



**The Quality in Careers Standard National Quality Award for Careers Education,  
Information, Advice and Guidance Provision Assessor Report.**

**Learning Provider:** Notre Dame Catholic College  
**Named Contact:** Gayle Hall  
**Assessor:** Diane Sproson, Assessor, Career Connect.

**Commentary:**

**Through the submission of a comprehensive portfolio of evidence, the detailed final assessment visit to the school and the latest Compass Self-Assessment report Notre Dame Catholic college have demonstrated that they are fully meeting all the accreditation criteria incorporating the Gatsby Benchmarks for the quality in Careers Standard.**

**GB1 and QC Requirements: A Stable (structured) Careers Programme**

The assessment visit included a meeting with the Head Teacher who confirmed the school's commitment to providing comprehensive CEIAG for the students at the school. There is a lead Governor with responsibility for Careers – Kath Wyke who is also an Enterprise Coordinator based with the Careers Hub, there is full buy-in to Careers from the whole Board of Governors who receive regular reports on Careers provision and destinations of pupils who have left the school (evidence provided in the portfolio). The SLT lead for Careers is the Deputy Head who meets regularly with the school's Careers Adviser and Careers Lead. The Careers Adviser is a Level 6 qualified Careers Adviser and she has completed the Accredited Careers Leader training with Career Connect. A structure chart is available in the portfolio showing clear lines of accountability through to the School SLT.

There are adequate resources provided by the school for CEIAG, including the employment of a Careers Adviser/Careers lead, the school also funded the adviser to complete a level 6 qualification via Career Connect. The school also fund Unifrog and Morrisby Skills Builder Careers programmes to support the pupils and students. The school also fund an external organisation Elevate to provide work experience placements for the pupils. There is also some administrative support provided to assist in compiling destinations statistics and work experience administration.

There is evidence of CDP for all staff involved in the delivery of CEIAG in school and this was also confirmed with staff as part of the assessment visit. All staff receive LMI sessions as part of their CPD to assist in the delivery of CEIAG through the curriculum. A comprehensive Careers programme is delivered through PSHE lessons in years 7 to 11 and through the 6<sup>th</sup> forms enrichment programme. There is evidence in the portfolio of careers lessons with clear learning objectives and outcomes, schemes of work are available in the evidence portfolio, these schemes of work are updated every year. The CEIAG programme is mapped against the Gatsby benchmarks and the CDI framework. The pupils are provided with a STEPS booklet to record their progress through the CEIAG programme. These booklets are regularly reviewed to ensure completion by the pupils and that learning is taking place. There is evidence of evaluation by students parents and staff providing feedback on the CEIAG provision. In addition, the 2 employers interviewed as part of the assessment visit confirmed their feedback was obtained after events they had taken part in with the school. Students provide feedback via the future skills questionnaire – this helps to evaluate the impact of the CEIAG programme on Careers Knowledge and skills development. Each year the school looks at the areas that score the lowest and these become the areas for development for the programme for the following year e.g. the most recent area for development was to include a session on T Levels. The school gets the pupils to complete a questionnaire in September and another at the end of the year to demonstrate distance travelled.

There is an up-to-date written Careers Policy, including a provider access policy and the Careers Programme information, all are accessible on the school's website.

**Strengths:**

**The commitment from the Senior Leadership in school is evident, the is clear commitment from the Board of Governors and the CEIAG provision is well resourced.**

**Parents and Carers:** Information is available for parents via the school website and newsletters – examples are in the evidence portfolio, in addition the parent interviewed as part of the assessment visit confirmed that the school provide information via the Parent App. The parent felt both of her children have received excellent support from the school and were well supported during the Covid pandemic. The parent has recently become a parent governor for the school and she feels able to ask questions about the Careers provision – she sits on the Life of the School committee and has received reports on destinations, Gayle the Careers Adviser regularly attend the committee and has presented on topics like the new Statutory Guidance. Parental feedback on the CEIAG programme is obtained via a Parental Survey using Google forum.

**From the evidence provided in the Quality in Careers Standard portfolio and the latest Compass SEF (1<sup>st</sup> December 2022) the assessor is confident that Notre Dame Catholic College has fully achieved Gatsby benchmark 1.**

**SUGGESTED ACTION:** no areas for development

**GB2: Learning from Careers and the Labour Market**

The CEIAG programme provides clear evidence that the following areas are covered:

- *Personal Effectiveness*
- *Career Readiness*
- *Career exploration and development*
- *Employability and enterprise skills*
- *Career management*

The school has a comprehensive CEIAG programme in place from year 7 covering all the areas detailed above. The school has Unifrog system in place to support the effective delivery of CEIAG including LMI. The school are a member of the Liverpool city Region Careers Hub and the Careers Lead attends regular inputs around the local labour market and the growth areas in the city region. The Careers Hub also provides resources to support the delivery of LMI linked Careers activities in school e.g. information on apprenticeships and higher apprenticeships. The school were linked to an Enterprise Adviser via the Careers Hub but they had to step down and are currently awaiting a replacement. All staff receive annual CPD on LMI and the careers programme is supported by a range of speakers both virtual and in person. There is an annual Careers Fair attended by the whole school bringing into the school representatives from local employers, colleges and universities. The school also provides LMI via Clips leaflets, access to 'I could.com' providing job Profiles. The pupil panel confirmed that they had access to a range of LMI activities and had an understanding of the opportunities available to them when they leave school.

**Strengths:**

The investment in Unifrog, the commitment to involvement with the LCR Careers Hub and the use of CLIPS and other LMI resources. The school also use Alumni to come into school to talk to pupils about their experiences and how they

**From the evidence provided in the Quality in Careers Standard portfolio and the latest Compass SEF (1<sup>st</sup> December 2022) the assessor is confident that Notre Dame Catholic College has fully achieved this benchmark.**

**SUGGESTED ACTION:** No areas for development – the school should ensure that they are linked with a new Enterprise Adviser when one becomes available to further enhance the employer links.

**GB3: Addressing the needs of each student:**

The school provided a range of evidence to illustrate how they ensure the needs of al pupils are met. The Careers

Adviser prioritises access to Careers Guidance interviews to ensure that young people with additional needs or are at risk of becoming NEET have early access to one-to-one guidance support. As part of the assessment visit I spoke to the SENCO who detailed the additional support provided for pupils with an EHCP or defined as SEN support. The Careers Adviser attends the SEND review meetings and provides information advice and guidance to both pupils and parents to support effective transition of SEND pupils, including arranging visits to colleges. SEND pupils are given early access to the Careers Fair to support them to access opportunity providers in a more support environment. The Careers Adviser will also undertake home visits to pupils who are not attending to ensure they have the information they need in order to make a successful transition – this includes providing information for parents. The school have 2 flourish classrooms available for young people with additional needs and they are taught by SEND specialist staff, who teach the curriculum but differentiated to meet the pupils needs, this includes the CEIAG programme. The school SENCO and the Careers Adviser are in contact with the local authority SEND Team, particularly around applications to specialist provision. The school SENCO and Careers Adviser work closely with parents around the transition post 156 and ensure conversations around the pupil's future start earlier. The parent interviewed as part of the assessment has a son with additional needs and the feedback, she provided was very positive as to the support her son receives.

The school identify young people who are risk of becoming NEET and again these pupils are prioritised for support from the Careers Adviser. The Careers Adviser attends regular pastoral meetings in order to share resources and train the staff who work with the pupils with additional needs and vulnerable pupils. The careers Adviser also provides additional support to an looked after children, including liaison with carers, attendance at review meeting and supporting with home visits.

The school also works hard to raise the aspirations of all pupils and provides additional support to students applying to university, particularly where there is no family history of applying to HE. The school also take part in the pan-Merseyside mentor programme to support potential Oxbridge students, this includes speakers form Oxford university and visits to Oxford university with the opportunity to speak to current students. The school has the 1804 Society that supports mock interviews and support for applications and a scholar's scheme. The school also use Alumni to come back to school to support students to achieve their potential.

The school has an equality and diversity policy in place, and there are data sharing agreements in place to ensure relevant information on pupils with additional needs is shared with partners and providers e.g. colleges. All pupils have access to the Careers Adviser for a one to ne interview in year 11 and in the 6<sup>th</sup> form and are provided with a written record of the discussion/action plan.

**Strengths:** The Careers Adviser is embedded in all the support processes across the school, attends the EHCP review meetings and has regular meetings with pastoral support staff to ensure that she can prioritise those pupils who need additional support or early access to a guidance interview.

**From the evidence provided in the Quality in Careers Standard portfolio and the latest Compass SEF (1<sup>st</sup> December 2022) the assessor is confident that Notre Dame Catholic College has fully achieved Gatsby benchmark 3.**

**SUGGESTED ACTION:**

**GB 4: Linking curriculum learning to careers:**

Certain curriculum areas have careers and employer encounters built into them these include Design and Technology, Catering, Health and Social Care and STEM subjects. Activities provided to pupils and students included Females into Technology that involved Marks and Spencer, Tesco and a local film production company. Health and Social Care have a Step into Nursing Programme that includes employer visits and contact with positive role models. The STEM subjects involve STEM ambassadors and the use of Alumni. The school also use employer encounters to challenge stereotyping, particularly relating STEM subjects. All curriculum staff receive CDP on the delivery of Careers via subjects and they have an input on LMI to ensure they are aware of the local opportunity structure and areas of growth.

**Strengths:** The curriculum areas that have careers built into them use a range of visiting speakers and employer visits to support their subject teaching.

**From the evidence provided in the Quality in Careers Standard portfolio, assessment meetings and the latest COMPASS SEF (1<sup>st</sup> December 2022) the assessor is confident that Notre Dame Catholic College has fully achieved Gatsby benchmark 4.**

**SUGGESTED ACTION:** this is the main area of development for the school, other curriculum subjects should look for opportunities to increase careers related learning as part of their subject teaching. The school should use its membership of the Careers Hub and its Enterprise Coordinator to share good practice in this area.

**GB 5: Encounters with Employers and Employees:**

There is a wide range of evidence that the school are meeting this benchmark with a range of employer and employee encounters included as part of the CEIAG programme from year 7. The programme includes an annual Careers Fair for all pupils and students that includes a range of local employer representatives. The school have re-introduced work experience into year 11 and year 12 and during the pandemic virtual work experience and virtual speakers were provided for pupils and students to access. The school also involves previous students via the Alumni network who provide input to CEIAG sessions on their journey from school into work. Year 10 pupils attend the Skills show and have a focus on skills for the future. The school use a range of speakers to help raise pupil and student aspirations e.g. Liverpool Football club and the NHS. As part of the assessment visit 2 employers were interviewed both confirmed attendance at the schools Careers Fair, mock interview sessions and careers speed networking. Both employers confirmed that they have a really effective partnership with Notre Dame school, the events they attend are always well organised and they are made welcome by the school. In all cases of events in school and events attending by the pupils, the pupils are well prepared, the staff are engaged, and they can tell that the sessions and events are part of a programme not just one-off events. The pupils and students also confirmed their attendance at a range of employer events including the Careers Fair, mock interviews and external employer events e.g. the hospital taster day.

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The school are an active member of the LCR Careers Hub and the Enterprise adviser programme, they have had a very active Enterprise Adviser who helped the school make contact with a range of local employers – she is stepping away, but the school are keen to be linked with a new Enterprise Adviser as soon as possible.

**Strengths:** Feedback from the employers interviewed was that the school prepare the pupils and students really well to take part in employer encounter activities and the school are committed to ensuring that a range of encounters are experienced by their pupils and students. There was positive feedback from pupils and students and parents on the employer encounter activities especially the Careers Fair and the mock interview sessions.

**From the evidence provided in the Quality in Careers Standard portfolio, assessment meetings and the latest COMPASS SEF (1<sup>st</sup> December 2022) the assessor is confident that Notre Dame Catholic College has fully achieved Gatsby benchmark 5.**

**SUGGESTED ACTION:** no areas for development, the school should continue its excellent preparation of pupils and students to take part in activities to ensure they get the maximum benefit from the opportunities to encounter employers.

**GB 6: Experiences of the Workplace:**

The school provide work experience to pupils via a commissioned external provider Elevate, all students will take part in work experience in year 11 during December and shadowing opportunities are provided to the Sunflower Group of pupils with additional needs. The 6<sup>th</sup> form students are also encouraged to set up their own work experience placements during their non-contact time on a Tuesday afternoon and work experience is again offered to 6<sup>th</sup> form students in year 12. The school also take part in opportunities to visit local employer where possible – during the assessment visit I spoke to a representative from the Aintree Hospital Trust(Peter Melia) and Liverpool City football Club (Christine Mounsey) – the school take part in the hospital taster event and Christine confirmed that the pupils from the school were well prepared - she could tell that the event wasn't just a one off event but that it formed part of a programme the school delivered to pupils. During the pandemic the school arranged virtual work experience for pupils and students to continue the support for them to experience the workplace as part of the CEIAG programme.

**Strengths:** The re-introduction of work experience for year 11 pupils post pandemic to ensure that all pupils receive a hands-on experience of the workplace in KS4.

**From the evidence provided in the Quality in Careers Standard portfolio, assessment meetings and the latest COMPASS SEF (1<sup>st</sup> December 2022) the assessor is confident that Notre Dame Catholic College has fully achieved Gatsby benchmark 6.**

**SUGGESTED ACTION:** no areas for development – the school should continue to re-introduce additional face to face opportunities for pupils and students to experience the workplace as the pandemic restrictions are removed.

**GB 7: Encounters with Further and Higher Education:**

There is a wide range of evidence that the school are meeting this benchmark with a range of local colleges and university visits and speakers that are part of the CEIAG programme. The school have an annual Careers Fair attended by all pupils that includes representatives from local colleges and universities. Unifrog system provides a seamless interface with UCAS for students applying to university during the 6<sup>th</sup> form. The SENCO confirmed that pupils with an EHCP are supported to visit local colleges to support their progression from school to specialist provision where appropriate. During the pandemic the school ensured that students had the opportunity to take part in virtual visits to college and university campus. The school has well established links to Liverpool and Edgehill universities locally and they provide access to speakers (both virtual and in person), in the 6<sup>th</sup> form speakers from colleges and universities as part of the enrichment programme. The school delivers post 18 pathways assemblies for 6<sup>th</sup> form students to ensure they understand the routes available to them when they leave the 6<sup>th</sup> form. The student panel confirmed that they had taken part in an into university programme that provides comprehensive support for them to make applications to universities. The school also take part in the pan-Merseyside mentor programme to support potential Oxbridge students, this includes speakers form Oxford university and visits to Oxford university with the opportunity to speak to current students. The school has the 1804 Society that supports mock interviews and support for applications and a scholar's scheme. Students also confirmed involvement in Aspire and Social Mobility programmes that provide student finance and budgeting sessions.

The school also provides pupils and students with information about apprenticeships and higher and Degree apprenticeships as part of the CEIAG programme.

**Strengths:** The support provided to the students in 6<sup>th</sup> forms to access encounters with the HE sector, through visits, and speakers form local universities and the university of Oxford, the work the school undertakes to raise the aspirations of all pupils and students to consider FE and HE. Feedback from the parent interviewed as part of the assessment was that raising aspirations to consider HE began at the school from year 7.

**From the evidence provided in the Quality in Careers Standard portfolio, assessment meetings and the latest COMPASS SEF (1<sup>st</sup> December 2022) the assessor is confident that Notre Dame Catholic College has fully achieved**

**Gatsby benchmark 7**

**SUGGESTED ACTION:** No areas for development. Continue to involve local colleges and universities in a range of activities to support the CEIAG programme

**GB 8: Personal Guidance:**

The school employs their own Careers Adviser who also acts as the Careers Leader (Gayle Hall), she works closely with the Deputy Head as SLT lead for CEIAG and they have regular meetings. Gayle is level 6 qualified and has achieved the accredited Careers Leader training with Career Connect. Gayle also works closely with the Kath Wyke the Associate Governor lead for CEIAG who is also the Schools Enterprise Coordinator based with the Careers Hub. All young people in year 11 and years 12/13 have a guidance interview with the Careers Adviser and records of these interviews are retained by the school. The Careers Adviser works closely with the SENCO and attends EHCP reviews, young people with SEND are prioritised for guidance interviews. The Careers Adviser takes an active role in the Careers hub and attends events and sharing of good practice across the hub. The Careers Adviser uses the 'Future Skills Questionnaire' to gain feedback from young people and parents and this informs the CEIAG provision.

**Strengths:** The Careers Adviser is committed to providing excellent CEIAG across the school, she is dedicated to her role and feedback from pupils and the parent on the Careers Adviser Gayle's contribution was really positive.

From the evidence provided in the Quality in Careers Standard portfolio, assessment meetings and the latest COMPASS SEF (1<sup>st</sup> December 2022) the assessor is confident that Notre Dame Catholic College has fully achieved Gatsby benchmark 8.

**SUGGESTED ACTION:** Work through the Careers Hub to introduce a process for independent observation of practice for the Careers Adviser as part of her ongoing CPD.

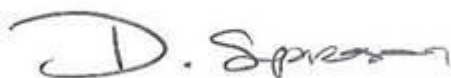
**Further Comments from Career Connect as a Licensed Awarding Body for the Quality in Careers Standard.**

The school clearly takes the delivery of comprehensive CEIAG very seriously, there is clear commitment from the SLT and governors and feedback from pupils, students and parents is extremely positive. Pupils and Students feel well supported and have access to an enriched programme from year 7 onwards that includes a range of employer and FE, and HE encounters. The school has a dedicated Careers Lead/Careers Adviser and her commitment to the provision of high quality CEIAG is evident throughout the school and is confirmed by staff colleagues, pupils and parents.

The school may now use the following words to describe their achievement of the award in all publicity materials.

**Notre Dame Catholic College is nationally accredited by the Quality In Careers Standard as fully meeting all the accreditation criteria incorporating the Gatsby Benchmarks**

Signed:



Career Connect Date: 1<sup>st</sup> December 2022