

The English Martyrs School and Sixth Form College

Policy for Careers Education, Information, Advice and Guidance (CEIAG)



AUTHOR	J Liddell-Fisher
DATE POLICY REVIEWED BY DIRECTORS	March 2018
DATE OF NEXT REVIEW	March 2020
VESRION	1:1

Rationale

Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned progressive programme of activities supports them in choosing 14 – 19 pathways that suit their interests and abilities and help them to follow a career path and sustain employability throughout their working lives.

Commitment

The English Martyrs School and Sixth Form is committed to providing our students with a programme of careers education, information, advice and guidance (CIAG) for all students in years 7 – 13.

The English Martyrs School and Sixth Form endeavours to follow the Dfe ‘Careers Guidance and access for education and training providers’ Statutory Guidance issued January 2018, and other relevant guidance from DCSF, QCA and Ofsted as it appears; and work towards eight the Gatsby Benchmarks.

This policy also sets out the arrangements for managing the access to providers to students at the school and college for the purpose of giving information about the providers education or training offer. This complies with the schools legal obligations under Section 42B of the Education Act 1997.

Aims

The English Martyrs School and Sixth Form’s Careers Education and Guidance policy has the following aims:-

- to contribute to strategies for raising achievement, especially by increasing motivation
- to support inclusion, challenge stereotyping and promote equality of opportunity
- to encourage participation in continued learning including higher education and further education
- to develop enterprise and employment skills
- to reduce drop out from and course switching in education and training
- to contribute to the economic prosperity of individuals and communities
- to meet the needs of all our students through appropriate differentiation
- to focus students on their future aspirations
- to involve parents and carers and carers

Roles / Responsibilities and Accountability

Please refer to relevant pages of staff handbook.

Student Entitlement

Careers education and guidance (CEG) is an important component of the 11-19 Curriculum and at The English Martyrs School and Sixth Form, we fully support the statutory requirement for a programme of careers education in Years 8 – 13.

Alternative Provider Access

A number of events are integrated into the school careers programme, offer range of education and training providers the opportunity to come and speak to students and/or their parents and carers/carers:

Year 8	Parents and carers Evening	Open Evening/Events Notices		
Year 9	Parents and carers Evening	Pathways Evening	Open Evening/Events Notices	
Year 10	Parents and carers Evening	College Taster	Open Evening/Events Notices	Assemblies
Year 11	Parents and carers Evening	Choices Event	Open Evening/Events Notices	Assemblies
Sixth Form	Parents and carers Evening	Open Evening/Events Notices	Assemblies	

Policy Development

The policy was developed and is reviewed biennially by the Curriculum Leader Careers and governorors based on current good practice guidelines by DfES/ Ofsted, ACEG Framework and Gatsby Outcomes.

Link Governor

Our link governor is Mrs Gill Jewson

Links with other Policies

It supports and is underpinned by key school policies including those for Teaching and Learning, Assessment, Recording and Reporting Achievement, Citizenship, PSHE, Work Related Learning and Enterprise, Equal Opportunities and Diversity, Health and Safety, Safeguarding, Gifted & Talented and Special Needs.

Implementation of Careers Education

Careers Education is delivered during citizenship and collapsed timetable sessions in Years 7 – 13 by Curriculum Leader of Careers, supported by tutors, at key appropriate points throughout the academic year.

Equality and Diversity

Careers education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

Year 7

The focus is about introducing careers and thinking about the vast number of careers / jobs available.

Year 8

The focus is linking our plans and dreams to reality.

Year 9

The focus is self assessment, career paths and options post 14.

Year 10

The focus is employability skills, and career exploration and research.

Year 11

The focus is post 16 options, pathways and the application processes.

Year 12 and 13

The focus is on work experience, next stage preparations, application and recruitment processes and transferable 'soft' skills.

Implementation of Careers Guidance

Students have regular meaningful engagements with employers throughout school and college life.

i) Careers library

- a wide range of materials
- open throughout the school day
- situated in the main library

ii) Head of Careers and CIAG assistant

- available to all students 5 days a week
- used for individual interviews with year 11's and other targeted students throughout the school and college, also for self-referral for all students Year 7 to Year 13
- used for assemblies and group work
- available at Careers Events
- Plans and coordinates all student work experience

iii) CIAG Officer

- available to all students 3 days a week

- used for individual interviews with year 6th Form and identified students Year 7 to Year 11
- available at Careers Events

iv) Extra support where appropriate

- students in Year 9, Year 10 and Year 11 are targeted for extra help by SENCO, Head of KS3 and KS4, Head of House and Head of Careers.

iv) Choices Event

- A Post 16 day for all Y11 is arranged which brings together all local colleges, training and apprenticeship providers. This compliments other Open Events run by local colleges.

v) IT

A range of software products are available for students to use. These include:

- U-explore START
- The National Careers Service
- The Apprenticeship Website
- UCAS
- CAREERSBOX
- Prospects.ac.uk
- Plotr.co.uk
- Careersworld
- Success at School

Parents and carers and carers

Parental involvement is encouraged at all stages. Online resources have been specifically chosen to help parents and carers become more involved. All online resources are easily accessed through the links on the school website. Parents and carers are kept up to date with careers related information through letters, newsletters and at open evenings. Parents and carers are welcome at careers interviews and where necessary are invited.

Management

The Head of Careers manages and co-ordinates the careers for the whole school programme (and supports the post 16 provision) and is responsible to his / her senior management line manager. This person is responsible for the work of the assigned administrative team.

Currently Work Experience coordination is also the responsibility of the Head of Careers.

Staffing

All staff contributes to CEG through their roles as tutors and subject teachers.

The Careers programme is planned, monitored and evaluated by SLT and link governor to the Head of Careers, CIAG Officer and CIAG assistant.

The Head of Careers will liaise and consult with LA and other external establishments to ensure that specialist career guidance is available when required.

The Head of Careers is responsible for maintaining the Careers Library.

Curriculum

The Careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, careers events and visits, work related learning and individual learning activities.

Careers lessons are part of the schools citizenship programme. Other events and activities are planned and organised separately throughout the year when they are advertised/become available.

Partnerships

The English Martyrs School works in partnership with the following to support the provision and share best practice of the programme.

- The Careers and Enterprise Company
- The Teesvalley Combined Authority
- The Local Authority via the 14-19 CIAG and WRL Committee
- The Local CIAG Network of other CIAG Co-ordinators throughout the town
- The Hartlepool Work Group
- The HCFE Partnership
- Local employers
- Local colleges and training establishments
- Business in the community (BIC)
- National Careers Service
- The National Careers and Enterprise Company
- York and Teesside University
- NECOP
- NERAP

Other links with local 14-19 Providers are made when required. As are links with the local EBP, Aim-Higher, Post 16 and 18 destinations. Links with parents and carers / carers are maintained using a variety of methods (parental newsletter, letters, parent and options evenings, Post 16 Evenings).

Resources

Funding is allocated in the annual budget. The Head of Careers is responsible for the effective deployment of resources.

Staff Development

Staff training needs are identified as part of the Annual Review process and during regular planning meetings between the Head of Careers and the Head Teacher/SLT responsible. Careers staff must undergo regular and annual CPD to ensure their information is accurate and current.

Monitoring Review and Evaluation

Careers Education is monitored and evaluated annually via the DFEs Audit Tools (ACEG Framework, Gatsby Outcomes etc). Careers Guidance is monitored and evaluated annually through discussion with key staff and students and appropriate observation of activities by the Deputy Head CEG Line Manager.

The programme is reviewed annually by the Head of Careers and his / her Leadership Team Line Manager. Changes and improvements to the programme are entered into the School Improvement Plan (SIP) along with timescales for completion.

When reviewing the programme, the School Improvement Plan (SIP) is used to ensure that the Careers Faculty is fully supporting whole school aims.

Policy Co-ordinator: Mrs Liddell-Fisher (Head of Careers and Work Related Learning)

Policy Reviewed: January 2018

Policy sent to Leadership Team and Governors for approval.

Appendix 1

Definitions

- Careers Education - helps young people develop the knowledge and skills they need to make successful choices, manage transition in learning and move into work,
- Careers Guidance - enables young people to use the knowledge and skills they develop to make the decisions about learning and work that are right for them.
- C&FE - Careers and Further Education

Entitlement statement

The English Martyrs School and Sixth Form College

Excellence for All

Statement of entitlement

As a student of The English Martyrs School and Sixth Form you are entitled to receive a programme of careers education, advice, information and guidance.

Your CEG programme will help you to:

- Understand yourself, your interests, likes and dislikes, what you are good at and how this affects the choices you make
- Find out about different courses, what qualifications you might need and what opportunities there might be
- Develop the skills you may need for working life
- Make realistic, but ambitious, choices about courses and jobs
- Develop a plan of action for the future
- Understand the different routes after Year 11 including training, further and higher education and jobs
- Be able to make effective applications for jobs, training and further and higher education
- Develop your interview skills
- Improve your confidence

You will receive:

- Organised events and activities
- Guided tutor time
- Access to the careers library – information is available in books, videos, leaflets and on computer – ask for help
- Interviews with Careers staff, subject teachers, 6th form staff
- Work experience (if required part of your course content)

- Other subject lessons linked to careers
- Meaningful engagement with employers
- Experiences of the Workplace/work environment

You can expect to be:

- Treated equally with others
- Given careers information and advice that is up to date and impartial
- Treated with respect by visitors to the school who are part of the careers programme
- Given extra help if you have special needs