

West Park School

Careers Education, Information, Advice and Guidance Information Policy

The provision of high quality, impartial, careers information, advice and guidance is seen as an integral part of the overall provision of Careers Education Information, Advice and Guidance (CEIAG) at West Park in line with Gatsby Benchmark 2 of the national strategy. In addition to contributing to the outcomes of our CEIAG, British Values and PSHE, programmes, the information provided within the Careers library and information point helps our pupils to make decisions about many aspects of their lives and contributes to the school's holistic approach to personal development. The information point is available to all pupils through their education alongside resources available via the school website, Firefly and personal Unifrog accounts.

Information is provided in a variety of formats and is seen as contributing to the development of the key skills of communication and ICT. Information is provided in such a way as to promote pupil autonomy through open access to the resource centre in school and via links to the school website, Firefly and Unifrog at home. Pupils are taught to evaluate all information critically within the CEIAG programme and throughout the curriculum.

Management

Roles and responsibilities:

The Governor (Iain Pendry) with responsibility for CEIAG maintains an overview of information provision and ensures that the school meets its statutory requirement under the **Careers Strategy: Making the most of everyone's skills and talents (2017)** and national guidance '**Careers guidance and access for education and training providers.**' (2018). This introduced the Gatsby Benchmarks as key markers for the development and delivery of the CEIAG programme. Benchmark 2 requires the school to provide both guidance materials, and a wide range of up-to-date reference and online materials relating to careers education and career opportunities. There is also a requirement to ensure that the school conforms to guidance outlined in the **SEND Code of Practice (2015)** for those identified with special educational needs or disabilities (SEND).

The Headteacher (Scott McGregor) ensures that adequate resources are made for the provision of careers and personal support information and that the quality standards for information are maintained.

The Careers Leader (Karin Carter) is Level 7 qualified (MA, RCDP) in Career Education and Guidance and is responsible for the development and delivery of good quality labour market information (LMI). This includes introducing stakeholders to the full range of local data and information on pathways alongside local and national labour market patterns. Young people will be introduced to changes in working patterns and types of working contracts available in the current labour market e.g. Gig Economy, Zero hours contracts. The school has made a commitment to use Unifrog as a method to collate pupil career experience, deliver impartial LMI. Post-16 intentions and develop appropriate CV's. This is supplemented by a range of resources available via the school website and Firefly.

The Careers Leader is required to establish and maintain comprehensive, up-to-date and accessible provision of careers and personal support information as part of the Careers Library within the main library area including a comprehensive range of local and national labour market information in a range of formats in line with Gatsby Benchmark 2. She regularly attends Information, Advice and Guidance (IAG) network meetings and training sessions offered by the local authority School Improvement Officer for Careers and Enterprise. This involves:

- offering a range of resources to support all Pos-16 and Post-18 pathways
- liaising with other curriculum managers for operational management
- ensuring that there are appropriate resources to meet the teaching requirements of the school
- providing lesson plans to ensure that pupils are able to use the resources appropriately. Pupils are introduced to the difference between partial and impartial information.
- providing continuing professional development to ensure that all staff have a working knowledge of the resources, including Unifrog which is used by all pupils across the school
- evaluating the effectiveness of the careers and personal support information network
- ensuring adequate ICT provision
- ensuring the organisation meets the guidance for Gatsby Benchmark 2
- complying with requirements to meet the Baker Clause regarding impartial access for outside businesses and providers to share information with relevant stakeholders e.g. pupils and parents at appropriate times to support decision-making. E.g. Post-16, Year 9 Choices. This information is shared on the school website for stakeholders to access.

The Careers Leader is also the designated Careers Adviser (Level 7). This includes:

- Interviewing pupils in Years 7-11 to provide information relevant to their needs together with career action plans. There is an open-door policy for all pupils and careers guidance is considered an entitlement for all pupils. Although Year 11 pupils are prioritised, any pupil can book an appointment to find out more about their options.
- Working closely with the SEND and Looked After Children (LAC) Co-ordinators to ensure that those pupils designated as having SEND or being LAC receive the best possible advice and guidance to support decision-making.
- Working closely with Senior Leaders and Pupil Premium Coordinators to support decision-making for pupils who may need specific support or guidance.
- Promoting and attendance at Parents Evenings for all year groups to ensure pupils and parents have opportunities to find out more about career and post-16 options at a time appropriate to them.
- Provide opportunities for pupils and parents to attend events where they can discuss post-16 and career options with outside providers e.g. Careers Fair, Post-16 Evening.
- **The PSHE Co-ordinator (Matthew Herzberg)** works with the Careers Leader and the Heads of year to ensure that appropriate CEIAG is provided within the PSHE programme.
- **The ICT Support Manager (Kevin Lane)** liaises with the Careers Leader, and the librarians to ensure that the pupils have access to relevant and appropriate CEIAG via the school website, Firefly and Unifrog. Where appropriate social networking is used to promote information and events to a wider audience.
- Enterprise and STEM careers are promoted across the school in conjunction with **Stephanie Hobbs** Second in Department for Technology Department, along with appropriate information, events and activities from outside businesses and providers. E.g. Network Rail and Rolls Royce events, Industry Morning, Year 7 Enterprise Day, Rolls Royce Mock Assessment Centre.

The Librarian (Karin Carter) is required to:

- ensure access for pupils
- maintain the collection in line with student requirements and date guidance
- tidy the resources
- ordering resources and filing new resources

All staff involved in the management and delivery of Careers related information are required to maintain and update their own knowledge and skills base. Information gathered is cascaded to relevant staff, pupils and parents via email, Firefly and the school website

Pupil entitlement

The Senior Leadership Team abides by the principle that all pupils and staff at our school have a right to information which is:

- impartial and which challenges stereotypical career decisions
- current (no more than two years old)
- accessible (both physically and in a format which meets the learning needs of all pupils and staff)
- available at times which suit pupils and staff needs.

It is the duty of all staff in the school to ensure that these principles are upheld. All staff are required to update their knowledge of the local labour market in order to provide current, correct information to pupils.

Content

The school is working towards the **Quality in Careers** (Prospects) quality mark. This requires that the school meet a set of minimum standards for the provision of information.

Our information is available in a range of formats including paper based, web-based and in audio-visual formats (including verbal information provided in guidance sessions). This conforms to the guidance for Gatsby Benchmark 2, being available to all stakeholders in a range of formats.

The school ensures that information is provided in a differentiated manner to meet the needs of the different learning abilities of pupils in the school. On occasions the information may be simplified by the Careers Leader in order to support those with specific learning needs. There is a career- related display in the library, which is regularly updated by the librarian and curriculum areas are encouraged to promote careers across the curriculum (Benchmark 4).

Cross References

This policy has been created with reference to the following documents:

- West Park Careers Strategy
- National Careers Strategy (2017)
- Equal Opportunities Policy
- Staff Development Policy
- PSHE programme
- Departmental policies and schemes of work
- SEND and LAC Policies

Budget

The school identifies £365 per year to provide careers information resources. This budget is managed by Careers Leader. Alongside this, other activities are funded through special events budgets and other funding sources.

Organisation

In Years 7 to 9 most Careers education is delivered through half-termly Careers Focus Weeks, led by form tutors. Outside providers are also used to promote specific initiatives such as university education and apprenticeship, along with representatives from business and industry who provide employer encounters and industry specific information.

In Years 10 and 11 CEIAG is delivered in discrete lessons by a team of Careers teachers, with opportunities to meet outside providers and representatives from business and industry through a range of off-timetable events supporting the delivery of information about post-16 destinations and careers opportunities as well practical self-development activities.

The Careers library is well equipped and maintained by the Librarians and the Library assistant with responsibility for this. It contains the following:

1. A suite of networked computers. Pupils have access to a range of impartial websites and Firefly resources to support their decision-making. This includes the START profile which supports job-matching and Unifrog alongside a range of sector specific websites.
2. Resources such as those offered by Barclays Lifeskills and Unifrog also offered resources to support mental health and wellbeing
3. Reference books and information sheets such as **Careers 2020, Which A 'Levels, The Big Apprenticeship Guide** etc.
4. Information on sector specific companies and career pamphlets stored using the Connexions Resource Centre Index (CRCI)
5. Information on colleges, schools with a sixth form and training providers including open days/evenings
6. Information on apprenticeship vacancies
7. Firefly has a section on careers information providing **'guided access'** to key recommended websites and web-based resources

Library

The Careers library is open from 8.00 a.m. to 4.00 p.m. Monday to Thursday and 8.00 a.m. to 3.00 p.m. on Friday. It is available to all at break and after school.

Groups of pupils can use the Careers information at a time. Pupils can access computers to view the online sources at these times. Individual access is always available. Groups and individuals have access to both colour and black and white photocopying which compensates for the fact that there is no loan facility for the Careers materials.

The Librarian (Karin Carter) is available to provide information throughout the day. The opening time of the library are displayed on the notice board outside the library, on Firefly and on the AV screens.

All materials, resources and books housed in the library are available to all members of the school community. This will include all resources relating to careers education and guidance and work-related learning. Items in the main library stock concerning the whole welfare of pupils – mental health, well-being, drug education, housing, rights and responsibilities, health etc. are catalogued and accessible via the AccessIT library software.

Where difficulties exist in accessing the library-based information the following solutions will apply:

- Special arrangements will be put in place to make visits possible. The first point of contact for such arrangements will be the librarian. Special arrangements may include: escorted visits, physical assistance, mapping routes to the library or other action appropriate to the access problem.
- On request, the librarian will visit staff and groups of pupils to discuss their requirements. Arrangements will then be made for staff/groups to have a range of materials delivered in their classroom (on loan) for a fixed period of time.

Maintenance

The Careers Leader, working closely with the Librarian and the SENCO is responsible for ensuring that resources are available to meet all needs. The resources will be audited annually to check for currency. This will be carried out by the librarian and will form part of the area's development plan.

Ordering/Filing/Discarding

Each year stock is evaluated by the Library Assistant with responsibility for the Information point and any stock more than two years old is discarded. The Careers Leader and librarians analyse gaps in provision and ensure suitable materials are ordered

Health and Safety

This is dealt with under the schools Health and Safety Policy.

ICT Suites

Pupils are further able to access CEIAG materials in the ICT suites via the school website and Firefly which are open every day before school from 8.00 to 8.35 a.m., at break and lunch time and after school until 4.00 p.m. every day.

Opening times are publicised outside the rooms, on the notice board outside the library and on Firefly. Support staff are available to provide support.

Anonymous access to information is provided via display shelving and free access to PCs together with posters advertising helplines.

Resources reflect all abilities and ages across the pupil profile of the school. Material is also provided for parents at parents' evenings, direct year group emailing and via the Firefly app.

Resource awareness and promotion

All new teaching staff will receive an induction in the use of CEIAG information resources. Established staff will attend a twilight INSET session to refresh and update their knowledge of Unifrog and other suitable resources.

Staff will check regularly for updates on the Firefly where the Careers Co-ordinator will post information on new resources or key items of labour market information.

The Careers Leader will inform staff via email and Firefly on the arrival and distribution of key resources required by each year group e.g. open days, apprenticeship vacancies and careers events.

All pupils will receive an induction to the Careers library in Year 8.

This will be repeated at key points throughout Year 9 in association with GCSE Choices, Year 10 in association with the careers programme, and in Year 11 in association with post-16 destinations.

The Librarian (Karin Carter) has the skills and qualifications needed to help pupils find and use information and develop information handling skills in guidance sessions.

Evaluation

The Librarian will monitor the use of the Careers library at lunch times and during after hour's drop-in sessions to ensure that resources are used effectively and that any gaps in provision are identified.

The School council will be approached to offer suggestions for improving the careers library. The results of all evaluation will inform the CEIAG development plan, which is updated annually and reviewed termly in line with the school's approach to continuous improvement.

This policy will be reviewed annually in conjunction with the careers strategy and include input from all key stakeholders.

This policy was adopted by the schools governing body in:

Signed (Headteacher).....

Signed (Chair of Governors).....