



COTHAM SCHOOL

Careers Education, Information, Advice & Guidance Policy (CEIAG)

November 2014

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Review: July 2017

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Introduction:

Successful Careers Education, Information, Advice and Guidance makes a major contribution in preparing young people for opportunities, responsibilities and experience of life. It helps them make decisions and manage transitions as learners and workers. A high quality CEIAG programme at Cotham School aims to ensure that all year 7-13 students are equipped with the knowledge and skills they need to make informed decisions and achieve economic wellbeing in their lives.

Entitlement and Rationale

Schools are under a duty to provide independent, impartial careers guidance for their pupils in years 8-13. Revised statutory guidance published in April 2014 has highlighted the necessity for increased employer engagement and the building of strong connections and business links with employers. The school will provide a range of opportunities for all students to receive their CEIAG entitlement to learn about the qualification pathways available to them, the world of work and the skills required for work. They will be fully supported in making considered, informed decisions about their own career pathways. Well thought through decisions about learning and work, informed by effective CEIAG, can increase participation in learning and in turn, raise attainment and support further progression.

Purposes

The main purpose of CEIAG is to provide students with the opportunity to engage in a range of activities that will contribute to their knowledge and understanding of the world of work and the qualifications pathways suitable for individual needs. The school is committed to not just fulfilling its statutory requirements in this area but providing students with exceptional support and guidance throughout their time at Cotham School.

Aims

The aim of CEIAG is to enhance the provision made in the curriculum and wider curriculum to prepare students for the transition to the next stage of education, training or employment by:

- Providing high quality comprehensive, unbiased, impartial, appropriate careers information, advice and guidance
- Offering a responsive IAG service that allows time for 1:1 and group face to face guidance for all students
- Ensuring that an interesting, informative, relevant Careers Education programme is in place for all students (key stages 3-5) which follows the ACEG framework
- Helping and supporting students to make wise choices in courses and career pathways that are appropriate to their needs

- Preparing students for transition to Further and Higher Education or training with employment
- Ensuring that students make successful transitions to the next stage of education and employment
- Empowering students to plan and manage their own futures
- Providing a wide range of work related activities and contexts that help raise motivation and attainment
- Improving students understanding of the world of work
- Developing enterprise and employability skills
- Actively promoting equality and challenging gender stereotypes

Practice and Procedures

The methods by which the school will accomplish these goals are:

- Providing informed and impartial advice and guidance
- Providing a range of opportunities that enhance the curriculum eg: enterprise projects, visits to colleges, universities and training providers
- Promoting awareness of the world of work eg: Year 10 WEX involving the whole year group, Post 16 WEX, Visitors from business and industry, employer engagement events etc
- Through Work Related Learning activities/events which will include extensive employer engagement
- Promoting a range of opportunities and provisions which assist in raising aspirations and achievement eg: links with universities, colleges and training providers, skills show and careers fair visits, speakers from industry
- Promoting awareness and understanding of work, industry, the economy and community and labour market information (LMI)
- Relating skills, attitudes and knowledge learned in school to the wider world
- Developing students' personal and social skills to relate to the world of work
- Maintaining and developing effective links with key partners
- Effective communication with parents/carers and other parties

The school is currently undertaking and committed to achieving the quality standard awards of 'Investors in Careers' and the 'West of England Employability Chartermark'

Careers Education

The careers programme is designed to provide students with the necessary information and skills to enable them to make decisions in regard to future choices. This works alongside the IAG provided.

Careers Education will be provided from years 7-13 and will meet the requirements of the ACEG framework and Quality Awards Standards.

At KS3 & KS4 careers education is delivered by PSHE staff and tutors. Training will be put in place as necessary.

Post 16 careers education will be organised in key areas of tutorial activities covering 'Employability' and 'Post 18'.

Information, Advice and Guidance

- There is a well-qualified IAG Advisor employed by the school.
- The students will be supplied in their decisions by a high standard of IAG.
- All IAG is informed and impartial and the Advisor keeps up to date with on-going CPD
- Students are provided with Action Points which are agreed at the meetings and help the students to progress and focus. These Action Points are recorded and monitored.
- Tracking systems are in place to record IAG
- There is a full record of destination data for KS4 and KS5 students which is recorded, tracked and monitored
- The overall aim of the school is to have no NEETS

Work Related Learning

The school provides a range of Work Related Learning opportunities that enhance the curriculum and promote awareness of the world of work. This will include a range of activities facilitating employer engagement, enterprise and employability skills.

All KS4 students complete a block Work Experience and WEX opportunities at Post 16 are in place.

Roles and Responsibilities

CEIAG is led and managed by the CEIAG Co-Ordinator who is line managed by an Assistant Headteacher. CEIAG is supported by a link governor.

The CEIAG team comprises:

- CEIAG Co-Ordinator
- IAG Advisor
- WEX Co-Ordinator with some IAG Administrative duties.

- Liaison – SMT, governing body, Careers steering group, partners

Monitoring, Evaluation and Review

- The school is committed to achieving careers quality standards awards 'Investor in Careers' and 'West of England Employability Chartermark'
- A comprehensive CEIAG & WRL report is produced by the CEIAG Co-Ordinator at the end of each academic year which outlines practice and progress made and identifies specific targets to address for the coming academic year
- A detailed Careers Action Plan is produced by the CEIAG Co-Ordinator and regularly updated. This will be incorporated into the School Improvement and Development Plan. The Action Plan will be reviewed annually and throughout the year as necessary.
- All IAG will be monitored strictly, recorded and managed to produce comprehensive Destinations Data to meet government requirements.

- Careers and Work Related Learning activities will be regularly evaluated and reviewed to ensure that they meet student needs and government statutory requirements and guidance.

Staff Development

- Staff training needs are developed through professional development plans
- The IAG Advisor attends regular updates including LMI
- Key CEIAG staff & WRL staff attend relevant training as required

Guidance

This policy has been written with regard to the updated (April 2014) duty on schools to provide independent and impartial careers guidance and inspiration for pupils.

Other Relevant Policies

- PSHEE
- Safeguarding
- Health and Safety
- Inclusion
- Education Visits Policy
- WEX policy (to be compiled)

GLOSSARY

CEIAG – Careers Education, Information, Advice and Guidance

IAG – Information, Advice and Guidance

ACEG – Association for Careers Education and Guidance

NEETS – not in Education, Employment or Training

CPD – Continuing Professional Development

WEX – Work Experience

LMI – Labour Market Information

SMT – Senior Management Team