

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



Confidence. **H**appiness. **C**ourage. **S**uccess.

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Why have Careers Guidance in School?

Research has proven that individuals who receive '*quality careers guidance*' develop the self-awareness and skills needed to manage a successful and satisfying career. At Colton Hills Community School we understand that **Careers Education, Information, Advice and Guidance (CEIAG)** makes a major contribution to preparing young people for the opportunities, responsibilities and experiences of life, in order to help them make a successful transition to adulthood. Therefore, this policy is applied in accordance with the statutory framework '**Careers Guidance and Access for Education and Training Providers**' document [DfE October 2018] and fulfils the requirements of the Gatsby Benchmarks which are to provide:

- 1. A stable careers programme**
- 2. Learning from career and labour market information**
- 3. Addressing the needs of each pupil**
- 4. Linking curriculum learning to careers**
- 5. Encounters with employers and employees**
- 6. Experience of workplaces**
- 7. Encounters with further and higher education**
- 8. Personal careers guidance from a qualified adviser**

CEIAG Aims

We aim to ensure that all our students:

- *are supported to make effective choices about their future study and career options*
- *provided with experiences which inspire and motivate them to achieve highly*
- *prepared for the transition process to life beyond secondary school (further and higher education and the world of work)*
- *develop self-knowledge and confidence in making decisions and career choices which are suitable and ambitious for them*
- *understand the world of work and are aware of how to respond to changes in today's workplace*
- *enabled to research, seek out and utilise information, advice and guidance*
- *develop characteristics which support high achieving students in the curriculum and in careers such as: social skills, communication, resourcefulness, innovation and resilience*

Our Commitment

At Colton Hills we are committed to providing all of our students with a planned programme of careers education activities throughout their school career, with opportunities at key transition points to access impartial information and expert advice and guidance. We are also committed to maximising the benefits for students by using a whole school approach involving parents, carers, external IAG providers, employers and other local agencies.

Statutory Duties

We will fulfil our statutory duties by:

- Ensuring students have sufficient access to independent and impartial career guidance. This will include support from a trained specialist in career guidance as well as a range of FE, HE and other training providers, employers and employer engagement providers.
- Publishing the arrangements for training providers to access students on our website.
- Publishing details of the careers programme that will be updated annually.

*(For further information refer to the Government statutory guidance for schools;
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/748474/1810_08_schools_statutory_guidance_final.pdf)*

Link with other policies

The Careers Guidance Policy is linked to the following policies:

- Learning and Teaching Policy
- SEN Policy
- Safeguarding Child Protection Policy
- E-Learning Safe Use Policy
- Single Equality Policy

Staff Development & CPD

Training for staff delivering CEIAG as part of PSHE will take place on a 1-1 basis as needed throughout the year. Training for subject staff to develop employer links will occur primarily through staff development time and on a 1-1 basis as necessary.

Organisation, Management & Staffing

Colton Hills Community School Careers Guidance Team is as follows:



Mr S Blower

*Deputy Headteacher
Responsible for Curriculum*



Miss E Lopez

*Head of Careers
& Careers Leader*



Mr S Ryan

*HE Leader
& Head of Sixth Form*



Ms C Buckle

*Curriculum Leader
PSHE*



Michelle Fullard

*School Governor
Careers Provision*

Careers education is primarily planned, monitored and evaluated by the Careers Leader in consultation with the Head of PSHE, Curriculum Leaders, Head of 6th Form and Co-Headteacher. There is also a nominated Governor with responsibility for monitoring CEIAG. At Colton Hills Community School we have a whole school approach to CEIAG, with every member of staff helping to deliver quality and impartial CEIAG, allowing students to access the necessary information to help them make informed decisions about their future. Also, students have access to our Impartial Careers Adviser. Any student can arrange to speak with them, and parents/carers are welcome to the meetings too. All year groups from years 7 – 13 have access to this service.

Careers Information Resources

The school will provide resources for the successful implementation of this policy through securing:

- The SLT lead for CEIAG will be responsible for securing an annual budget to oversee the IAG programme.
- An annual budget to cover internal needs, CPD opportunities and commissioning of external sources.
- Appropriately trained staff to support the CEIAG programme.
- Student and staff access to information. This is done by information displayed on plasma screens in school, Tutor time used for passing on information and the development of school's Careers website which has links to access information accessible to all students and staff.

Curriculum Opportunities

The curriculum includes planned learning, which is undertaken through:

- A Careers Education programme for Years 7 -13 linked to a careers scheme of work
- Work related learning activities for Years 7 -13

This is achieved through:

Careers Education – Colton Hills Community School is dedicated to planned progressive provision for all young people that enables them to learn about careers, learning and work so that they can manage their development, make life choices and decisions that will benefit their own personal and economic well-being. This will enable self-awareness, self-determination and self-improvement as a learner.

Work Related Learning – a series of opportunities and experiences for learners to develop knowledge and understanding of work and enterprise, to develop skills for enterprise and employability and to learn through direct experiences of work and enterprise. These opportunities will help students develop an understanding of careers, work and working life and to understand business and industry.

Personal Career Guidance – delivered by a specialist and qualified careers guidance practitioner that assists young people make educational, training and occupational choices and manage their careers. This would usually be in a 1:1 interview but may take place in small groups.

Information, Advice and Guidance (IAG)

IAG is delivered by a number of people in Colton Hills Community School environment – for example, - careers coordinators, tutors, teachers, mentors, external visitors or agencies and employers. Some of these people may be trained, whilst others may not. Colton Hills Community School also has a member of staff Level 6 IAG qualified to ensure that all students have access to a qualified practitioner.

Independent is defined as external to the school. External sources of careers guidance and inspiration could include employer visits, mentoring, website, telephone and helpline access. Taken together, these external sources could include information on the range of education and training options, including apprenticeships.

Impartial is defined as showing no bias or favouritism towards a particular education or work option.

Personalised Opportunities

Colton Hills Community School has staff trained at a Level 6 in Information, Advice and Guidance to ensure students are always able to access a qualified specialist source of impartial careers guidance.

Access to individual information and advice for Years 8 -13 at key transition points through internal staff, external visitors, mentors, and through email, telephone, webchat and forums via websites such as the, www.wolvesworkbox.com , **National Careers Service** and **Amazing Apprenticeships**.

Employer Engagement

Colton Hills is dedicated to employer engagement and engages with employers through work-based placements, employer engagement sessions such as interview skills, employer talks and employer visits. Colton Hills also works closely with Enterprise Advisors, The Careers Hub and Governors.

Outcomes: monitoring, review and evaluation

The CEIAG programme is reviewed annually by the Headteacher and the Careers Leader in liaison with Heads of School, Guidance Managers and the Head of Citizenship and Community.

A Link Governor supports the monitoring of this policy, reports progress on CEIAG to the Governing Body and advises on its future development.

Wherever possible, students are actively involved in the planning, delivery and evaluation of all careers programmes and activities. The effectiveness of all CEIAG activities are evaluated through:

- Compass Plus evaluation tool completed half-termly by Careers Leader and CEC Coordinator and School Advisor
- Voices exercises
- Attainment and achievement key indicators
- Students' engagement at KS4 and KS5
- Destinations of our students
- NEET figures remaining very low
- Audit of CEIAG

Partnerships

We have a strong partnership with the Careers Enterprise Company (CEC), and engage regularly with the CEC Area Coordinator and CEC School Advisor. We self-reflect and evaluate our CEIAG provision regularly using Compass Plus. Evaluation against the Gatsby Benchmarks is significantly above national average. The process identifies areas in need of improvement and informs the CEIAG Development Plan.

The CEIAG programme is further enhanced through links with several partners who help ensure the students' learning is up to date and relevant. We are committed to developing strategic partnerships with local industry, the Black Country Consortium, Institutions of Further and Higher Education, parents and carers to achieve the best information, guidance and provision for students. We are particularly looking forward to extending our links with local employers and services through our engagement with the Careers and Enterprise Company and the Careers Hub.

These external partners can help to raise student aspirations, boost their attitudes and employability skills, inform them about the range of roles and opportunities available and help them understand how to make this a reality. It is also important that students' choices on their future are based upon a clear view of the current labour market and how opportunities may change in the future.

Parental involvement is encouraged at all stages. We recognise that parents and carers remain the biggest influence on a young person's career choices and as such we offer parents help and guidance at critical stages in the students' time with us; for example, in Year 9 with KS4 options decisions, in Year 10 with Work Experience placements, in Year 11 with post-16 choices and in Years 12 and 13 with UCAS and other applications. Parents are invited into school to engage with employers, HE and FE and apprenticeship providers and to find out about the most up to date local market intelligence.

Parents also have the opportunity to speak to members of the CEIAG Team or Success Leaders throughout the year and at any Year 7 to 13 parental consultation or information event.