

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

<b>Reviewed by</b>	Kerry Dimmack (Assistant Headteacher)
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<b>Adopted by Governors</b>	Summer 2016
<b>Next Review Date</b>	Summer 2018

## **Introduction**

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.

Schools have a statutory duty to provide careers education in Years 8-13 (DfE. 2015 'Careers Guidance and Inspiration in Schools') and to give students access to careers information and impartial guidance (1997 Education Act, 2008 Education and Skills Bill), DfE (2011).

## **Commitment**

Cottingham High School is committed to providing a planned programme of careers education and information, advice and guidance (IAG) for all students in Years 7-13, in partnership with the local Youth and Family Support Service (previously Connexions).

Cottingham High School endeavours to follow the National Framework for CEIAG 11-19 in England (2010) the Young People's IAG Standards (DCSF, 2007) the statement of Impartial careers education principles (DCSF, 2010) and other relevant guidance from DCSF, QCA and Ofsted that appears from time to time.

Cottingham High School is committed to gaining the IAG Gold standard award and incorporates online applications within its work related learning programme.

## **Development**

This policy was developed and will be reviewed biennially in discussion with teaching staff, Cottingham High School's Youth and Family Support Service personal advisers and students, based on current good practice guidelines by DfES/ Ofsted, CEG Framework

## **Links with other Policies**

It supports and is underpinned by key school policies which cover Teaching, Learning and Assessment, Recording and Reporting Achievement, Citizenship, PSHE, Work Related Learning and Enterprise, Equal Opportunities and Diversity, Health and Safety, Gifted & Talented and Special Needs.

## **Aims**

Cottingham High School and Sixth Form's Careers Education and Guidance policy has the following aims:-

- to contribute to strategies for raising achievement, especially by increasing motivation
- 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 employability skills
- to reduce drop out from 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
- to focus students on their future aspirations
- to involve parents and carers

## **Objectives**

### **Students' needs**

The careers programme is designed to meet the needs of all students at Cottingham High 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 the whole curriculum and be based on a partnership with students and their parents or carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

## **Implementation**

### **Management**

A designated CEIAG co-ordinator, Mrs Kerry Dimmack facilitates the careers programme and is responsible to a member of the senior leadership team. This area is also supported by a link governor.

### **Staffing**

All staff contribute to CEIAG through their roles as tutors and subject teachers. Specialist sessions are delivered by invited guests and by teachers during weekly, timetabled PSHCEE lessons for years 7- 9 and Alternative Curriculum Days in Years 10 and 11. The CEIAG programme is planned, monitored and evaluated by the careers co-ordinator in consultation with the Youth Support Services personal adviser who provides specialist careers IAG. Careers information is available in the Youth and Family Support Services Resource Centre and in the school resource area which is maintained by the school librarian.

### **Curriculum**

The PSHCEE programme is implemented through 1 hour weekly sessions at KS3 and 5 and through Alternative Curriculum Days in Years 10 and 11. The programme includes economic wellbeing incorporating careers education sessions, careers guidance activities (group work and individual interviews), information and research activities (in the Youth and Family Support Services Resource Centre and on Cottingham High School intranet), work-related learning (including one weeks' work experience in Year 12), and individual learning activities. Impartial careers lessons are part of Cottingham High School's personal development programme in Key Stage 3, 4 and 5. Other focused events are provided from time to time and include Apprenticeship events and other external visits.

### **Assessment and accreditation**

The intended career learning outcomes for students are based on the National Framework and are assessed using assessment for learning (AfL) techniques.

### **Partnerships**

An annual Partnership Agreement is negotiated between Cottingham High School and the Youth and Family Support Service which identifies the contributions to the programme that each will make. Other links are also in place / being developed, e.g. with local 14-19 partners.

### **Resources**

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the CEIAG area. The CEIAG co-ordinator is responsible for the effective deployment of resources.

### **Staff development**

Staff training needs are identified by the CEIAG co-ordinator, the Senior Leadership team and as part of the Partnership Agreement process with the Youth and Family Support Service. Cottingham High School will endeavour to meet training needs within a reasonable period of time.

### **Monitoring, review and evaluation**

The Partnership Agreement with the Youth and Family Support Service is reviewed on an annual basis. The programme is reviewed annually by the CEIAG co-ordinator and the personal adviser using the

local quality standards for CEIAG to identify areas for improvement. Action research evaluation of different aspects of CEIAG is undertaken regularly.

Feedback is sought from students after delivery of programmes in both lessons and "events".

The senior leadership team will report at least termly on CEIAG to The Governors.