

1. Title:

**Policy for Careers Education and Guidance (CEIAG)**

1. Introduction

**Rationale for CEIAG:**

A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make 14-19 choices that are right for them and to be able to manage their careers throughout their lives. Schools have a statutory duty to provide careers education in Years 7-13 and to give students access to careers information and impartial advice and guidance.

**Commitment:**

THE COLESHILL SCHOOL is committed to providing a planned programme of careers education for all students in Years 7-13 and impartial information, advice and guidance (IAG) THE COLESHILL SCHOOL endeavours to follow the statutory guidance for governing bodies, school leaders and school staff as outlined in the Careers Statutory Guidance of (January 2018)

**Development:**

This policy has been developed and is reviewed bi-annually through discussions with the Head teacher, senior leadership team, careers lead, teaching staff, School Sendco, careers adviser(s), students and parents.

**Policy links:**

This policy 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, gifted and talented, and special needs. It forms a significant part of the schools development of the Coleshill Learner: makes a positive contribution and prepares for economic wellbeing.

2. Aims

The careers programme is designed to meet the needs of the THE COLESHILL SCHOOL students. It is **differentiated** and personalised to ensure progression through activities that are appropriate to the student's stages of career learning, planning and development.

Aims:

- Increased awareness of students to consider all opportunities that exist in the world of work
- Develop high aspiration of ALL Students

- Enhanced Self-Awareness. Being aware of personal skills and qualities and how these are relevant to future career choices
- Ease of transition for Pupils Post 16 and 18
- Development of interpersonal and social skills needed for finding employment and for working with others.
- Pupils being better informed to enable them to make use of careers support agencies.
- Pupils being able to relate to the world of work by bridging the divide between school and work to realistically assess the nature of their eventual participation in it.
- Increasing awareness to pupils of the current Labour Market Information (LMI).

### **Entitlement:**

Students at THE COLESHILL SCHOOL are entitled to careers education and guidance that meets professional standards of practice that is person-centred, impartial and confidential. It will be integrated into students' experience of the whole curriculum and be based on a partnership with students, their parents or carers. The programme will promote equality of opportunity, inclusion and anti-racism and will also follow the 8 Gatsby Benchmarks as outlined in the Careers Statutory Guidance of January 2018.

### **Parents/Carers/Guardians:**

The Coleshill School recognises that parents have a vital role to play in the positive decision making of their children and therefore committed to parental consultation and sharing of information. The careers leader, the leadership team and tutors are will willing to discuss any concerns relating to careers issues.

- To have access to information on options at 13, at 16 and during post 18 education via evening sessions (the careers leader will be present at all opening evenings, parents evenings and option events (including post 16)
- To have information about work experience and opportunity to discuss work experience issues

### **Implementation**

*Eileen Bishop* co-ordinates the careers programme as the careers, Employability and Futures Lead.

### **Management**

*Scott Jordan*, Assistant Headteacher, is responsible for line manager of the careers, Employability and Futures Lead.

Jez Currin , is the governor lead for careers, Employability and Futures.

### **Staffing**

All staff contributes to careers education and guidance through their roles as tutors and subject teachers. Specialist sessions are delivered by the personal development team. The careers

programme is planned, monitored and evaluated by Key Stage staff, students and Careers led/Adviser

## **Curriculum**

The careers programme includes careers education sessions as part of a pastoral/tutorial programme in years 7-13, career guidance activities (group work and individual interviews), information and research activities, work-related learning, including one weeks' work experience for year 10. Focused events are provided for students which might include visiting employers and universities, attending speaker sessions or attending a careers fair. Students who receive a one to one interview with the independent careers advisor have an action plan to reflect learning and decision making.

Students are actively involved in the planning, delivery and evaluation of activities.

## **Equality and Diversity:**

The careers programme supports the school Equal Opportunities Policy. Students are offered a programme of CEIAG that meets professional standards of practice which is differentiated, person centred, impartial and confidential. It will be integrated into the curriculum and be based on a partnership with students and their parents or carers. All students can access advice and guidance tailored to their needs with support to explore options that suit their preferences, skills and strengths. Staff will work on early identification of students requiring additional support, with no limit placed on how many times a student might see the careers advisor. The careers adviser works with Senco to support EHCP planning.

## **Partnerships:**

Links with employers, businesses and other external agencies continue to grow through ATLP and by building on local community and employer partnerships we currently work with :

SERTEC, BMW, Jaguar Landrover, B46 Network, Aim Higher, Warwick University, K2 College

## **Career Information**

Career information is available through relevant displays and noticeboards or cascaded via form tutors or year group assemblies. The careers library includes a range of university and college prospectuses, career guides, apprenticeship and employer information as well as guides on job search activities. There is also a careers section in the sixth form area.

On-line resources include Fast Tomato and a range of websites collated by the careers adviser.

## **Resources:**

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the CEIAG area. Scott Jordan and Eileen Bishop are responsible for the effective deployment of resources.

**Staff development:**

Staff training needs are identified as part of the school Development plan. The school will endeavour to meet training needs within a reasonable period of time. The curriculum and Development team are available for support with CEIAG programme and staff support.

**Monitoring, review and evaluation:**

This takes place through:

- Lesson observations and learning walks
- Student voice
- Student feedback on their experience of the careers programme
- Informal feedback from external partners and parents
- Evaluation of work experience by students and employers
- Partnership agreements are reviewed annually
- Destination data post 16 and post 18

The Coleshill School is committed to achieving The Quality in Careers Standard Award, which the team are in the process of working towards.

**Management of provider access requests procedure:**

- A provider wishing to request access should contact Mrs Eileen Bishop, CEIAG lead.
- Telephone 01675 462435 [bishop.E@thecoleshillschool.org.uk](mailto:bishop.E@thecoleshillschool.org.uk)

**Opportunities for Access:**

A number of events, integrated into the schools careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers. Please see careers programme on the website

**Approvals:**

Head: \_\_\_\_\_  
Ian Smith-childs

Jez Currin \_\_\_\_\_  
Governor:

Eileen Bishop \_\_\_\_\_  
Careers Leader:

Review date: January 2019.