

## LYCÉE FRANÇAIS CHARLES DE GAULLE DE LONDRES

### Careers Education Information Advice and Guidance Policy

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*This policy is publicly available on the School website and is available in hard copy on request.*

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This is the Careers Education Information Advice and Guidance Policy of the Lycée Français Charles de Gaulle de Londres ('the School').

This policy applies in relation to all pupils of the School who follow the French national curriculum from *sixième* (equivalent Y7) to *terminale* (equivalent Y13), and all pupils in the British Section (Y10 to Y13).

The School is committed to providing these pupils with a careers programme which has been developed in line with the eight Gatsby benchmarks for ensuring best practice and to meet the requirements of the Department for Education's guidance. As an independent school we follow this guidance as a statement of good practice.

## 1. The Gatsby Benchmarks

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

The Gatsby benchmarks will be regularly monitored, reviewed and evaluated using Unifrog, an online platform which provides access to information on apprenticeships, post-16 providers, universities, the labour market, career pathways and Universities and Colleges Admissions Service (UCAS) applications.

## 2. Aim

We aim to support pupils to make realistic and informed decisions about their future, by raising aspirations and providing impartial and independent information and guidance, with specific information, advice and guidance support mainly for the UK and France, but also a number of other countries (including the United States and Canada).

The CIO (*Centre d'Information et d'Orientation*), or careers department, aims to welcome, support and advise pupils on their school curriculum and on the development of their academic and professional goals.

The CIO is also responsible for coordinating and administering the Higher Education applications to France and the UK including the timely provision of teacher references, the provision of transcripts of marks, predicted grades and statistics.

The CIO handles administrative support for applications to the USA and IE Madrid.

For the rest of Europe and Canada, the department shares contacts for admissions information and applications.

### 3. Objectives

To ensure that pupils:

- develop the skills and attitudes necessary for success in adult and working life;
- are aware of the range of opportunities which are realistically available to them in continued education and training at 16+ and 18+;
- are equipped with the necessary decision-making skills to manage those transitions;
- develop an awareness of the wide variety of education, training and careers opportunities locally, nationally, in France and internationally;
- use effectively the paper-based, virtual and staff resources available so they can make informed and appropriate choices throughout their school journey;
- benefit from links fostered between the School and further education establishments;
- experience the world of work and develop transferable skills;
- wherever possible leave the School to enter employment, further education or training;
- experience a culture of high aspirations, equality of opportunity, in which diversity is celebrated and stereotypes are challenged;
- receive extra assistance and guidance to reach their potential, where this is necessary.

### 4. The Team

Ms. Weinberg, career advisor (specialised in UK studies), CIO coordinator  
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Ms. Guilloteau, career advisor (specialised in studies in France)  
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Ms. Petrou, CIO assistant  
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### 5. Provision

Careers provision is mapped against the Gatsby benchmarks. The current careers programme is delivered through a combination of methods from *sixième* (French curriculum, equivalent Year 7) through to *seconde*/Year 11, and in *première* and *terminale* (French curriculum) / Sixth Form (British Section). Careers education is delivered to students with the involvement of the school leadership team, teachers and the careers department through subject areas, social media, newsletters, Google Classroom, events as well as whole school activities.

Across the secondary school, career awareness is promoted across the curriculum.

Careers information is available in the CIO, which operates as a drop-in service for all pupils, in the library (periodicals, websites, university brochures etc.) and in digital format via the Unifrog platform. Careers information is also shared using Google classroom.

The CIO space makes many resources available to its pupils including:

- a computer room dedicated to orientation, research to access sites such as ONISEP, CIDJ, UCAS, Career Guidance Charts, Unifrog etc.,);
- a library in French and in English on the choice of studies, higher education institutions, trades, how to choose (the ONISEP and *L'Etudiant* guides can be accessed at the CIO as well as online on [www.onisep-services.fr](http://www.onisep-services.fr) - access codes can be provided by the CDI or can be found on Pronote);
- Inforizon and Unifrog questionnaires of interest and personality for all pupils and Morrisby Assessment for British Section pupils in year 11.

From *sixième*, the School aims to raise pupils' aspirations in regard to careers supported through the curriculum, exploring stereotypes in the workplace, researching the history of the workplace, developing personal, social and employability skills.

Parent/carer and pupil information evenings on choosing optional subjects are also provided.

From *troisième* (French curriculum)/year 10 (British Section) pupils continue research into careers and pathways into the lycée/sixth form and higher education. They develop skills in CV, letter writing, presentations and interviews. Individual interviews are held with tutors.

A careers forum is organised for *troisième* pupils to engage with local employers and be exposed to a variety of careers.

*Seconde* pupils (French curriculum) complete a compulsory two-week work experience placement. Year 12 British Section pupils also have a two-week work experience placement.

Pupils are encouraged to take part in voluntary community and charity work, including with Justice au Coeur, the School's charity.

A higher education forum is organised at the School at the end of the first term each year; it is accessible to all *seconde* to terminale/Y11 to Y13 pupils, and attended by a large and varied number of schools and universities from multiple countries, presenting and discussing higher education options.

Independent careers guidance is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option, and is based on accurate and up-to-date information. This includes information on the range of education and training options, including apprenticeships and technical education routes.

Digital career plans are uploaded to the Unifrog platform so they can be accessed by the pupil and staff.

External partners are invited regularly to educate pupils on apprenticeship opportunities.

## 6. Monitoring, Recording and Evaluation

Opportunities for pupils to self-evaluate and reflect on their learning at key points are built into the careers programme, such as work experience and 1:1 meetings. Pupils can develop a profile on Unifrog through which their activities and skills' development can be recorded and monitored by staff including *professeurs principaux* /tutors and the CIO.

Leavers' destination information is also analysed by the CIO and published on the School's website.

## 7. Careers and SEND provision

Every pupil with special educational needs and disabilities (SEND) follows the same programme of careers as their peers, with adaptation and support where appropriate.

Parents and carers can discuss option suitability with the CIO where individual needs are likely to have an impact on choices made during the orientation process and during transition (from collège/Y10 to lycée/Y11, and from lycée/Y13 to further education).

## 8. Partnerships

The CIO works closely with local partners and the alumni and parent community. A number of events, integrated into the school careers programme, offer these partners an opportunity to come into school to speak to pupils and/or their parents/carers. This involvement enhances the provision of work experience placements, careers talks, careers fairs, workplace visits and mock interviews.

In addition, the CIO work closely with universities and provide opportunities to visit and participate in activities they provide. The CIO always strive to expand and improve their contacts. The Proviseur(e) and the *proviseurs adjoints* are updated on the careers programme and implicated with the delivery of the careers information.

## 9. Staff Development

Staff training is identified by a needs analysis and planned for in the *plan de formation continue*.

The school also works closely with the *Bureau du parcours des élèves et de l'orientation* of the *Agence pour l'Enseignement Français à l'étranger* (AEFE) which provides support, digital content, and training for the CIO team.

## Appendix 1 External providers access

### Introduction

This Appendix sets out the School's arrangements for managing the access of external providers to pupils at the School for the purpose of giving them information about the provider's education or training offer.

### Pupil entitlement

All pupils in *sixième-terminale* (equivalent Y7-Y13, French curriculum) and all pupils in Years 10-13 (British Section) 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.

### Provider access requests procedure

A provider not already having access and wishing to request access should contact a member of the CIO team – see 'The Team' section in the main policy.

### 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 and carers.

Please speak to our CIO team to identify the most suitable opportunity for you should you wish to visit the School and support our programme.

### Granting and refusing access to providers

Access will be provided based on meeting the following criteria:

- adequate room(s) and equipment are available, based on existing timetable and letting commitments;
- staff are available to attend, taking account of participant numbers and teaching timetables and to ensure DBS regulations are met;
- pupils are available to attend, depending on the dates requested and curriculum considerations;
- providers offer impartial, unbiased and high quality content, meeting equal opportunity requirements;
- providers are GDPR compliant;

- education providers and employers are welcome to leave relevant literature with the CIO team.

The CIO will make resources available to all pupils at break, lunchtime and after class.

### **Safeguarding**

The School is committed to keeping children safe and in accordance with the School's safeguarding and child protection policy, the School checks the identity and suitability of visitors. Education and training providers will be expected to adhere to this policy, which can be found on our School's website.

### **Premises and facilities for visitors**

The School will make the main halls, classrooms or private meeting rooms available for discussions between the provider and pupils, as appropriate to the activity. The School will also make available audio and visual equipment and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the CIO team.

## Appendix 2 - Careers offer overview

The following pages show the overview of careers opportunities for pupils from *sixième* / Year 7 onwards.

	Autumn Term	Spring Term	Summer Term
<i>Sixième &amp; Cinquième</i> (Year 7&8 equivalent)	<p>Drop-in sessions by referral from a tutor</p> <p>Social media feeds – information sending through school's comms team</p> <p>Unifrog – sign up and introduction</p> <p>Informing parents/carers about how the careers department works</p>	<p>Drop-in sessions by referral from a tutor</p> <p>Social media feeds – information sending through school's comms team</p> <p>National Careers Week</p> <p>In class presentations following Unifrog's Career Education Plan</p> <p>Covering</p> <ul style="list-style-type: none"> <li>- Drawing connections between interests and career options</li> <li>- Guidance on identifying what goes into a Resume</li> <li>- Challenges &amp; rewards of work</li> </ul> <p>Student identify activities that form part of their career journey and look towards career ideas for the future.</p>	<p>Drop-in sessions by referral from a tutor</p> <p>Social media feeds – information sending through school's comms team</p> <p>In class presentations following Unifrog's Career Education Plan</p> <p>Covering:</p> <ul style="list-style-type: none"> <li>- Exposure to Green careers</li> <li>- Addressing individual Needs</li> <li>- Learning from Labour Market</li> </ul>

	Autumn Term	Spring Term	Summer Term
<i>Quatrième</i> (Year 9 equivalent)	<p>Drop-in sessions by referral from a tutor</p> <p>Social media feeds – information sending through school's comms team</p> <p>Unifrog</p>	<p>Drop-in sessions by referral from a tutor</p> <p>Social media feeds – information sending through school's comms team</p> <p>National Career Week In class presentations following Unifrog's Career Education Plan</p> <p>Covering</p> <ul style="list-style-type: none"> <li>- Newer careers and developing skills</li> <li>- Exploring learning pathways</li> <li>- Overcoming barriers during your career journey</li> </ul> <p>All Pupils are given a tour of the British Section and presentation on alternatives to the Lycee offered curriculums</p> <p>Parents evening – Options in the British Section of the school (GCSE)</p>	<p>Drop-in sessions by referral from a tutor</p> <p>Social media feeds – information sending through school's comms team</p> <p>In class presentations following Unifrog's Career Education Plan</p> <p>Covering</p> <ul style="list-style-type: none"> <li>- Budgeting – exposure to Labour market information</li> </ul> <p>STEM Careers</p> <p>External STEM Employers highlighting/promoting careers in Engineering and Science</p>

	Autumn Term	Spring Term	Summer Term
Year 10 <i>Troisième</i>	<p>Drop-in sessions by appointment</p> <p>Social media feeds – information sending through school's comms team</p> <p>Unifrog</p> <p>Apprenticeships promotion</p>	<p>Drop-in sessions by appointment</p> <p>Social media feeds – information sending through school's comms team</p> <p>Unifrog</p> <p>National Careers Week</p> <p>Parents evening on Year 11 options in the French Section and The class of Seconde</p> <p>Options presentations – French baccalaureate</p>	<p>Drop-in sessions by appointment</p> <p>Social media feeds – information sending through school's comms team</p> <p>Careers Fair – Discovering careers - parents association – range of employers and careers</p> <p>Unifrog – Writing your CV in class session</p>

Year 11 Seconde	Drop-in sessions	Drop-in sessions	Drop-in sessions
	Social media feeds – information sending through school's comms team	Social media feeds – information sending through school's comms team	Social media feeds – information sending through school's comms team
	Careers calendar for parents/carers and pupils	Careers calendar for parents/carers and pupils	Careers calendar for parents/carers and pupils
	Unifrog	Unifrog	Unifrog
	Agora	French on-line support "Horizon21"	Parents/carers evening on steps leading to HE in France and the UK
	Interest and personality profile session "Unifrog" and debrief by <i>Professeurs Principaux/Tutors</i> and Career Advisers for all French Section pupils	National Careers Week Employability skills, Curriculum Vitae, Cover Letter, interview - Preparation delivered by the <i>Professeurs Principaux/Tutors</i> and the CIO supports	Work experience – French Section
	Girls in STEM Elles Bougent pour L'orientation External Employers presenting fields in STEM where women are underrepresented	Presentation on Year 12 "Spécialités" pupils must choose in conjunction with teachers, direction and CIO Parents evening "Spécialités" (choice of 3 "spécialités")	
	Career and HE Fair (France, UK, US and Canada Institutions and parents/carers and other professionals) on site	Student speed <i>spécialité</i> Parents evening Bac plurilingue or Bac Français International (Bi or Tri language) Presentation to British section pupils on A Level choices and introduction to HE	
		British Section pupils undertake the Morrisby interest-based questionnaire matching interests and abilities with HE courses and	

Autumn Term	Spring Term	Summer Term
	<p>institutions - feedback delivered by tutors</p> <p>Presentation to parents and pupils on HE options in the US (in conjunction with an external US counsellor)</p>	

	Autumn Term	Spring Term	Summer Term
Year 12 <i>Première</i>	<p>Drop-in sessions</p> <p>Social media feeds – information sending</p> <p>Careers calendar for parents/carers and pupils</p> <p>Unifrog</p> <p>Individual questionnaire filled out with Tutors on orientation and careers projects</p> <p>Short presentation of the CIO mission and key dates in each class – first week of school year</p> <p>How to choose your future subject of study</p> <p>HE routes in France (Presentations are followed by optional support workshops or 1:1 meetings)</p> <p>Preparation for HE and Career Fair &amp; conferences with tutors</p> <p>Career and HE Fair (France, UK, EU, US and Canada Institutions plus parents/carers and other professionals) on site</p>	<p>Drop-in sessions</p> <p>Social media feeds – information sending</p> <p>Careers calendar for parents/carers and pupils</p> <p>Unifrog</p> <p>National Careers Week</p> <p>How to choose a UK university course</p> <p>How to write a personal statement</p> <p>(Presentations are followed by optional support workshops or 1:1 meetings)</p> <p>Optional meeting - Applying to Oxford and Cambridge</p> <p>Parents evenings x 2 on applying to UK for HE</p> <p>Presentation to parents/carers and pupils on HE application process in the US (in conjunction with an external US counsellor)</p> <p>Work experience – British Section</p>	<p>Drop-in sessions</p> <p>Social media feeds – information sending</p> <p>Careers calendar for parents/carers and pupils</p> <p>Unifrog</p> <p>How to apply via UCAS (Presentations are followed by optional support workshops or 1:1 meetings)</p> <p>Optional meeting - applying for Art (including Foundation years) in France and UK</p> <p>Parents evening on how to make a UCAS application</p>

	Autumn Term	Spring Term	Summer Term
Year 13 <i>Terminale</i>	<p>Drop-in sessions</p> <p>Social media feeds – information sending</p> <p>Careers calendar for parents/carers and pupils</p> <p>Unifrog</p> <p>Optional meetings or workshops: UK personal statement workshops UK university interview technique sessions</p> <p>Presentation to pupils and parents/carers new to the school in Year 13 on HE in the UK</p> <p>HE Fayre (France, UK, US and Canada Institutions) on site (organised with the Parents' association)</p>	<p>Drop-in sessions</p> <p>Social media feeds – information sending</p> <p>Careers calendar for parents/carers and pupils</p> <p>Unifrog</p> <p>National Careers Week</p> <p>Plenary group meetings to French Section pupils: HE routes in France How to apply via Parcoursup (French UCAS equivalent) Parcoursup supporting documents for Year 13 teachers</p> <p>Optional meetings or workshops: Individual 1:1 sessions on How to write a “<i>lettre de motivation</i>” to specialist elite French HE schools Mock interviews for French HE schools</p>	<p>Drop-in sessions</p> <p>Social media feeds – information sending</p> <p>Careers calendar for parents/carers and pupils</p> <p>Unifrog</p> <p>Information shared on UCAS Extra, Adjustment, Clearing</p> <p>1:1 Support on exam results day (June for French Baccalaureate pupils)</p> <p>Preparing for University Presentation</p>

In addition, the following opportunities are publicised for *Terminale*/Year 13 pupils:

- Salon de l'Éducation (Paris)
- Salon post bac (Paris)
- Oxford and Cambridge Online Webinar Series
- UCAS Discovery London
- Skills London Fair
- US College Day (Fulbright)
- EduCanada UK Fair