



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

<b>Responsible committee:</b>	<b>School Improvement</b>
<b>Policy Officer:</b>	<b>Mrs J Harper</b>
<b>Policy Name &amp; Number:</b>	<b>Careers Policy V 1.0</b>
<b>Date Adopted &amp; Policy Number:</b>	<b>21<sup>st</sup> May 2019</b>
<b>Date of Next Review:</b>	<b>May 2020</b>

## Introduction

Careers education, information, advice and guidance (CEIAG) is an essential part of the support we offer students here at Leasowes High School. Effective careers support can help to prepare students for the opportunities, responsibilities and experiences of life. It is vital that we support students to develop the knowledge and skills they need to make informed choices for their future. As a result, the careers programme has a whole school remit designed to complement the school curriculum.

This policy sets out how career activities are delivered at school and explains what stakeholders can expect from the careers programme.

## Aims & Objectives

The career programme at Leasowes High School aims to:

Encourage students to be ambitious, broaden their horizons and explore their own career aspirations throughout their life at school.

Ensure students' readiness to take their next step in their learning career

By following the principles of the Gatsby Benchmarks the careers programme aims to:

- Help students to understand the changing world of work by providing a stable careers programme for all students
- Facilitate meaningful encounters with employers
- Support positive transitions post 16/18
- Enable students to develop research skills to find out about opportunities including labour market information
- Help students to develop the skills, attitudes and qualities to make a successful transition into the world of work by linking careers to the curriculum
- Encourage participation in continued learning, including further and higher education and apprenticeships
- Support inclusion, challenging stereotyping and promoting equality of opportunity
- Provide opportunities for students to encounter employers including work experience placements in year 10

During their time here at Leasowes High School students can expect:

- The support they need to make the right choice for their options at KS4 and after year 11 and 13.
- Access unbiased information on future learning and training, careers and labour market information
- Career lessons during form time, PSHCE and assembly

- Have a meaningful encounter with a representative from the world of work each school year, these include work experience, careers talks, assemblies, employer talks and small group meetings
- Hear from a range of education providers, including colleges, universities and apprenticeship organisations
- The opportunity to talk through their career and educational choices with staff including form tutors and the careers leaders
- Provide parents with up to date information to help them support their child on their next phase

## **Careers Education**

The content of the taught careers education programme is based around learning outcomes outlined in the Careers Framework.

### **Years 7 & 8 Key Stage 3**

Careers Education and Guidance begins in Year 7 as part of the PSHCE curriculum when pupils undertake a self-assessment of their achievements, qualities, aptitudes and activities. They use goal setting, review, reflection and action planning to support progress and to set short and medium term goals.

In Year 8 pupils are made aware of how the world of work is changing and the skills that promote employability. They undertake research into the requirements for a range of jobs and are encouraged to consider the longer-term implications and potential progression opportunities in employment. Job profiles are researched and pupils are introduced to Careers Information and resources available.

An options choice evening is held for Year 8 students and their parents where choices are explained and staff are available for discussion. Short term and long term plans are made as part of the programme for choosing KS4 options, and targets and choices are discussed with a member of staff.

### **Year 9, 10 and 11 - Key Stage 4**

In Year 9 it is a time when pupils use self-review exercises to reflect on experiences to date. They begin to think deeper about their aspirations and plans for the future and demonstrate an understanding of how education, work and family fit into the journey. They look at their key skills and identify suitable careers.

In year 10 students have the opportunity to gain valuable work experience in a placement of their choosing. This will give them an understanding of the working world. They will be encouraged to identify and apply to organisations that interest them and keep a detailed log of their experiences. They will also explore legal limits and right at work including an introduction to managing money. They will commence their personal statements and CV.

In year 11 students will re-assess their skills and look at different qualifications. They will also explore their options in terms of next steps and have a detailed look at the jobs market, finalise personal statements and experience a mock interview. They will have an Options evening and a Parents' evening to help them to prepare for their Year 12 Option Choices, they will also receive a talk about the Invictus Sixth Form.

## **Year 12 & 13 - Key Stage 5**

In KS5 pupils are given information about Higher Education and Careers opportunities throughout the year. All Year 13 pupils receive a practice interview, preparing them for the world of work. They will work on fine tuning their personal statements and have visits from a number of external educational providers and apprenticeships.

## **Needs-based referral**

Head of year, Pastoral Managers, Form Tutors and Sixth Form Managers will work with students and identify students who would benefit from early intervention, for example a student with lack of direction or lack of motivation; students with SEND; certain students receiving pupil premium funding; or those who have potential to become NEET (Not in Employment, Education or Training). For those students who are at risk of NEET, further interventions are arranged as appropriate for each student.

## **Career Information**

Career information is available through the display board located in reception and also on form notice boards. The display area also contains a range of university and college prospectuses, career guides, apprenticeship and employer information. This information is also shared with student via email and also the schools twitter account giving details of careers or educational events that may be of interest.

## **External Providers**

A range of external providers are invited into school to support the careers programme, These might include local colleges, universities, training providers apprenticeship organisations employers, school alumni, or staff from various projects.

## **Equal Opportunities**

The school is keen to promote equal opportunities, challenge stereotypes and address limiting beliefs.

## Monitoring and evaluation

When monitoring the success of the careers programme, the school considers formal and informal measures, qualitative and quantitative data and outcomes for students.

The careers programme is evaluated in a number of ways including,

- Student feedback on their experience of the careers programme and what they gained from it
- Staff feedback on careers lessons, work experience and mock interviews
- Informal feedback from external partners and parents
- Student destination data post 16 and 19

## Management and Staffing

The careers programme is led by Mrs Atherton – Assistant Headteacher and Mrs Harper – Associate Senior Leader.

---

This policy was formally approved by the Governing Body on: 20<sup>th</sup> May 2019

This policy will be monitored and reviewed on an annual basis to ensure that current legislation and best practice is observed.

Chair of Governors: *Mrs G Withers*

Mrs G Withers

Date: 20<sup>th</sup> May 2019