

CAREERS EDUCATION INFORMATION, ADVICE AND GUIDANCE POLICY

Date of Policy	August 2020
Date of Next Review	August 2022
Staff Responsible	Assistant Headteacher – Care, Guidance, Support and Intervention
School/Governor Policy	School

CAREERS EDUCATION INFORMATION, ADVICE AND GUIDANCE POLICY

Related documents: Work Related Learning Policy, Work Experience Policy

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PURPOSE

The CEIAG programme is designed to help individual students gain the knowledge, skills and attitudes they need to manage their own lifelong learning and career development (refer to school mission statement).

Our programme of taught experiences and opportunities helps our students to be “prepared for life in modern Britain” giving them the “values, skills and behaviours they need to get on in life”.

AIMS

Severn Vale School aims to achieve the following through unified careers education and guidance:

- To support students in achieving economic well-being.
- The improvement of student self-esteem, self-confidence and self-awareness.
- To enable students to develop career management skills that can be used in future decision making and problem solving.
- To support students in recognising their strengths, weaknesses and areas of interest.
- To involve students in decision-making processes.
- To help students develop skills that lead to success in employment, training and education with a particular focus on self-development, career exploration and career management.
- To raise awareness of the local and national labour markets and patterns.
- To enable students to relate learning and experience to future opportunities.
- To ensure students are aware of all the options available at key transition points in Years 9, 11 and Post 16.
- To support students in securing smooth transitions from KS3 > 4 and KS4 > 5
- To increase student awareness of education, training and career opportunities.

STUDENT ENTITLEMENT

All students will be entitled to:

- A taught programme, predominantly in Futures, but across other areas of the curriculum, in Key Stages 3 and 4, which promotes the five strands of students’ development, namely: SELF, ROLES, WORK, CAREER and TRANSITION. As stated in “National Curriculum Guidance 6”.

- Access to information about education, training and career opportunities Post 16, including written materials, websites, talks from representatives of Post 16 institutions and companies of proposed destinations and visits to such organisations.
- Access to individual guidance interviews for as many as possible students with a Personal Advisor when career aspirations or action plans can be discussed.
- Access to careers information software programmes, i.e. Kudos and information about preferred career interests.
- One week of work experience in Year 10.
- A career based interview or conversation in one or more of the following forms:
 1. An individual interview with a career adviser.
 2. An individual conversation with a tutor.
 3. Advice provided by a mentor

CAREERS INFORMATION POINT

A Career Information Point is located in the Careers Office which is staffed and open to students before school, break times, lunchtimes and after school. It provides up-to-date careers information in different forms: through different media, including computer software and a range of relevant written literature.

WORKING IN PARTNERSHIP

With Students: The school will inform students through an entitlement statement what their entitlement will be, how the school will support their career development and what the student's role in this will be. Interests are sought prior to events and feedback is sought afterwards.

With Parents: The school will communicate regularly with parents, enabling them to participate in events such as parents' meetings, guidance interviews, our annual Careers Fair and relevant external opportunities.

With the Business and Employers: Employer support is sought wherever possible to provide the most up to date and relevant knowledge. The school will work to offer a range of work related activities including work experience, CV writing and applications, employability skills, personal presentation and mock interviews.

With Education and Training Providers: The school will invite as wide a range as possible of different agencies to offer information to students about local opportunities in employment, training and education, through presentations, and other careers events.

LEARNING AND TEACHING METHODOLOGY

The focus will be self-development, career exploration and career management. Teaching the CEIAG programme will include:

- Information about career developments.
- Tasks for students to widen their careers knowledge and understanding and actively engage them in their own learning.
- Flexible Learning Days with a focus on CEIAG.
- Up-to-date, well organised resources, including computer software.
- The creation of a Curriculum Vitae (CV).
- Discussion and advice.
- Interviews in groups and on an individual basis.
- Class discussion and group work.
- Role plays.
- Work experience.
- Research in a number of ways, e.g. through the Careers Information Point and the internet.
- Use of computer software such as Kudos.

ROLES AND RESPONSIBILITIES OF STAFF

Senior Leadership Team Nominated Member

- Over sight of the CEIAG programme in Key Stages 3 and 4 in consultation with the Deputy Head – Curriculum
- Management of finance and resources.
- Monitoring and evaluation of the school provision of CEIAG, including the Partnership Agreement.
- Monitoring of ILPs and LLPs

- Leadership of the Guidance Review and Development Team (GRDT)
- Liaison with mentors who visit the school to support students.
- Implementation of the Work Experience Programme.
- Liaison with employers and tutors.

Careers Leader and Careers Assistant

The Careers Leader and the Careers Assistant will manage the day to day Careers programme, which includes:

- Co-ordination of CEIAG programme in consultation with the Deputy Head Teacher.
- Liaison with students and parents.
- The block Work Experience Programme.
- Liaison with employers and school staff.
- Day to day management of mentors.
- Liaison with training producers and other support organisations.

Subject Leader for Futures

- Implementation of the taught programme in Futures delivered by Futures' teachers.
- Monitoring the CEIAG programme and guidance delivered by teachers to their groups.

Year Team Leaders

Monitoring CEIAG work delivered through SOL.

Subject Leaders / Subject Teachers

- Raising awareness through the taught curriculum of subject specific career opportunities and encouraging positive attitudes to work in and beyond the classroom.

MONITORING AND EVALUATION

The programme for CEIAG will be monitored and evaluated by using the following performance and success criteria:

- Number of students using Careers information resources.
- Number of visits from Providers of Post 16 Training, Education and Employment.
- Intentions and destinations of leavers compared with County figures.
- Student destinations post 19.
- Evaluation survey and comments from Year 11 Leavers and ex-students.

EQUAL OPPORTUNITIES

Wherever possible student data will be analysed to monitor equality of opportunity.

The school will ensure that all students can benefit from CEIAG by enabling them to participate in all of the activities that make up the programme. The Inclusion Co-Ordinator will identify students with special needs and plans will be made to ensure students benefit from the provision. This will be done by:

- Visual materials and resources to portray non stereotypical images, where possible.
- Positive non stereotypical role models sought where possible.
- Reviewing the range of activities.
- Reviewing the materials and providing differentiated materials.
- Wherever possible providing additional equipment that may be required.

Due consideration will be given to transitional planning process for students with statements of special needs.

INDIVIDUAL STUDENT ACTION PLANNING SCHEDULE.

KS3

<u>Tasks</u>	<u>Staff</u>	<u>Timing</u>
<ul style="list-style-type: none"> A range of activities that develop generic employability skills throughout KS3. (Please see the CEIAG Audit Grid for detail). 	Teaching Staff	KS3
<ul style="list-style-type: none"> Y8 students will take part in The Real Game 	Futures Staff	May 2019

Year 10

<u>Tasks</u>	<u>Staff</u>	<u>Timing</u>
<ul style="list-style-type: none"> Kudos preparation Kudos workshops Information on preferred careers 	Tutors Tutors Tutors / CA	October - December
<ul style="list-style-type: none"> Mock Interviews Preparation Mock Interviews Mock Interviews follow-up 	Tutors Employers Tutors	December January February/March
<ul style="list-style-type: none"> Work experience preparation Work experience Work experience follow-up with action plans 	Tutors Staff Visits Tutors	June - July July July - September

Year 11

<u>Tasks</u>	<u>Staff</u>	<u>Timing</u>
<ul style="list-style-type: none"> • Destination Data of Post 16 applications 	Tutors/CA	December - February
<ul style="list-style-type: none"> • FLD1 (Post-16 Visits) 	Tutors/CA	November
<ul style="list-style-type: none"> • Ask The Professional 	CL/CA	October
<ul style="list-style-type: none"> • Confirmation of career intentions 	CA	August

EVALUATION AND REVIEW

The CEIAG programme will be reviewed on an annual basis against criteria laid down in the School Improvement Plan and CEIAG Development Plan.

Provision will be updated in line with changes in labour market trends, availability of courses or training and guidance changes.