

Careers Education Guidance (CEG)
and
Information, Advice and Guidance (IAG) Policy

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| Staff Link: | H CULLEN | Date: | SEPTEMBER 2016 |
| Governor Link: | Marta Baker (Chair of Governor's) | Review: | SEPTEMBER 2018 |

This policy sets out the detail and the rationale behind a whole school approach – fulfilling the statutory requirements for Careers Education and Guidance (CEG). Section 45A of Part VII of the Education Act 1997.

RATIONALE FOR CEG

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 decisions and plan their careers, both in school and after they leave. The 2011 Education Act places a duty on schools to give students access to careers education and independent careers guide for all students in Years 8-11. This must include information on all options available in respect of 16-18 education or training, including Apprenticeships. In Year 8 information should include options available at age 14 such as University Technical Colleges, Further Education Colleges, Sixth Form Colleges and Studio Schools.

COMMITMENT

- Preston School is committed to providing a planned programme of careers education for all students in Years 7-11 and information, advice and guidance (IAG) in partnership with local providers.
- To provide independent face-to-face careers guidance where it is most suitable support for young people to make successful transitions, particularly children from disadvantaged backgrounds or those who have special educational needs, learning difficulties or disabilities.
- To provide relevant information to local authority support services under section 72 of the Education and Skills Act 2008. This should include information that identifies those at risk of ending up not in education, employment or training (NEET) post 16, young peoples post 16 plans and the offers they receive along with their current circumstances and activities.

LINKS WITH OTHER POLICIES

This policy is supported and is underpinned by key school policies including those for teaching and learning, assessment, recording and reporting, equal opportunities, health and safety, gifted and talented and special needs.

SOURCES AND REFERENCES

DFE Statutory Guidance "Careers Guidance and Inspiration in Schools" March 2015 - https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/440795/Careers_Guidance_Schools_Guidance.pdf

Careers Development Institute (CDI) "Framework for Careers, Employability and Enterprise Education" November 2015 - http://www.thecdi.net/write/Framework/BP385-CDI_Framework-v7.pdf

Gatsby Charitable Foundation Report "Good Careers Guidance" Gatsby Benchmarks 2014 - <http://www.gatsby.org.uk/uploads/education/reports/pdf/gatsbygoodcareerguidance8pagea5.pdf>

Investors in Careers Quality Award - <http://www.investorincareers.org.uk/>

STUDENTS' NEEDS

The careers programme is designed to meet the needs of students at Preston School. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development, and to strengthen their motivation, aspirations and attainment at school.

AIMS:

- To enable students to make well-informed choices about pathways available to them, in choosing subjects, progression and opportunities to prepare for further learning and the workplace
- To ensure that all students have access to independent, impartial careers information, advice and guidance and support
- To ensure that parents are well informed so that they can assist their child in making important decisions
- To ensure a comprehensive provision, in line with the best and most recent available guidelines and frameworks of careers education and opportunities
- To develop skills for the workplace.
- To track the career aspirations of students, to ensure well-focused support, advice and intervention.
- To review and evaluate provision

OBJECTIVES:

- To encourage students to develop qualities which enable them to adjust to and cope with change such as; self-reliance, adaptability, flexibility, resilience and reliability
- To encourage students to develop skills such as; self-awareness, self-determination and self-improvement
- To prepare students to make informed decisions as they approach each key stage
- To retain independent careers advice.
- To ensure that high-quality information is available to; students, parents and staff regarding; options, pathways, careers, apprenticeships, educational establishments (including FE college, sixth forms, training providers and universities), employers and labour market information (LMI).
- To help students develop job seeking skills, including the ability to produce a letter of application and curriculum vitae, and conduct themselves appropriately at interview
- To provide timely information to students, parents and staff regarding provision in school
- To evaluate provision in order to regularly improve and update our careers and information processes.
- To secure Investor in Careers Quality Award status

ENTITLEMENT

Students are entitled to careers education and information, advice and guidance that is impartial and confidential. It will be integrated into students' experience of the whole curriculum and will be based on a partnership with students and their parents /carers. The programme will raise aspirations, challenge stereotyping, promote equality and diversity, inclusion and anti-racism.

IMPLEMENTATION

MANAGEMENT

- The Vice Principal (curriculum) oversees and monitors curriculum provision.
- Presents and PETs are enterprise programme's delivered within the school. These are organized and led by the Head of School for Business and Enterprise.
- Work experience is planned and implemented by the Work Experience and Careers related learning coordinator who works with Year 10 Learning Manager and Vice Principal (achievement and guidance)
- IAG is delivered by Academic Mentors and Learning Managers through AM programme
- Some IAG e.g. Options, Post 16 is delivered by Academic Mentors managed by the relevant Learning Managers who work in co-ordination with the Work Experience and careers coordinator and Vice Principal (achievement and guidance).
- Other IAG opportunities are overseen by the Work Experience and Careers related learning coordinator and overseen by the Vice Principal (achievement and guidance).

STAFFING

All staff contribute to careers education and guidance through their roles as Academic Mentors and subject teachers. Specialist sessions are delivered by the Life Studies team and, where relevant, the Business and Enterprise team and Academic Mentors. Support and guidance is also offered through the Work Experience and Careers related learning coordinator with impartial advice and guidance provided by Careers South West.

CURRICULUM

- The careers programme includes careers education sessions, career guidance activities including individual interviews, information and research activities, work related learning including one weeks' work experience and School of Learning Days.
- Careers lessons are part of Preston School's Life Studies curriculum. Other focused events e.g. Careers Fair are provided annually through the Yeovil Federation / South Somerset 14-19 link. Work experience preparation and follow-up takes place as a dedicated day and in appropriate parts of the curriculum.
- Students are actively involved in the planning, delivery and evaluation of activities.
- Particular links are made through the schools Business and Enterprise Academy status.
- PET's is an enterprise passport offered to Year 8's, 9's and 10's, with Year 10's being the leaders. Students are required to demonstrate their enterprise skills and are rewarded with Gold, Silver and Bronze badges accordingly. PET's are introduced to the year 8's,9's and 10's throughout the Autumn Term. PreSENTs are a very similar process but are only offered to the Year 7's as a build up towards PET's

- Additional experiences include college taster days for our Year 8 and Year 10 students at local colleges. Also there are university talks and trips held for our Year 11 students. We also take students out to the Careers fair run by the South Somerset Partnership 14-19.

CAREERS OFFER

- Year 10's and 11's offered impartial diagnostic interviews with an adviser from Careers South West. Those learners identified as disadvantaged and/or in need of additional, impartial advice are provided with this.

PARTNERSHIPS

Careers South West which identifies the contributions to the programme that each will make. Other links are being developed e.g. with local 14-19 partners. The school works closely with the local colleges and sixth forms who regularly attend parent's evenings as well as options evenings for the Year 9's. We hold close links with local universities, such as Exeter and Bournemouth who come in and carry out talks with our students, but also offer our students the opportunity to visit for a day and discover what university is really like.

RESOURCES

Budget line Work Related Learning

STAFF DEVELOPMENT

Staff training needs are identified as part of the school Performance Management and CPD programme by the Assistant Principal – Professional Learning. Funding is accessed through school funds. The school will endeavor to meet training needs within a reasonable time.

MONITORING, REVIEW AND EVALUATION

- The Partnership Agreement with CSW Group (Careers South West) is reviewed yearly. This meeting is attended by all Stakeholders.
- The programme is reviewed annually by the Assistant Head of School, using the local quality standards for CEG to identify desirable improvements.
- Evaluations are carried out at relevant times within the curriculum delivery from time to time.
- The school will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.
- Governors to review the provision and strategic direction of CEIAG, ensuring that it is fit for purpose, and fulfils latest stator guidance.

COMMUNICATION

This policy will be primarily communicated to all stakeholders via publication on the school website.