

**2019-2020**

## **Careers' Education, Information, Advice and Guidance – (CEIAG)**

### **POLICY STATEMENT**

#### **1. Introduction**

Beechwood School has a statutory duty to secure independent careers' guidance for all Year 7 to 13 students (The Education Act 2011/Careers guidance and access for education and training providers January 2018). Our aim for all students is to achieve their personal best. In Careers' Education, this translates as every student making the right choices for progression. We will support students in making well-informed decisions by providing access to differentiated, impartial and independent information and guidance about the range of options (including academic, vocational, apprenticeships and higher education) that are most likely to help them to achieve their ambitions.

Careers' Education Information and Guidance is the responsibility of the school. The school recognises that there should be work related learning for all students. The relevant Director of Studies and the Careers Lead will work together such that they each provide elements of both careers' education and careers' guidance.

Careers' Education is integrated into the PSHCE Programme and is delivered by tutors. Career related issues will also be delivered through a range of activities in different subject areas.

## **2. Aim & Objectives**

The aim of this Policy is to ensure that all students receive careers' education and guidance according to their individual needs and to which they are entitled.

Careers' Education, Information Advice and Guidance at Beechwood School will:

- provide good quality independent careers advice to students which inspires them and motivates them to fulfil their potential;
- provide personal advice and guidance which is in the interest of, and meets the needs of all students;
- be based on the Gatsby benchmarks for Good Careers Guidance;
- contribute to the raising of student achievement by encouraging students to develop high aspirations and consider a broad and ambitious range of careers;
- provide opportunities to work in partnership with employers, training providers, local colleges, local universities and others;
- provide opportunities to inspire students through real-life contact with the world of work;
- develop enterprise and employability skills;
- support inclusion, challenge stereotyping and promote equality of opportunity;
- encourage students to see career development as a life-long process;
- develop students' skills and knowledge of careers including career management skills and knowledge of the local labour market (LMI);
- ensure students are aware of the full range of academic and technical routes available at each transition point so that students have the necessary knowledge to make successful transitions;
- provide opportunities for meaningful encounters with employees, employers, further and higher education and experience of workplaces;
- support social mobility by improving opportunities for all students, especially those from disadvantaged backgrounds and those with SEND and
- be embedded into subjects across the curriculum (including PSHCE).

## **3. Commitment**

The aim of our CEIAG programme is to raise our students' aspirations, to broaden their horizons, to inspire, and to empower them to make informed, realistic decisions at key transition points in learning and work.

Beechwood School is committed to providing a stable, structured and planned programme of advice and guidance with clear student outcomes. This is based on the Gatsby Benchmarks for Good Career Guidance and the CDI Framework for Careers, Enterprise and Employability Education. This is differentiated to suit the needs of each individual student.

Each student is entitled to:

- independent and impartial careers guidance;
- access to external sources of information on the full range of education and training options;
- a stable programme of advice and guidance delivered by individuals with the appropriate skills, experience and qualifications;
- opportunities to engage with a range of employers, education and training providers, covering the full range of academic and technical routes available at each transition point;
- at least one meaningful encounter with an employee or employer each academic year (at least one of which will be Science, Technology, Engineering and Mathematics (STEM) employers);
- have access to good quality Labour Market Information and be supported to use this data to inform their decisions;
- at least one careers interview by the age of 18 with a career professional and
- at least one experience of a workplace by the age of 18.

#### **4. Implementation**

The Careers' Lead, Mrs Matthews, has overall responsibility for all aspects of the CEIAG programme.

The CEIAG programme is delivered across the school curriculum by Form Tutors, Subject Teachers, and Directors of Studies through a wide variety of activities and events. The Careers curriculum is mainly delivered through PSHCE lessons and Form Registration, and is emphasised during National Careers' Week and National Apprenticeships Week. The school is supported on a strategic level by Enterprise Advisor, Jeff Hall. An Enterprise Advisor is a business volunteer who works closely with our school to help develop a practical careers' plan.

Adviza provides additional careers guidance interviews and one to one support for targeted students. The school works with the Local Authority and a range of voluntary / statutory agencies to identify and support students who are in need of targeted support and those at risk of not participating post-16. This includes students with vulnerabilities or who are receiving support to safeguard them and promote their welfare such as Children in Need. It also includes students with additional needs, such as special educational needs and disabilities and those who may leave care between the ages of 16 and 18.

#### **5. External partnership**

The school works with a range of local employers, education and training providers to provide independent advice to students.

This provision includes:

- an annual careers fair;
- work experience (for all year 12 students);

- mentoring;
- Science, Technology, Engineering and Mathematics (STEM) events;
- workplace visits;
- visits to Further Education and Higher Education institutions;
- curriculum projects and
- National Careers Week.

Beechwood School provides opportunities for a range of education and training providers to access all students in years 7 to 13 for the purpose of informing them about approved higher educational qualifications or apprenticeships. Beechwood School has a published policy statement setting out arrangements for provider access. This is available on the school's website.

## **6. Curriculum**

The school delivers careers' education through a combination of methods which include the following.

- Careers' units in key stage 3, 4 & 5, PSHCE lessons.
- Tutorial programmes for all year groups.
- Collapsed timetable days focusing on employability and enterprise skills.
- Extra-curricular activities and enrichment events (including career talks, workplace visits, guest speakers, work placements, mentoring, college and university visits, motivational speakers).
- Work experience programme (year 12).
- Careers assemblies.
- Annual careers fair.
- Workplace visits, Further Education and Higher Education visits.
- National Careers Service website.
- Apprenticeship Support and Knowledge (ASK) for Schools Programme (assemblies and workshops).
- Individual careers guidance sessions with a qualified careers professional in year 11 - 13 for all students (identified students receive additional careers guidance sessions and support prior to year 11). In addition, students (years 7 -11) can request a careers guidance session.
- Creating a learning environment which allows and encourages students to tackle real-life challenges.
- Employer based curriculum projects / challenges. More details of the careers' programme are published on the school's website.

## **7. Resources**

Funding for CEIAG is allocated annually. Additional resources can be requested.

The Careers' Lead and Directors of Studies have responsibility for the management and deployment of the careers' budget and careers' resources.

## **8. Staffing**

Adviza work alongside the Careers' Lead to deliver personal guidance meetings. We also have currently have a volunteer Careers' Professional who supports students.

## **9. Staff development**

The Careers' Lead attends CEIAG SASH meetings termly in addition to engaging in additional professional learning opportunities depending on what is required at any particular stage in time in light of development of policy and practice and the national requirements.

## **10. Communication**

We communicate our activities through the weekly School Bulletin and through displays in School. Careers' packages such as Kudos and EClips can be accessed by students either in school or at home. Information is available on our school website including a comprehensive list of useful websites and links.

## **11. Monitoring and evaluation**

The Careers' Lead monitors the effectiveness of careers activities through the use of student questionnaires, staff surveys and evaluation forms from external providers. The Careers Lead reports to SLT link regarding the effectiveness and impact of different initiatives. The Careers programme is reviewed annually. The Careers Lead works in collaboration with the Careers and Enterprise Company to review the school's provision against the Gatsby benchmarks and evaluate using the online Compass tool and to form an action plan. Leavers' destinations are analysed at post-16 and post-18.

The CEIAG policy is to be reviewed on an annual basis.

*Review date: January 2021*