

West Park

'A caring school where we put pupils and their achievement first'



Careers Education, Information, Advice and Guidance Policy

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Introduction

Careers Education, Information, Advice and Guidance (CEIAG) is an integral part of the school curriculum which prepares pupils for the opportunities, responsibilities and experiences of adult life. Its central concern is preparing pupils for the choices, changes and transitions affecting their future education, training and life as adult members of society. It is

CEIAG should promote:

- Discussion of values and belief
- Extend knowledge and understanding
- Encourage practical activities and decision making through the inter-relationship of the individual and the community.

CEIAG should promote equal opportunities to help pupils overcome barriers which may be encountered as they progress through school into adult life regardless of aptitude, ability, gender, or ethnic background.

Aims

Developments in learning and work make it essential that young people take a more active role in their career learning. Therefore the programme emphasises individual participation. It is built on three aims. At the end of the programme young people should be able to:

- understand themselves and the influences on them (self development)
- investigate opportunities in learning and work (career exploration)
- make and adjust plans to manage change and transition (career management)

The learning outcomes for the CEIAG programme have been developed in line with those described in the Career Strategy (2017), and are centred on the 8 Gatsby Benchmarks for CEIAG:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking the curriculum to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

This policy is informed by the following documents:

- Department for Education - Careers Strategy: making the most of everyone's skills and talents December 2017
- DfE Post 16 Skills Plan July 2016
- The Career Development Institute (CDI) - Framework for careers, employability, and enterprise education (2018)
- Career Development Institute Code of Ethics
- The Derby City and Derbyshire Quality Improvement Framework (QIF)
- The Common Assessment Framework and procedures
- The 2011 Education Act
- West Park School Development Plan
- SEND Code of Practice (2015)

Policy Rationale

This document is available to governors, staff, parents, pupils and any other interested parties on the school website and as a hard copy on request. The policy:

- Describes provision for each year group
- Enables the monitoring of provision
- Enables the review and planning of provision on an annual basis

This regular review enables new initiatives/requirements to be incorporated into the policy.

To implement and have an effective policy it requires the collaboration of various groups of people: pupils, parents, governors, school, external agencies, and colleges. The strength of the schools CEIAG programme is seen as making a contribution to the school achievement of the 8 Gatsby Benchmarks.

Entitlement

The Careers Education, Information, Advice and Guidance entitlement at West Park consists of a programme of education, information, events and individual guidance mapped to the 8 Gatsby benchmarks.

Pupils and parents are made aware of this entitlement via the school website, along with the careers programme for year

Programme delivery

The pupil entitlement is delivered in the following ways:

Careers education for Years 7-9

In years 7-9 CEIAG is delivered by form tutors during half-termly careers focus weeks which uses the CDI framework for careers, employability and enterprise education as its base. Pupils learn about themselves, identifying skills and qualities; how to make informed decisions; qualification routes and pathways and the world of work. The careers programme, with a break down by year group, is available on the school website. Pupils have an introduction to the careers library in year 7 to enable them to explore their career ideas when they are ready.

In addition to this pupils have opportunities to take part in a range of other activities including; university talks and visits, Learn 2 Earn, Employability Master Classes and Industry Morning. STEM skills and careers are also featured each year through a range of whole year group and targeted workshops.

Information regarding 'Technical education' for post-14 decision-making is available in the school library and advice and guidance around these options is available from the Head of Careers. (Please see Appendix 1 for further information).

Guidance for Years 7-9

Advice and guidance is provided for pupils in Year 9 to support curriculum choices through discussions with form tutors, and on request with the Head of Careers, to enable them to make informed decisions about their choice of GCSE subjects. All pupils with a Statement of Special Educational Needs or designated 'Looked After' have a Transition Plan drawn up at the annual review in Year 9. All key agencies, including Connexions, are involved in the transition planning process and subsequent annual review meetings.

The focus week programme also provides information and opportunities to explore their ideas further.

Guidance is also provided on request to pupils in Year 7 and 8 to enable them to think more widely about their career options. All pupils are offered the support and guidance required to make an informed decision regarding post-14 education.

Careers education for Years 10 and 11

All pupils will receive a discrete 60 minutes Careers lesson once every two weeks. This programme focusses on preparing pupils for transition to post-16 destinations and the world of work. Pupils learn about the routes open to them post-16, skills and qualities, CV writing, interviews, money management, and what employers expect from employees.

Pupils are informed about all their options, post-16 including technical education through a range of events and lessons.

Alongside careers lessons, pupils have opportunities to meet and interact with employers and employees, post-16 and post-18 providers and get involved in a range of events. For example, University taster days, STEM events, mock interviews, Careers Fair, Preparation for Work event and apprenticeship talks led by employers.

Guidance for Years 10 and 11

Over the course of years 10 and 11 every pupil has at least one structured individual guidance conversation with either the Head of Careers, their Form Tutor, or the SENCO. Any pupil can request a careers interview with the Level 6 Adviser (Head of Careers).

All pupils with a Statement of Special Educational Needs or designated 'Looked After' have a Transition Plan drawn up at the annual review in Year 9. All key agencies, including Connexions, are involved in the transition planning process and subsequent annual review meetings.

Pupils considered 'Not in Education, Employment or Training' (NEET) are followed up by the Head of Careers as soon as they are identified.

All pupils are offered the support and guidance required to make an informed decision and a successful transition into post-16 destinations.

Careers Information

Pupils and their parents receive information about post-16 choices including an opportunity to attend the school's Post-16 evening. A Careers Fair, apprenticeship talks from employers and 'taster' events offered by post-16 providers e.g. Derby College and Bilborough Sixth Form College are also promoted.

Parents are emailed regularly with updates on careers events and opportunities.

The Careers library is part of the school library and is open to pupils during regular library opening hours. The resource centre is maintained by the school librarian. Pupils can receive help from the school librarian to find what they need. ICT access is available in the library to support finding and using recommended impartial resources and websites.

- In Year 7 - 9 Action Planning is delivered during form time.
- In Year 10 and 11 Action Planning is delivered via the 'Managing My Career' module of the Careers Programme.

Teaching and Learning

The Careers Team and Form Tutors deliver the taught elements of the CEIAG programme and use a variety of teaching methods as far as possible. These include role play, group discussions, didactic and interactive teaching. Video and other audio visual aids are also employed.

Pupils are encouraged to be independent of thought and the work is differentiated to cater for the needs of all pupils. It is hoped that the variety of teaching styles enables the pupils to experience equal access to learning.

Other key organisations contribute to the delivery of the programme including: Derby University, Enterprise 4 Education, Young Enterprise and local employers and training providers.

Key Personnel:

Roles and Responsibilities

The Head ensures that adequate resources are made for the provision of CEIAG and that the school conforms to national standards for CEIAG (The Gatsby Benchmarks - Careers Strategy, 2017).

The governor with responsibility for CEIAG (Mrs Ratcliffe) ensures that the school meets its statutory requirements for the delivery of CEIAG.

The Head of Careers has responsibility for:

- The management and co-ordination of CEIAG
- Production and updating of the CEIAG policy, schemes of work, lesson plans and materials
- In-service training for all staff delivering careers education elements of PSHE
- Liaising with PSHE/Citizenship Co-ordinator to plan and review the programme
- Managing the Careers information part of the school library including purchasing new resources.
- Liaising with Connexions Derbyshire and Derby City council.
- Following up pupils identified as NEET
- Identifying the Career guidance needs of pupils and making appropriate referrals.

The Head of PSHE undertakes joint planning with the Careers Coordinator to integrate CEG within the PSHE programme.

The Careers team deliver the CEIAG programme.

The Connexions Personal Adviser provides careers guidance for vulnerable pupils.

The Librarian is responsible for maintaining the Careers library and signposting pupils to careers resources.

Tutors provide guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions: making relevant records and reports. Tutors can refer pupils to the Head of Careers for further support and guidance as required.

The SENCO oversees the individual support needs of pupils with learning difficulties and disabilities. The SENCO liaises with the Head of Careers in planning transitions for these pupils and those designated 'Looked After'.

Links with other policies

- The Personal, Social and Health Education policy;
- The Citizenship Policy;
- The Learning Support Policy;
- Staff Development Policy;
- Equal Opportunities Policy;

- School Development Plan
- Recording Achievement
- Information Policy
- Monitoring and Evaluation Policy

Resources:

Budget allocation

There is a dedicated budget that is managed by the Careers Co-ordinator.

Staffing allocation

The Head of Careers is employed on TLR 2 to undertake the management, development and co-ordination of CEG/IAG related activities.

The Librarian has responsibility for Careers library information.

Commitment to Staff Development

Whole staff INSET is planned for training days and is delivered by the school Head of Careers.

In order to keep up to date with the many changes taking place, the Head of Careers is actively encouraged to attend courses delivered by external providers.

Assessment and accreditation

Effective assessment of learning is dependent on the identification of SMART learning outcomes. All lessons plans include SMART learning outcomes which are used to assess learning.

Assessment at West Park uses all of the following:

- Personal Adviser interviews for vulnerable pupils – the Connexions Personal Adviser is in a strong position to assess pupil career learning. The Personal Adviser regularly reports back regarding the career planning needs of individuals.

Monitoring, Evaluation and Review

- The effectiveness of this policy is monitored and reviewed by the Leadership Group on an annual basis.
- Methods employed to evaluate the CEIAG programme are in line with the schools policy on evaluation. A range of evaluation strategies are used including questionnaires, focus groups and observation.

Appendix 1

Technical Education

Policy on provider access – January 2018

This policy statement sets out West Park's arrangements for managing the access of providers to pupils for the purpose of giving them information about that provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Pupil entitlement

All pupils in Year 8 – 11 are entitled:

- To find out about technical education qualifications and apprenticeship opportunities as part of their careers programme, which provides information in the full range of education and training options at each transition point.
- To hear from a range of local providers about the opportunities they offer including technical education and apprenticeships – through careers events, assemblies, group discussions and taster sessions.
- To understand how to make applications for the full range academic and technical courses.

Management of provider access requests

A provider wishing to request access should contact:

Karin Carter – Head of Careers

01332 662337

karin.carter@westpark.derby.sch.uk

Opportunities for access

A number of events are integrated into the school programme which will offer providers with opportunities to come into school to speak to pupils and their parents/carers.

Spring term – Year 9 Curriculum Evening
Year 10/11 Careers Fair

Please speak with the Careers leader to identify the most suitable time for you.

Providers are welcome to leave a copy of their prospectus or other relevant course literature in the Careers section of the school library.