



## Careers Education, Information, Advice and Guidance Policy

### Rationale

Careers education, information, advice and guidance (CEIAG) makes a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned progressive programme supports young people in their self development, provides them with an understanding of the world of work, helps them to explore career options and supports them in making decisions about the range of opportunities open to them. As a Short Stay school we strive to encourage all students to work towards an effective post 16 transition and to leave us with career skills that will help in a constantly developing and changing world.

### Aims

- **Self development-** to enable students to develop an understanding of themselves (self awareness) and to develop the skills to be able to plan and make effective decisions about their careers and future (decision making)
- **Career exploration-** to offer students the opportunity to learn about a wide range of careers and work and to explore a variety of employment options. To enable them to understand the changes in education, training and employment and understand the importance of lifelong career development
- **Career management-** to enable students to make and implement career plans, through action planning, reviewing and recording achievement.

### Principles

Our CEIAG programme will:

- Empower our students to work towards planning and managing their own futures
- Respond to the individual needs of our students
- Actively promote equality of opportunity, challenge stereotypes and raise aspirations
- Provide comprehensive up to date careers and labour market information
- Provide independent information and advice from impartial and professional careers guidance
- Provide coherent links with work related learning and the wider curriculum
- Work effectively with a wide range of internal and external partners



### **Provision**

Our programme is managed by the lead for CEIAG (Rachael Denham) and delivered by internal staff and external partners. It is also delivered through cross curricular activities throughout the year.

Careers education is delivered through the PSHE Programme at KS3. At KS4 careers education will be delivered through one to one and group sessions with internal staff; open days at local colleges; mock interviews; additional workshops provided by work placement providers such as Mploy and Changing Education; long term motivational work placements.

### **Key Stage 3 students will have the opportunity to:**

- Consider their own qualities, skills, interests and academic potential
- Understand the options/choices open to them at the end of KS3
- Discuss their choices with their teachers and tutors
- Access where required, impartial independent professional careers guidance
- Investigate knowledge and skills people need at work
- Make decisions about their own learning and the curriculum
- Use action planning to support their career development and record their ongoing development
- Access up to date careers information

### **Key Stage 4 students will have the opportunity to:**

- Consider their own qualities, skills, interests and academic potential
- Participate in work related activity e.g. mock interviews; work experience
- Understand the importance of wider employability skills e.g. communication skills, application of number, information technology, problem solving and working with others
- Investigate the knowledge and skills people use at work through work related learning
- Use online careers resources to research information



- Understand the options open and available to them at the end of KS4, where to get information and how to apply – college, apprenticeships, employment
- Access impartial independent professional careers guidance, to suit their individual needs

### **Careers Resources**

- Careers Resource area: computers with internet and software access, careers literature, prospectuses. Member of staff designated to providing careers information support during morning and lunch time breaks. Materials are reviewed annually.

### **Partnerships**

The CEIAG programme is greatly enhanced through links with a number of partners who help us to make the students' learning 'real' and up to date. As well as the strong links with our external careers advisers, we constantly strive to expand and improve our links with employers, colleges and other local groups. This involvement includes the provision of work experience placements, talks in PSHE education and careers lessons, curriculum projects linked to particular subjects and mock interview sessions. Our partners also include FE/HE colleges and training providers with whom we hold regular meetings in order to review our CEIAG programme, keep up to date with changes on both sides and plan for

effective student transfer. Parents/carers are vital to students' understanding of career choices and the decisions they make. We provide all parents/guardians with up-to-date information on choices at 14+ and 16+ and arrange parents' information sessions. They also have the opportunity to attend careers guidance interviews and can contact the school to discuss student progress and transition plans.

### **Staff Development**

The Careers Lead will have responsibility for ensuring staff are kept up to date in order to deliver their CEIAG responsibilities. This could be through internal newsletters; staff briefings and staff also attending careers events organised for students. Relevant information will also be disseminated, if the Careers Lead attends external events. Staff development and training needs will also be identified through the school appraisal



system and through feedback from the monitoring and evaluation processes outlined below.

### **Monitoring and evaluation**

The SLT lead for CEIAG and The Careers Lead have responsibility for ensuring that the CEIAG programme is evaluated and reviewed. An annual report on CEIAG will be presented to senior management (including governing body) which uses the findings from feedback from students; staff and other partners, along with student destination data. The report will also inform a more detailed improvement plan and which will feed into the school improvement plan. This will be developed through the annual careers and work related departmental planning day. The feedback will be from a variety of sources including evaluations forms; student focus groups and staff meetings; learning walks and lesson observation and reviews with external partners.

### **Links with other Policies**

This policy recognises and is applied in accordance with the school's policies for Teaching and Learning; PSHE and Work Related Learning policies; Equal Opportunities; Child Protection; SEN; Teacher Appraisal and Data Protection.

This has been informed by ACEG Framework for Careers and Work-Related Education 2012 and reflects the Inspiring IAG Code of Practice.

Date:

Approved: