

# Careers education, information, advice and guidance policy

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# 1 Introduction

All young people need a planned programme of activities to help them make decisions and plan their careers, both in school and after they leave.

At Caroline Chisholm school students from year 7 to 13 follow a personal development programme which encompasses careers education, work related learning, enterprise and financial capability.

The programme is planned following:

- Section 19 Education Act (2011)
- Careers Guidance and Inspiration for young people in schools 2014
- Advancing Ambitions – Sutton Trust 2014
- A guide to best practice and commissioning careers guidance services – CDI
- Enterprise for All – Lord Young report July 2014
- Gatsby Good Career Guidance 2014
- The Technical and Further Education Act (January 2017)
- Careers guidance and access for education and training providers: Statutory guidance for governing bodies, school leaders and school staff (January 2018)

## 2 Aims

- The careers education information advice & guidance (CEIAG) programme will help students to understand themselves better and develop their capabilities in order to identify their own strengths, weaknesses and personal values.
- Students will investigate careers and opportunities in adult life through work related learning and enterprise activities.
- Students will implement their career plans by acquiring the skills and knowledge they need to make and follow through their decisions.

## 3 Commitment

Details of the provision for careers education information advice & guidance (CEIAG) at Caroline Chisholm School are published in the school prospectus. The CEIAG improvement plan is produced yearly and regularly reviewed by an assistant principal.

It reflects the challenges of the coming year. The principal is the designated member of senior staff who has responsibility to:

- promote and maintain an overview of CEIAG provision,
- ensure that the partnership agreement adequately reflects the needs of all Caroline Chisholm students,
- provide effective support for the Progress Leader for year 11 and year 13.

## 4 Components of CEIAG

The personal development programme includes the development of individuals' knowledge, understanding and experience of opportunities in education, training and employment and the skills necessary to make informed decisions. It is made up of:

- Careers Education
- Careers Information
- Careers Guidance
- Work Related Learning including Work Experience
- Enterprise Activities

### 4.1 Careers education:

Providing a planned programme of activities, to which all students from Years 7 – 13 are entitled, which will help them to plan and manage their careers

### 4.2 Careers information:

Providing IAG and Resources which are impartial and enable students to research and gain up to date knowledge on which to base their decisions

### 4.3 Careers guidance:

Provides a means of helping individuals to apply what they have learned to their own particular circumstances when choices have to be made. Caroline Chisholm School work with an independent careers guidance counsellor to identify students who need additional support.

### 4.4 Work related learning/work experience:

Enables students to learn about work, through work and by engaging employers in the programme; providing opportunities to experience the world of work through work experience and inviting visitors in school. All year 10 students have the opportunity to do a one-week work experience placement in the summer term. Year 12 students are encouraged to find a work experience placement which is appropriate to their career aspirations and next steps in their education and/or training.

### 4.5 Enterprise activities:

Specific events and projects to build enterprising and awareness of the extent and diversity of opportunities in learning and work.

## 5 Delivery of CEIAG

All staff are aware of their responsibility to provide open, fair and honest guidance to students and where necessary refer them to the Progress Leaders or the independent careers guidance counsellor. The provision is irrespective of the race, gender or special physical or educational needs of the student as highlighted in our school policies on equal opportunities and SEN.

In KS3 the personal development programme is delivered in discrete lessons and at KS4 during tutor time / within the curriculum and delivered by tutors / subject teachers. In year 9 a planned programme is delivered to support option choice. In KS5 all students follow an enrichment programme.

The school has regular visiting speakers from alumni and through staff links to provide a wider range of careers related enrichment for students.

## 6 Staff development

Staff responsible for planning and delivery of the programme are trained along with the Progress Leaders for Years 9, 11, 12 and 13.

Staff regularly attend training provided the National College, area/regional and national events.

## 7 Information and resources

All students have access in school to an up to date, accurate and comprehensive range of information and resources covering all aspects of personal development. This is a mixture of resources on Teams Channels, in PSHE lessons and through access to online resources such as Fast Tomato.

Parents and carers are kept informed through the school website, newsletters and direct communication related to specific events i.e., work experience, enterprise activities, options etc.

## 8 Monitoring and review

- The CEIAG provision at Caroline Chisholm School is monitored, reviewed and evaluated annually and improved by a variety of methods including feedback from delivery staff, formal evaluation of events and meetings which may include the principal, other senior staff, the Progress Leaders, the independent careers guidance counsellor and the SENDCo. The school works closely with SEMPLEP and attends area network meetings and training events. Progress will be reported to the Leadership Team and the Trustee board.
- Work experience and other experiences in the world of work are well planned, monitored and evaluated and the results shared to enhance the development of the programme. The Assistant Principal linked to Year 10 is accountable for ensuring all statutory compliance for health and safety and monitoring the administrative systems and required documentation.
- The careers education, information, advice and guidance policy is formally approved and regularly monitored by the trustee board.