

School Policy for:	Careers, Education, Information, Advice and Guidance Policy		
Date:	December 2020		
Policy Lead(s):	Paul Sweeney		
Approved by (X):	<i>Full Governing Body</i>	X	<i>Business Management Committee</i>
	<i>Pay Committee</i>		<i>Pupil and Resources Committee</i>
	<i>Curriculum and Students' Progress Committee</i>		
Approval signature and/or date:	2/12/2020	<i>Michael Nishe</i>	
Next review date:	December 2021		



CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE

Careers Education, Information, Advice and Guidance

Introduction

Through a planned programme of activities, Careers Education, Information, Advice and Guidance (CEIAG) and Employability skills, Chilwell School seeks to help all pupils take their place as suitably qualified and responsible adults within society. The focus is upon career and option choice, raising the aspirations and achievement of individual pupils and equipping them with skills, attitudes, knowledge and understanding as a foundation for managing their lifelong career and learning.

The school demonstrates an ongoing commitment to:

- Providing a planned programme of activities to which all pupils from Years 7 – 13 are entitled which will help them to plan and manage their careers
- Providing IAG which is impartial, unbiased and is based on their needs
- Ensuring that the CEIAG programme follows local, regional and national frameworks for good practice and other relevant guidance from Ofsted, the Career Development Institute and the Gatsby benchmarks for good career guidance.

Entitlement

Pupils are entitled to CEIAG which meets professional standard of practice and is both personalised and impartial. It is integrated into pupils' experience of the whole curriculum and based on a partnership with pupils and their parents or carers. The programme is structured to deliver explicit learning outcomes, raise aspirations, challenge stereotyping and promote equality and diversity. The careers programme is designed to meet the needs of the pupils at Chilwell School to ensure progression through activities that are appropriate to pupils' stages of career learning, planning and development.

The primary aims of the Careers Education and Guidance programme are to:

- Help young people develop an understanding of their own and others' strengths, limitations, abilities, potential, personal qualities, needs, attitudes and values
- Help young people investigate opportunities for further learning and employment, make decisions and manage transitions across key stages
- Ensure that, wherever possible, all young people leave the school with employment, further education or training.

Assessment

Through evaluation following career-related events we assess whether pupils have met the above learning outcomes. Learning outcomes are shared in PSHCE lessons and revisited at the end of lessons to assess whether they have been achieved.

Implementation: Management

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Responsibilities are spread between the Deputy Headteacher with oversight of CEIAG, the Pastoral Leaders and a careers administrator. They plan, co-ordinate and evaluate the careers programme. Subject leaders are consulted to ensure appropriate coverage of careers themes in the PSHE programme, tutor time activities and in applied subjects across the school. STEM subjects are developing a focus on and link to career development and employability learning. This is co-ordinated through the work of the Careers Leader.

Implementation: Staffing

All staff contribute to CEIAG through their roles as tutors and subject teachers. Heads of Year liaise with the Careers Leader to address needs of all pupils, including support from teachers and external agencies, such as the independent Careers Advisor. Careers information is available in the Careers Library in the Library which is overseen by the Careers Leader and maintained by the Librarian and on the website.

Implementation: The CEIAG Programme

The careers programme includes careers education sessions, careers lessons (within the school's PSHCE programme), career guidance activities (group work and individual interviews), information and research activities, employability learning (including 1 week of work experience at post-16). Other focused events, e.g. a higher education fair are provided through Discovery Days.

All pupils receive at least one careers interview with the Careers Advisor during KS4 and additional intervention strategies are introduced for those pupils who may find transition processes particularly challenging. The Careers Advisor is central to providing guidance to pupils on routes beyond school and those pupils who are unsure of their destination after Year 11 are given further support in groups or as individuals to provide the best possible guidance.

The Careers Advisor also provides an important contribution to the planning, design and delivery of all aspects of our careers education, including Discovery Days, allowing for current labour market intelligence to inform these processes. The Careers Advisor runs a weekly lunchtime Drop-In Session where pupils from all year groups are able to access information and guidance. Year 11, 12 and 13 pupils at risk of not being in education, employment or training post-16 and post-18 are identified and have additional meetings with the Careers Advisor, after which appropriate interventions are agreed and implemented. The support is arranged by the relevant Head of Year and implemented well before any pupil at this risk is due to leave the school.

Careers Education helps young people to develop the knowledge and skills they need to make successful choices, manage transition between key stages and between education and the world of work.

Staff Development

Staff training is identified by a needs analysis and planned for in the SDP.

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External Partnerships

There have been recent developments with employers offering apprenticeships and information is shared with pupils about available apprenticeships via UniFROG. In addition, employers offering apprenticeships visit the school to facilitate work-related learning and speak to pupils about opportunities within their companies and sectors.

Strong links also exist with Universities and Further Education colleges, who often come into school to speak with pupils. Any provider wishing to request access should contact the Careers Leader in the first instance. Our Discovery Days are the perfect opportunity for education providers to speak to relevant pupils.

Resources

Funding is allocated in the annual budget-planning round in the context of whole-school priorities and particular needs in the CEIAG area. The Deputy Headteacher with oversight of CEIAG is responsible for the effective deployment of resources.

Monitoring, review, evaluation and development of CEG

Our partnerships are reviewed regularly. The following provision is reviewed by the Careers Leader and the Deputy Headteacher with oversight of CEIAG:-

- Lesson and tutor observations within PSHE/ SMSC lessons as part of School Self Evaluation
- Developmental activity is identified annually in the SDP.
- Feedback on the effectiveness of the CEIAG programme is sought through pupil focus groups, parents and questionnaires. Resulting action points then feed into the following years' planning process to ensure they are addressed.
- Review of the school's adherence to the Gatsby Benchmarks through Compass, an online self-evaluation tool for schools.