

Policy for Careers Education, Information, Advice and Guidance (CEIAG)

Rationale

Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned progressive programme of activities supports them in choosing 14 – 19 pathways that suit their interests and abilities and help them to follow a career path, and sustain employability throughout their working lives.

A careers education programme enables students to develop personal insight, career knowledge, and career planning and management skills. It offers information and advice that is personalised, comprehensive and impartial.

Commitment

The Hamble School is committed to providing a planned programme of careers education and information, advice and guidance (CEIAG) for all students in Years 7-11. The Hamble School strives to follow the Careers strategy: making the most of everyone's skills and talents (Dec 2017), Careers guidance and access for education and training providers (Jan 2018), and CDI Framework for careers, employability and enterprise education (March 2018).

Development

The policy was developed and is reviewed annually by the Assistant Headteacher responsible for overseeing CEIAG at The Hamble School with advice from Careers Employability and Participation Adviser, and is based on current good practice guidelines by DfE/ Ofsted, ACEG Framework.

Links with other policies

It supports and is underpinned by key school policies including those for Teaching and Learning, Assessment, Work Related Learning, Equality Duties Policy, High Flyers, and Special Educational Needs.

Aims and Objectives

The Hamble School's Careers Education and Guidance policy has the following aims:

- To contribute to strategies for raising achievement, especially by increasing motivation.
- To focus students on their future aspirations.
- To enable students to have an awareness and understanding of their opportunities for their own future.
- To provide factual information to help students make choices about their future.
- To promote the ability to make informed choices.
- To develop careers management skills leading to efficient transition to further education and/or future employment.
- To develop students' awareness of the need for training and education in their future career and value lifelong learning.
- To involve parents and carers.
- To support inclusion, challenge stereotyping and promote equality of opportunity.
- To encourage participation in continued learning including higher education and further education.
- To develop enterprise and employment skills.
- To reduce drop out from courses and course switching in education and training.
- To contribute to the economic prosperity of individuals and communities.
- To meet the needs of all our students through appropriate differentiation.

Content and Delivery

The provision is provided within lessons across the curriculum and in addition via assemblies, workshops, tutors and evening events for students and parents at key times in their school life. There are a variety of opportunities for people from the world of work to support our students, such as our mock interview days for Year 10.

The Library has a comprehensive careers section which is available to all students throughout the school year. It has a wide range of unbiased materials

Students may also access a full range of impartial careers guidance resources within the specialised CEIAG website www.ceiag.com that is available to all students, parents, carers and extended family members.

KEY STAGE 3

Students are taught a variety of aspects of the careers programme underpinned by careers guidance software and databases provided by the college in years 7 and 8.

In Year 8 students make their preference choices, all students receive a 1:1 meeting with a member of the leadership team to assist them in this process. In addition, all students have access to IAG through the careers drop-in service and careers based lessons in PSHCE.

KEY STAGE 4

Careers modules are encompassed within the PSHCRE programme and include the real game and ways and choices schemes of work. Lessons for the careers guidance software and database programmes are delivered to all for student's careers research.

Year 10 students take part in Jobfest, individual mock employer interviews for students who are required to write a CV and a letter of application. All students may self-refer and use the break and lunchtime CEIAG drop-in service available throughout the school year should they require any additional support.

Year 11 students have a variety of opportunities to receive careers information including a Careers Fair at which colleges and apprenticeship training providers are available to discuss courses and post 16 options. All students have access to the college and training providers' open evenings and deadline dates. Careers based lessons are delivered throughout key times of the academic year - these include college applications and personal statement writing, interview preparation and apprenticeship seeking through PSHCRE. All year 11 students attend a 1:1 careers interview. Students identified as requiring a personalised CEIAG Programme are given transitional support which can include visits to post 16 providers and help completing the application process.

Student Needs

The careers programme is designed to meet the needs of all students at The Hamble School. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

Entitlement

Students are entitled to CEIAG which meets professional standards of practice and which is person-centred, impartial and confidential. It will be integrated into students' experience of whole curriculum and be based on a partnership with students and their parents and carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

Implementation

A member of the Leadership Team has overall responsibility for the careers programme within the school. This is supported by the Subject Leader of PSHRE and the Careers Employability and Participation Adviser.

Staffing

All staff contribute to CEIAG through their roles as tutors and subject teachers. Specialist sessions are delivered through the mentoring programme and appropriate external agencies and visitors. The CEIAG programme is planned, monitored and evaluated by the Employer Engagement & CEIAG Manager in line with the DfE statutory and non-statutory guidance.

Curriculum

The careers programme includes careers education sessions; career guidance activities; group work and individual interviews; information and research activities, including introductions to and updates about the CEIAG areas within the college library; various careers-related ICT programmes within www.ceiag.com; and website and work related learning. Other focussed events are organised throughout the academic year. As part of the PSHCRE mock employer interview days are organised annually for all Year 10 students. This involves students going through the complete application process (CV creating and applications), finishing with an external employer interview.

Assessment and accreditation

The intended career learning outcomes for students are based on the National Framework and are in line with the CDI and DfE framework and the code of ethical practice for the Investor in Careers mark. Students are given the opportunity to complete surveys and evaluate the careers events and programme within the college on a regular basis throughout the academic year. The CEIAG Manager is also a member of the professional body the Careers Development Institute (CDI). The CEIAG Manager is also a registered practitioner of the CDI.

Partnerships

Partnerships with the Education and Employers Taskforce, Inspiring the Future and Speakers for Schools links in to the employability units of the CE programme at KS3 and KS4.

Resources

Funding is allocated in the annual budget planning round in the context of whole college priorities and particular needs in the CEIAG area. The Employer Engagement & CEIAG Manager is responsible for the effective deployment of resources. Sources of external funding are actively sought.

Staff development

Staff training needs are identified in conjunction with the college's professional development protocols. The college will endeavour to meet training needs within a reasonable period of time.

Monitoring, review and evaluation

The programme is reviewed annually by the Careers and PLT Co-ordinators using the Careers Education Framework 7-19 and the Quality Standards for Young People's Information, Advice and Guidance (IAG) and the CDI framework to identify areas for improvement.

Title of Policy	CEIAG Policy
Review Cycle	Annual
Policy prepared by/Reviewed by	Assistant Head with responsibility for CEIAG
Committee responsible	L&A
Statutory/Discretionary/College	Statutory
Date of latest Committee approval	16 October 2018
Date of latest FGB approval	20 November 2018
Date of next review by FGB	November 2019