

## ACADEMIC YEAR 2020-21

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Signed:	Daniel Watson

### Record of Alterations

Version 1.0

Version 2.0

Version 2.5

Version 3.0

Version 4.0

## CAREERS EDUCATION INFORMATION ADVICE AND GUIDANCE (CEIAG) POLICY

### POLICY

CEIAG (Career Education Information Advice and Guidance) refers to a range of activities and interventions that help young people to make the right choices. This includes independent and impartial advice and guidance at key transitional times for young people and access to up to date information on careers and other issues affecting their well-being and staying on in learning. Statutory Guidance requires schools to secure independent and impartial careers guidance for young people from Year 8 to Year 13.

CEIAG aims to help students develop skills, attitudes and abilities which will enable them to be effective in a variety of adult occupations and roles. Effective careers education, information, advice and guidance raises aspirations, enables students to make informed choices and helps them achieve their potential. It can help young people and their parents make informed decisions about the number of opportunities available. All young people need information, advice, guidance and support in making informed and realistic choices regarding their future life and the many roles they will take.

Guidance is the process of helping young people to be able to make choices about their personal, social, educational and vocational development. The school has a significant contribution to make, along with parents and other support agencies in providing an effective programme of careers education and guidance.

At Shelley College we have developed and continue to implement a clear strategy for careers guidance and we make good use of well-trained staff, careers guidance professionals, employer networks and local colleges and other providers to ensure that students are well supported in making decisions about career pathways.

### COMMITMENT

Shelley College endeavours to follow the statutory duty for governing bodies, school leaders and school staff laid out in 'Careers Guidance and Inspiration in Schools' (DfE, 2015) and the Ofsted review of CEIAG "Going in the right direction" (Ofsted, 2013) and other relevant guidance from DfE, DCSF, Ofsted and QCA as it appears, as well as the guidance laid out in the Gatsby Benchmarks of Good Career Guidance (Gatsby Foundation 2014)

<http://www.gatsby.org.uk/uploads/education/reports/pdf/gatsby-sir-john-holman-good-career-guidance-2014.pdf>

Shelley College is committed to providing all students in years 9 to 13 with a programme of careers education, information, advice and guidance (IAG). The school is pursuing this through participation in the Careers and Enterprise Company and the Kirklees Careers Hub.

### THE CAREERS EDUCATION PROGRAMME AIMS:

- to develop students self-awareness, understanding themselves as learners and developing skills for effective learning and increasing motivation
- to focus students on their future aspirations, encourage and support career exploration, make and adjust plans, and prepare for changes and transitions
- to promote inclusion, equality of opportunity, challenge stereotyping and understanding of influences and opportunities
- to meet the needs of all our students through appropriate personalisation
- to inform parents and carers and all stakeholders about different pathways and opportunities
- to encourage students to investigate career opportunities both locally and nationally and through direct experience of the world of work, work related learning and enterprise activities
- to encourage students to implement their career plans and to review and evaluate it
- to help students make improved decisions and manage the transition processes effectively.

- to encourage participation in continued learning including further and higher education and to develop enterprise and employment skills
- to reduce drop out from, and course switching in, education and training
- to contribute to the economic prosperity of individuals and communities
- to ensure all students leave with the appropriate employability skills

## THE STRATEGY

In the light of the current changes in the world of work, and the Gatsby Benchmarks for Good Careers Guidance, from 2018, students will receive;

- ✓ Careers focused lessons through the Skills for Life programme (one lesson every week encompassing Careers and PSHEE)
- ✓ Year group activities on days throughout the school year. Relevant information in form time and assemblies specific to year group and time of year
- ✓ Access to general careers information using websites, software, displays and the careers library
- ✓ Access to our Careers Advisor and/or a representative from C&K Careers for careers guidance through individual interviews or group sessions
- ✓ Work experience where appropriate
- ✓ Other careers workshops from external visitors including colleges, universities, training providers and employers
- ✓ Regular talks from industry professionals for all 6<sup>th</sup> form and lower school students
- ✓ Careers Fair held in November showcasing post-16/18 pathways
- ✓ A mock interview at the end of Year 10 with an external individual
- ✓ Information and instruction on how to apply for transitions in years 8/9, 11 and 13
- ✓ The opportunity to get involved in evaluating and planning the CEIAG programme after the year group activities and before they leave year 11/13

The CEIAG programme will help students to;

- Understand themselves, their interests, likes and dislikes, what they are good at and how this affects the choices they make
- Find out about different courses, what qualifications they might need and what opportunities there might be
- Develop the skills they will need for working life
- Make realistic, but ambitious, choices about courses and jobs
- Develop a plan of action for the future
- Understand the different routes after Year 11/13 including training, further and higher education and jobs
- Make effective applications for jobs, training and further and higher education
- Develop their interview skills
- Improve their confidence

To ensure quality and demonstrate it meets robust national standards the school will work towards achieving the C&K Quality Standard for CEIAG validated against the "Quality in Careers Standard".

Wherever possible, parents and carers are informed and encouraged to take an active part in the CEIAG of their children. Use of the school website, VLE/internet/e-mail also allows current information to be shared with parents.

### ORGANISATION AND CONTENT

The careers education programme is delivered through Skills for Life in Years 9, 10, 11 and during tutorials in Years 12 & 13.

#### Year 9

- Series of self-awareness lessons starting in December in preparation for the options process
- Specific assemblies outlining the options process and the importance of this for future decisions
- Signposting lessons introducing Start Profiles website and the guidance community
- Assemblies throughout the year on different job sectors and industries
- Access to individual guidance interviews/advice for vulnerable students and those students (and parents/carers) who ask for such
- Careers panel to engage with local employers and find out about employability in different sectors
- Subject specific assemblies ahead of Options to allow students to make informed choices

#### Year 10

- Series of lessons starting in May introducing all post-16 pathways and the different levels of study available
- Preparatory lessons for mock interviews including the completion of a mock application form
- Students choose activities and group sessions led by the 6<sup>th</sup> form and local colleges giving experience and information about the different pathways
- Every student takes part in a mock interview from an external individual and receives written feedback
- Access to individual guidance interviews/advice for vulnerable students and those students (and parents/carers) who ask for such.

#### Year 11

- Series of lessons containing information about all post-16 routes and how to apply, the importance of a back-up option and 'what to do if...'
- Number of assemblies given at strategic times to emphasise and inform about pathways
- Career Fair held in November where local colleges, universities, training providers and employers are invited to attend – open to all years and parents/carers
- Students given information on all open events for all pathways through notices, form tutors, assemblies, e-mail
- Access to training providers during lunchtime drop-in sessions after February half-term for information and advice about apprenticeships
- Access to individual guidance interviews/advice for vulnerable students and those students (and parents/carers) who ask for such.

## SIXTH FORM PROVISION

As part of tutor time, assemblies and skills for life lessons, the Sixth Form receive talks by outside speakers on all aspects of University life, preparation for personal statements and UCAS forms, interview skills and all aspects of progression. Each student has access to the Careers Resource Area and can request interviews with the Careers Advisor. The role of the form tutor is also crucial in the 6th Form

Industry Talks to run bi-weekly (blue week) where students can engage with local professionals from a range of different sectors

Students complete 5 days compulsory work experience relating to the career aims during year 12

All students will have opportunity to take part in Professional CV workshops and Interview workshops.

Virtual work experience opportunities are offered and promoted to students as additional extracurricular activities.

## CROSS-CURRICULAR LINKS

These are made with appropriate departments and enhanced by WRL/enterprise activities. All students are encouraged to develop an understanding and awareness of equality in relation to gender, ethnicity/religion, disability, age and sexual orientation. The school actively promotes personalised learning approaches in order to raise aspirations and to breakdown cultural and economic barriers in order to fulfil potential.

## PROVISION FOR LEARNERS WITH LEARNING DIFFICULTIES AND/OR DISABILITY (LLDD)

C&K Careers have a statutory duty to ensure the positive transition of all students who are in receipt of an Education and Health Care Plan (EHC). Their representative will attend reviews and keep in contact with those students, their parents/carers and the SEN department to achieve this goal. The school identifies those students who meet the 'vulnerable' criteria which is set by the government (LAC, low attendance, very low academic ability) who must also be supported by C&K Careers.

Other pupils with additional needs are supported and encouraged into a positive transition with help from the SEN team and the School's Careers Advisor working together with parents/carers and appropriate further education establishments. Close links with the SENCO ensure that equal opportunities and inclusion are addressed. (SEN Code of Practice from September 2014).

The school has access to an online virtual work experience/ job interview portal aimed at SEN students, giving them insight into the working world.

## PROVISION FOR EXTENUATING CIRCUMSTANCE/ SCHOOL DISRUPTION

During periods effecting normal working practices, such as the recent school closures due to the Covid-19 pandemic, the careers coordinator and careers SLT link will take decisions to prioritise the school CEIAG programme and reduce or cancel activities to ensure students in year 11 and 13 are fully supported in preparing for their transition to their next steps. During this time students in year 9, 10 and 12 may have reduced access to their usual careers support provision. Shelley College will always plan to reschedule cancelled activity wherever possible.

## ROLES / RESPONSIBILITIES, MONITORING AND EVALUATION

The Principal is ultimately responsible for all aspects of the school curriculum and ensuring the CEIAG policy is effectively managed and implemented and that appropriate provision for CEIAG is made within the school PSHE budget.

Shelley College has dedicated SLT links for CEIAG:

Mr Greg Wadsworth: Vice Principal

Other staff with the responsibilities for CEIAG:

Miss A Dukeson: 6<sup>th</sup> Form Student Manager

Mr G Richardson : Skills for Life

Coordinator

Mr D Watson: Careers Coordinator

The school's named careers leader is Mr Daniel Watson (Level 7 PGCert Careers Leadership, Level 4 IAG). We are part of the Kirklees Careers Hub where CPD and resources are available.

Review and evaluation are carried out in line with the College Quality Assurance process and reviews of the department development plan are conducted between the Careers coordinator with their line manager. The Careers Coordinator attends pastoral meetings periodically throughout the year. Feedback from staff, students and year teams also helps in evaluating the CEIAG programme and targets are set for the next year.

## THE PROGRAMME

The CEIAG programme is delivered through The Skills for Life Programme with sessions are planned, monitored and evaluated by the Skills for Life coordinator and the Careers coordinator. The sessions are delivered by form tutors and on occasion our careers coordinator. The Skills for Life Coordinator in liaison with the careers advisor ensures that staff are updated and given the appropriate training either through formal requests or informal sessions.

There are regular links with identified personnel to ensure individual needs are met. Key pastoral staff such as Student Managers and Form Tutors, Parent and Student Engagement Officer, and the Student Support team feed in information to support the guidance process. Overall responsibility is given to the Skills for Life Co-ordinator to ensure the CEIAG programme is updated and developed. A Vice Principal has the overview and line manages the Skills for Life Coordinator and links to key governors.

## RESOURCES

There is an annual allocation of money for Careers and Careers resources. Relevant resources are available. Professional development is emphasised and provided in line with the school's commitment to CPD. In house training is ongoing for newly-appointed staff and designated bespoke training is delivered for specific issues related to the CEIAG curriculum. The Skills for Life Co-ordinator and the Careers Coordinator ensures that staff are updated and given the appropriate training either through formal requests or informal sessions.

## STUDENT ENTITLEMENT

Careers Education and guidance (CEG) is an important component of the 14-19 Curriculum and at Shelley College, we fully support the statutory requirement for a programme of careers education in Years 9 – 13. A statement of entitlement is included in this policy.

*For Student Entitlement document refer to Appendix 1*

## EQUALITY AND DIVERSITY

Careers education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

The school ensures that careers guidance is impartial through employing a dedicated careers guidance professional. Action plans demonstrate the Careers Coordinator is supporting students to manage their progression needs and signposting them to a variety of opportunities and pathways. The Careers Coordinator targets support to students at certain key strategic points during the school year to meet students' needs (e.g. preparation for GCSE or A Level options subjects, or offering advice regarding next steps). Core groups and those at risk of NEET are targeted for intensive support with the Inclusion team and the Independent Careers advisor from C and K Careers.

C and K Careers provide additional support to LAC and their carers throughout their time at Shelley College.

## PARENTS AND CARERS

Parental involvement is encouraged at all stages. Parents are kept up to date with careers related information through school website, letters, newsletters, and at open evenings. Parents are welcome at careers interviews and, where necessary, are invited.

## PARTNERSHIPS

We have strong links with the local 14-19 providers, we have Skills for Life day in November and July and the providers deliver sessions within school. On a bi-weekly basis, where possible, we have Industry Talks from local employers in an attempt to increase knowledge and understanding across a wide range of careers. We also have links with BNI Networks, Enterprise Partnership. Links are also made with parents / carers and are maintained using a variety of methods (parental leaflets, letters, options evenings, Post 16 Evenings).

## LINKS WITH OTHER POLICIES

The CEIAG policy supports and is underpinned by key school policies including: Equal Opportunities, Special Educational Needs, Teaching and Learning and Curriculum, Provider Access Policy.

## POLICY REVIEW

The policy will be reviewed annually by the IAG lead professionals and will encompass best practise from the Inspiring IAG framework and other national advice and guidance from the DfE, DCSF, Ofsted and QCA as it appears. Changes and improvements to the programme are entered into the Departmental Development Plan along with timescales for completion.

Opportunity throughout the year will be made for staff, student and parent consultation on the provision of CEIAG and review of the CEIAG policy.

The policy will be presented to the SLT annually for review and adoption.

CEIAG Policy last reviewed and adopted: Jan 2020

## Appendices

### Appendix 1

#### Statement of Entitlement

As students at Shelley College you are entitled to receive a programme of careers education, advice, information and guidance

#### Your IAG programme will help you to:

- ✓ Understand yourself, your interests, likes and dislikes, what you are good at and how this affects the choices you make
- ✓ Find out about different courses, what qualifications you might need and what opportunities there might be
- ✓ Develop the skills you may need for working life
- ✓ Make realistic, but ambitious, choices about courses and jobs
- ✓ Develop a plan of action for the future
- ✓ Understand the different routes after Year 11 and 13 including training, further and higher education and jobs
- ✓ Be able to make effective applications for jobs, training and further and higher education
- ✓ Develop your interview skills
- ✓ Improve your confidence

#### You will receive:

- ✓ Careers focused lessons through the Skills for Life programme (one lesson every fortnight encompassing Careers and PSHEE)
- ✓ Year group activities on days throughout the school year specifically November and June
- ✓ Relevant information in form time and assemblies specific to year group and time of year including open events for all pathways
- ✓ Access to general careers information using websites and software
- ✓ Access to the schools Careers Advisor and/or a representative from C&K Careers for careers guidance through individual interviews or group sessions
- ✓ Work experience where appropriate
- ✓ Other careers workshops from external visitors including colleges, universities, training providers and employers
- ✓ Careers Fair held in November showcasing post-16/18 pathways
- ✓ Apprenticeship fair held in February
- ✓ A mock interview at the end of Year 10 with an external individual
- ✓ Information and instruction on how to apply for transitions in years 9, 11 and 13
- ✓ The opportunity to get involved in evaluating and planning the CEIAG programme after the year group activities and before they leave year 11/13
- ✓ Access to drop in, group and job specific activities throughout years 9 – 13

#### You can expect to be:

- ✓ Treated equally with others
- ✓ Given careers information and advice that is up to date and impartial
- ✓ Treated with respect by visitors to the school who are part of the careers programme
- ✓ Given extra help if you have require it