy there is a Careers Development Plan, incorporating the service standards which is reviewed annually, and a Careers Education Plan.

### Delivery

As well as the Head of UCC, OMTs, and UCCs, a variety of staff across the college play a part in delivering the Careers Programme to students including:

- Tutors – When conducting their weekly 1-2-1s with students and supporting academic development.
- Boarding Staff – When discussing any related topic with students.
- Teachers / tutors – When delivering PSHE sessions with Careers Education Content.

## 6. Monitoring, Evaluation, Review and Development

### Monitoring

1. The UCCs to keep detailed records of all 1-2-1 student interactions.
2. The UCCs to keep a record of student engagement with extra-curricular careers activities.
3. The UCCs to communicate student activities and regular progress updates to tutors as appropriate.
4. The Head of UCC to ensure that the Careers Education Plan and Schemes of Work are delivered.

### Evaluation

Regular evaluation of the Careers and Higher Education service is to be undertaken throughout the year by the Head of UCC and utilised in the Review and Development Process. Methods of evaluation could include as appropriate:

- Student feedback questionnaires.
- Discussion at Personal Tutor Meetings.
- Discussion at Teachers' Meetings.
- Discussion at ASG.
- Statistical analysis of destinations and feedback from tertiary institutions.

### Review and Development

The Careers and HE Policy is to be reviewed by the Head of UCC annually alongside the following documents:

- The Careers Education Plan
- The Careers Scheme of Work
- The Department Development Plan

This review is to be done in consultation with the Vice Principal Academic and the Assistant Vice Principal Pastoral.



The careers programme at St. Clare's uses a model of continuous improvement with evaluation information feeding into the Careers Development Plan.

## **7. Record of Review**

Reviewed September 2015 by MM, HoC Banbury Road.

Reviewed August 2016 by MM, HoC Banbury Road

Reviewed August 2017 by MM, HoC Banbury Road

Reviewed August 2018 by MM, HoC St. Clare's

Reviewed August 2019 by MM, HoC St. Clare's

Reviewed December 2021 by MM, HoC St. Clare's

Reviewed September 2022 by Helen Forey, Head of Careers, St Clare's

Reviewed March 2023 by Helen Forey, Head of Careers, St Clare's

Reviewed November 2024 by Helen Forey, Head of University and Career Counselling, St Clare's

Reviewed September 2025 by Helen Forey, Head of University and Career Counselling, St Clare's

Date of next review: September 2026