

The BRIT School Careers Policy

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1. Introduction

The BRIT School for Performing Arts and Technology believes that Careers Education and Guidance play a major part in preparing young people for the opportunities, responsibilities, and experiences of life.

The purpose of this policy is to provide a framework to firstly meet the statutory requirements laid out in the Department For Education '*Careers guidance and access for education and training providers. Statutory guidance for schools and guidance for further education colleges and sixth form colleges*', September 2022. The second purpose is to fulfil our mission statement:

"To prepare young people for careers in the Arts."

2. Commitment

During their time at the BRIT School, students will be supported by the School's dedicated Careers Department and will take part in the KS4 'Steps to Success' Careers programme and a dedicated programme of career activities at Post 16. The Programme is delivered through workshops, events, work experience and talks.

In July 2023 The BRIT School was awarded the Quality in Careers Standard through Investor in Careers supported by Education Development Trust.

The BRIT School also uses the CEC's Compass assessment tool to regularly assess our programme against the 8 Gatsby Benchmarks.

The Governing Body fully supports the Careers provision at the BRIT School and has appointed a link governor with responsibility for Careers and IAG.

The content of this Policy has been consulted with Parents, students, SLT and the Governing Body.

3. Links with Other Policies

The BRIT School's CEIAG Policy has been developed in reference to:

- Statutory Guidance (January 2023) Careers guidance and access for education and training providers Statutory guidance for schools and guidance for further education colleges and sixth form colleges

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1127489/Careers_guidance_and_access_for_education_and_training_providers_.pdf

- Ofsted School Inspection Handbook 1 September 2022
<https://www.gov.uk/government/publications/school-inspection-handbook-eif/school-inspection-handbook>
- Gatsby Benchmarks
<https://resources.careersandenterprise.co.uk/browse-category/gatsby-benchmarks>
- Career Development Institute (CDI) Framework
<https://www.the CDI.net/New-Career-Development-Framework>

4. Statutory Duty

The BRIT School has a statutory duty and is committed to securing independent and impartial career guidance for students in Years 10-13.

As outlined in the [Statutory Guidance \(January 2023\)](#)

We have a statutory duty to ensure that this careers guidance is:

- presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option;
- includes information on the range of education or training options, including apprenticeships and technical education routes;
- guidance that the person giving it considers will promote the best interests of the students to whom it is given.

Students at the BRIT School are entitled to a series of planned careers-related learning activities that take place throughout their time at the BRIT School. These activities are designed by the Careers Leader, with input from Directors of Vocational Strands, the Director of Pastoral Care and the Vice Principal, Student Experience.

5. Student Entitlement

Each student at the BRIT School is entitled to receive a comprehensive Careers Education, Information Advice and Guidance Programme delivered by experienced and enthusiastic Staff, through the PPD (Personal and Professional Development) programme. This programme meets and has been benchmarked against the [CDI Framework for Career Development 2021](#). This evaluation can be found [here](#)
Student Entitlement Statements for KS4 and Post 16 can be found in Appendix 2.

6. Student Provision

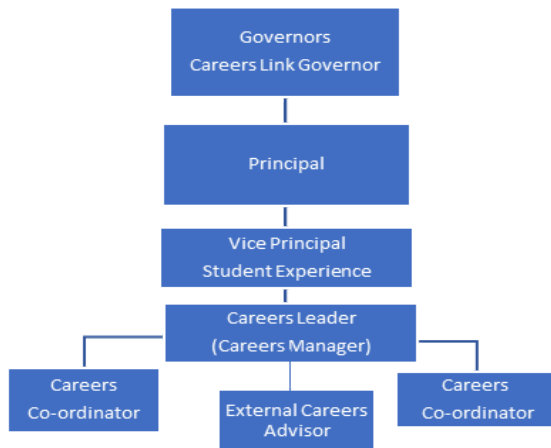
The BRIT School delivers the following activities aligned with the 8 Gatsby Benchmarks

Gatsby Benchmark 1	A stable Careers Programme	Access to a planned and structured Careers Education Programme to help develop key skills of self-awareness and informed decision-making. The Programme has been mapped against the CDI Framework and can be found in Appendix 1
Gatsby Benchmark 2	Learning from Career and Labour Market Information	All students have access to Unifrog for detailed research. Students have access to a diverse range of visiting speakers with a strong focus on BRIT Alumni also across the school students are taught by industry professionals who share up to date and relevant LMI with students. Following these sessions, students reflect on future job roles.
Gatsby Benchmark 3	Addressing the needs of each pupil	Post 16 Options Talks in KS4. Post 18 Options talks in Year 12. Students look at academic, vocational and apprenticeship pathways. Close liaison with the AEN Department to ensure all students are supported appropriately in their Career Decisions and can access all activities in school. Students use the bespoke Unifrog quizzes to help assess skills and interests.
Gatsby Benchmark 4	Linking Curriculum Learning to Careers	Linking Curriculum learning is embedded throughout all Strand lessons and KS4 curriculum lessons. The BRIT Characteristics Wheel focussing on key behaviours and employability skills is embedded throughout the school and curriculum KS4 Study skills day with a focus on stem subjects.
Gatsby Benchmark 5	Encounters with Employers and Employees	Access to opportunities within diverse sectors In the creative industries. In 2023 - 2024 we welcomed over 163 employers/employees to BRIT. Visits to a diverse range of employers.
Gatsby Benchmark 6	Experiences of Workplaces	Work Shadowing opportunities across the school. Year 10 Work Experience Week, P16 Strand Specific Work shadowing opportunities. P16 Strand specific workplace visits involving industry briefs.
Gatsby Benchmark 7	Encounters With Further & Higher Education	Careers Fair on-site at BRIT for all Post 16 students (and parents) organised by the Career Department, exhibitors include HE Providers, Employers, and Apprenticeship providers. Department-specific university and Conservatoire Visits. KS4 Careers Fair visit featuring universities and Colleges, apprenticeship talk, Post 16 open days at colleges.
Gatsby Benchmark 8	Personal Guidance	All Year 11 students receive a 1-1 Guidance meeting with a Level 7 qualified advisor. All Post 16 students receive support to ensure that they are supported with their progression choices and have access to a 1-1 meeting.

7. Management and staffing

The BRIT School has a fully trained Careers Leader. The Careers Leader reports to the Vice Principal for Student Experience. The Careers Leader is supported by two Careers Co-Ordinators. The school commissions an Independent Careers Advisor, who delivers guidance interviews to students. Senior Leadership, Tutors and staff are all expected to support students to make well-informed career decisions. The Careers Leader has

completed the accredited Certificate in Career Leadership with the Centre for Guidance Studies at the University of Derby, this is in addition to holding a Level 7 Guidance Qualification. The Independent Careers Advisor is qualified to level 7 and undertakes CPD in line with the requirements of the Career Development Institute Register.



8. Professional Development

All staff are required to undertake professional development to ensure their industry knowledge is up-to-date and relevant. Staff training relating to careers takes place and is delivered by both internal and external experts.

9. Assessment

The elements of the Careers Education programme that are delivered through the PPD programme are assessed through Learning Walks. Students complete an exit survey at the end of Year 11, Year 12 and Year 13 which asks them to feedback on the Careers Support they have received. Staff give feedback on the Careers Programme through an annual Tutor Survey. 97% of 2023 leavers have entered positive destinations, this figure demonstrates the positive impact of the careers programme.

10. External Partnerships

Industry engagement is key to the future success of our students. We engage with a diverse range of employers and employees (Gatsby Benchmark 5) both in school and through work shadowing opportunities (Gatsby Benchmark 6). We work closely with a diverse range of universities through talks delivered in school and external visits

(Benchmark 7). We actively encourage apprenticeship providers to speak and engage with our students at both KS4 and Post 16 (Gatsby Benchmark 5). The School is supported by two Enterprise Advisors, The Croydon Enterprise Co-ordinator and is a member of the South London Careers Hub.

11. Resources

The School has a fully resourced Careers Room that is permanently staffed by three staff members. All students have access to the BRIT School Careers site and the Unifrog Platform as a source of information and also to record their research, intentions and activities. A weekly Careers bulletin is shared with all Post 16 students highlighting opportunities, events and useful resources. KS4 Careers information is added to the whole school bulletin.

12. Equality Diversity & Inclusion

The Careers Department works closely with the AEN Department and Pastoral Team to ensure that all students are supported appropriately. This includes a dedicated weekly AEN drop-in for support with applications. Priority support is given to Pupil Premium students for progression meetings, and sourcing work experience placements.

13. Parents

We recognise the important role that parents have in their child's career development and all Parents have the opportunity to meet with a member of the careers team at parents consultation evenings, and throughout the academic year. Year 11 parents hear from the Careers Leader at the Post 16 options evening. Year 12 parents attend the HE Careers Fair and listen to Post 18 Options talks. Events and key dates and activities are communicated to all parents through the Parents' Bulletin. Full details of the Careers programme are accessible to parents via the school [website](#).

14. The Careers Programme

The BRIT School Careers Programme covers a series of planned careers education and development activities that will enable students:

- To develop knowledge and understanding of themselves and others as individuals - their strengths and limitations, abilities, personal qualities, potential, needs, characteristics and values.
- To raise aspirations and increase awareness of the world in which they live and the diverse range of education, training, employment and other career opportunities that are available.
- To make informed choices about their own continuing progression and development in education or employment.

- To cope with change and manage effectively the transition from School to continuing education, working and adult life

Careers Activities

Gatsby Benchmark	KS4	P16
Benchmark 1 A Stable Careers Programme	Comprehensive CEIAG programme delivered through PPD lessons and bespoke workshops.	Comprehensive CEIAG programme delivered through PPD lessons and bespoke workshops.
Benchmark 2 Learning from Career and Labour market information	Post 16 Options Talks. Apprenticeship Talk. Interview Practice Morning. Careers Day Talks.	Post 18 options Talk. HE/Careers Fair. Apprenticeship panels/talks. BRIT Talks. Strand-specific talks/workshops.
Benchmark 3 Addressing the Needs of Each pupil	Bespoke support for AEN Students. PP Students prioritised support & mentoring.	Bespoke support for AEN Students. Active participation by alumni to inspire and inform students.
Benchmark 4 Linking Curriculum to Careers	KS4 curriculum sessions Enterprise Activities in Term 5	Strand-specific work on progression
Benchmark 5 Encounters with Employers and Employees	Interview Practice morning. Work Shadowing. BRIT Talks.	Work shadowing. Workplace visits. Careers Day workshops. BRIT Talks. Strand-specific workshops and talks.
Benchmark 6 Experiences of workplaces	Work Shadowing for all Year 10 students Strand-specific visits	Strand-specific Visits to Employers and Workplaces
Benchmark 7 Encounters with Future & Higher Education	Year 10 Step Up Expo visit - Term 5 Year 11 to attend P16 Open Evenings	HE Careers Fair in School Strand-specific Visits to institutions
Benchmark 8 Personal Guidance	All Year 11 have 1-1 guidance meeting in term 1 or 2.	All students have access to a 1-1 guidance meeting.

Careers-Related Learning

The full programme of Careers Related learning activities that have been developed to meet the CDI Career Development Framework can be found in Appendix 1.

15. Performance Monitoring

- The impact of the careers programme is critical to ongoing development and success. The BRIT School recognises that this must be done in a more robust way therefore the School will be working towards external validation of its provision through the Quality in Careers Standard through Investor in Careers, supported by Education Development Trust involving a systematic review of provision and targeted approach to development.
- Monitoring of the CEIAG programme is currently undertaken through a review of the programme by the Careers Team, student voice and parent and staff feedback.

Appendix 1. Careers Related Learning Programme

Year 10

Term	Week	Activity	Description	CDI Framework Learning Outcome	Gatsby Benchmark
Term 1	2	Thrive Training		Balance life & Work Manage Career	
Term 1	3	Thrive Training Continued		Balance Life & Work Manage Career	
Term 2	1	Exploring the concept of career management Introduction to Unifrog	Students start to use the Unifrog platform to record their activities and interactions	Grow throughout life Manage Career	Benchmark 1
Term 2	4	Introduction to Work Experience & CV writing	Talk from the Careers Team introducing work experience, how to find placements & writing a CV to support applications	Grow Throughout Life Explore possibilities	Benchmark 2
Term 3	2	Introduction to Interview preparation morning and How to prepare for interviews	Introduction to the Interview Morning. How to tailor your CV for jobs and write a cover letter. Interview Skills	Grow throughout life Create Opportunities	Benchmark 2
Term 3	7	Interview Practice Morning BRIT Theatre (13 February)	Industry guests provide all Year 10 students with a face-to-face mock interview and feedback on CVs and applications	Grow throughout life Create Opportunities	Benchmark 5
Term 4	1	Reflecting on skills and values and how these impact on career decision making	Unifrog Personality & interests Quiz	Grow throughout life Manage Career	Benchmark 1

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Term 4	9	Work Shadowing Preparation	Students look at workplace culture and Health & Safety in the workplace	Balance life and work Create opportunities	Benchmark 2
Term 5	1	Work Shadowing Week/WEX		Grow throughout life Explore possibilities Create Opportunities	Benchmark 5 & 6
Term 5	2	Work Experience debrief	Students reflect on their experiences and their learning from WEX	Explore possibilities Grow throughout life Manage Career	Benchmark 5 & 6
Term 5	6	Year 10 Consultation - Post 16 Choices	Talk delivered to students and parents re. P16 Choices	Explore Possibilities	Benchmark 2
Term 5	TBC	University Visit		See the Big Picture	Benchmark 7

Year 11

Term	Week	Activity	Description	CDI Framework Learning Outcome	Gatsby Benchmark
1	2	Thrive Training		Balance life & Work Manage Career	
1	3	Thrive Training		Balance Life & Work Manage Career	
1	6	6 October Assembly on P16 options	Assembly delivered by SLT, Careers about P16 options at BRIT and other Schools/colleges. Talk by Representative from ASK about Apprenticeships	Explore possibilities Grow Throughout life	Benchmark 2
2	4	Preparing for P16 interviews and using BRIT Characteristics to demonstrate transferable skills	PPD session for Year 11 student to understand and practice interview Technique	Explore Possibilities Manage Career	Benchmark 2

Year 12

Term	Week	Activity	Description	CDI Framework Learning Outcome	Gatsby Benchmark
1	3	Thrive Training		Balance life & Work Manage Career	
	4	Thrive Training		Balance Life & Work Manage Career	
	5	Thrive Training		Balance Life & Work Manage Career	
2	1	Introduction to Unifrog Evaluating the Concept of Career	Students start to use the Unifrog platform to record their activities and interactions	Grow Throughout Life Manage Career	Benchmark 1 Benchmark 2
2	2	Introduction to Career Planning to enable students to evaluate their Post 18 options	Looking at strengths, values, and interests and how they will impact on students career decision making. Students complete the personality profile and interests quiz on Unifrog	Grow Throughout Life Manage Career	
3	3	Post 18 Options & Career Planning continued	Students build on the careers exploration they started in the previous term.	Explore Possibilities Manage Career	
3	4	Career planning Evaluating LMI and exploring Job Roles		Explore Possibilities Managing Career	

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3	5	Applying to University	Students understand the pros & Cons of applying to university and how to research courses and universities	Explore Possibilities See the Big Picture	Benchmark 2
3	8	HE & Careers Fair	Representative from over 40 universities, apprenticeship providers and gap year options.	Explore Possibilities Create Opportunities	Benchmark 7
4	6	Action points and following up on research undertaken so far	Checking in and follow up on Uni research, open days, looking at alternatives to university	Explore Possibilities Grow Throughout Life	Benchmark 2
5		UCAS workshops on how to complete the UCAS application and writing a personal statement	Careers Team work with Tutors to register and complete the online UCAS application form and start to draft personal statements	Explore Possibilities Grow Throughout Life	Benchmark 2
5	5	8 July Careers Day	A day of workshops and talks for students to experience a diverse range of careers and career stories	Create Opportunities Grow Throughout Life	Benchmark 5 Benchmark 7

Year 13

Term	Week	Activity	Description	CDI Framework Learning Outcome	Gatsby Benchmark
1	2	Thrive Training			
1	3	Thrive Training			
1	4	Thrive Training			
1	5	Personal Statement Writing and Feedback Finalising UCAS, Conservatoire & Direct Applications	Students work with Careers Team and Tutors to finalise decisions and application forms	Grow Throughout Life Explore Possibilities	Benchmark 2
1	6	Personal Statement Writing and Feedback Finalising UCAS, Conservatoire & Direct Applications	Students work with Careers Team and Tutors to finalise decisions and application forms	Grow Throughout Life Explore Possibilities	Benchmark 2
1	7	Personal Statement Writing and Feedback Finalising UCAS, Conservatoire & Direct Applications	Students work with Careers Team and Tutors to finalise decisions and application forms	Grow Throughout Life Explore Possibilities	Benchmark 2

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Term	Week	Activity	Description	CDI Framework Learning Outcome	Gatsby Benchmark
1	2	Thrive Training			
1	3	Thrive Training			
1	4	Thrive Training			
1	5	Personal Statement Writing and Feedback Finalising UCAS, Conservatoire & Direct Applications	Students work with Careers Team and Tutors to finalise decisions and application forms	Grow Throughout Life Explore Possibilities	Benchmark 2
2	1	UCAS - finalising applications and statements	Students work with Tutors to finalise applications	Grow Throughout Life Explore Possibilities	Benchmark 2
2	5	Student Finance & Funding for Vocational Schools	Talks covering all aspects of student finance and funding delivered by Careers Team	Balance Life and Work See the Bigger Picture	Benchmark 2
2	6	Apprenticeships	Students Explore Apprenticeships & understand Selection and application processes	Explore Possibilities	Benchmark 2
3	6	Next Steps, Replying to offers, Gap Year options	Students understand the process for replying to offers. Assess Gap Year Options	Grow Throughout Life Balance Life and Work Manage Career	Benchmark 2

Appendix 2 Entitlement Statement for KS4

All Students will

- Have careers lessons which are incorporated into the Personal and Professional Development Programme to enhance students' knowledge and understanding of Careers and the World of Work. (Gatsby Benchmark 1)
- Have access to careers education, information, advice, or guidance in school through the Careers Department (Gatsby Benchmark 2)
- Gain a better understanding of themselves (personal characteristics, abilities, interests, potential, weaknesses and limitations) and build upon self-awareness and how it relates to the world of work. (Gatsby Benchmark 3)
- Have access to The BRIT School Careers resources and external speakers on a range of topics including apprenticeships, sector specific roles, and diverse careers. (Gatsby Benchmark 5)
- Take part in Steps to Success Interview Preparation Day; have a one to one mock interview with an industry professional and receive constructive feedback. (Gatsby Benchmark 5)
- Be introduced to the Work Shadowing Programme and supported in finding suitable placements (Gatsby Benchmark 6)
- Take part in a visit to Step Up Expo aimed at broadening students exposure to different industry/education professionals (Gatsby Benchmark 7)
- All Year 11 students will have a 1-1 Careers Meeting with an independent Career Adviser and access one-to-one individualised careers support (Gatsby Benchmark 8).

Entitlement Statement for Post 16

YEAR 12

All Students will:

- Receive a weekly Careers bulletin to enable students to keep up to date with opportunities, events, and deadlines (Gatsby Benchmark 2)
- Receive an introduction to UCAS and be shown how to create a UCAS account. (Gatsby Benchmark 3)
- Take part in Careers Day, which will allow students to explore career options in greater depth. (Gatsby Benchmark 5)
- Receive specialist support to write their UCAS personal statement and applications to vocational and specialist institutions.
- Have access to one-to-one career interviews through meetings with the independent, impartial career adviser to support students throughout the Year. Students will explore their individual ideas whether it be degree courses, vocational training, gap year opportunities, apprenticeships, or employment, taking into account financial elements for all options; (Gatsby Benchmark 8)

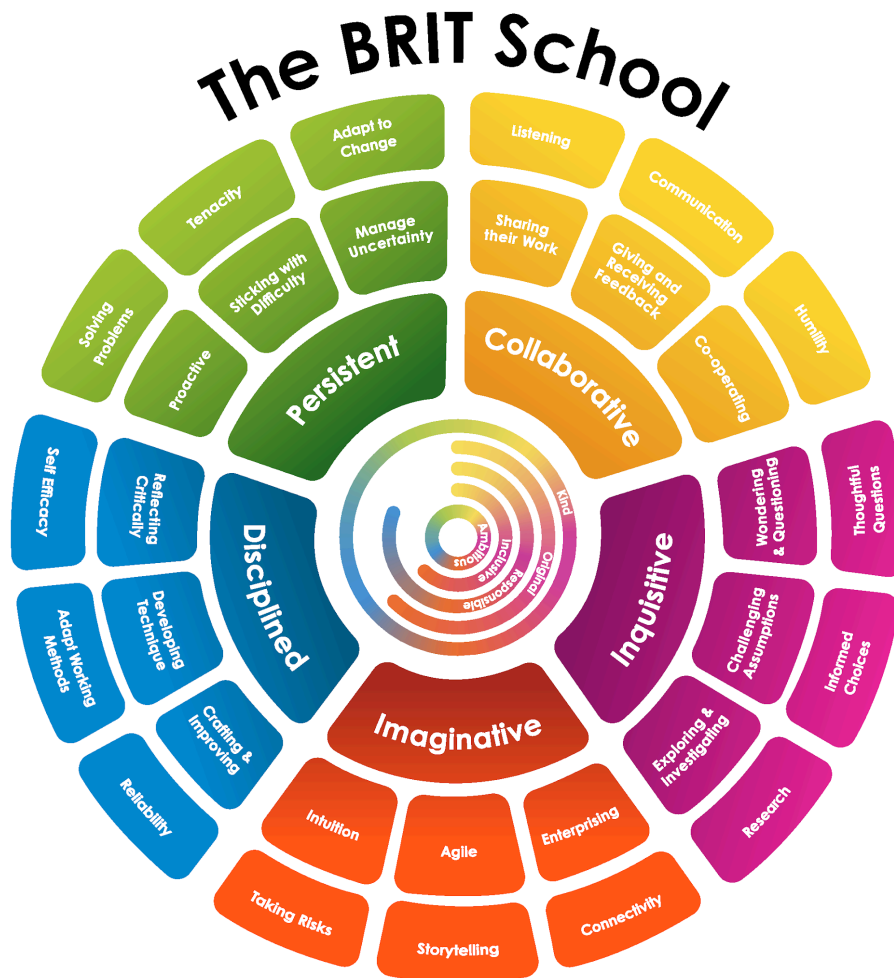
- Take part in Futures Day, which will introduce them to Post 18 options (Gatsby Benchmark 5 & 7)
- Have the opportunity to take part in work shadowing/work experience (Gatsby Benchmark 6)

YEAR 13

Careers sessions are in place for all Year 13 students throughout the year. Students will:

- Receive a weekly Careers bulletin to enable students to keep up to date with opportunities, events, and deadlines. (Gatsby Benchmark 2)
- Continue to receive one-to-one interviews through Careers Interviews with the independent, impartial career adviser to support students throughout the Year. (Gatsby Benchmark 8)
- Receive continued support and guidance to help students through the UCAS application process, as well as UCAS Conservatoires, direct applications to Vocational Schools and overseas universities. (Gatsby Benchmark 3)
- Participate in focussed 'Writing your personal statement' workshops.
- Where appropriate, Receive specialist support to write applications for apprenticeships/internships and employment. (Gatsby Benchmark 3)
- Where appropriate, share their 'application' experiences with younger students to share knowledge and lessons identified.

Appendix 3 BRIT School Characteristics Wheel



- End -