



STOPSLEY
HIGH SCHOOL

CAREERS EDUCATION INFORMATION AND GUIDANCE POLICY

Document name:	CEIAG Policy	Issue Date:	November 2018
		Review Date:	November 2019

CAREERS EDUCATION INFORMATION AND GUIDANCE POLICY

Vision & Purpose

As a successful community school we pride ourselves on promoting a career development pathway to all our students for progression beyond Stopsley High School. It is our aim to maximise the potential of every student by supporting their aspirations, help develop a positive self-image and increase self-confidence and to ensure that they gain the understanding and experience they need to make progress and succeed in learning and work.

National and local expectations

We are committed to meeting national and local expectations in relation to careers by:

- Securing independent and impartial careers guidance for year 7-11 as required by the 2011 Education Act. In implementing this duty we will pay particular regard to the DfE's Careers Strategy: making the most of everyone's skills and talents (December 2017), Careers guidance and access for educations and training providers: Statutory guidance for governing bodies, school leaders and school staff (January 2018 as well as guidelines from Ofsted, the Career Development Institute and the Gatsby benchmarks for good career guidance.
- Fulfilling our duties under the Equality Act 2010 to promote equality of opportunity, foster good relations across all people, eliminate harassment and discriminatory practices and support children with protected characteristic.
- Forging and maintaining collaborative working within the local education business partnerships.
- Utilising local labour market figures for employability locally and nationally.
- Working with a national company to enhance CEIAG delivery.
- Working on the Luton CEIAG Framework to enhance delivery in conjunction with the Gatsby benchmarks.
- Tracking, monitoring and evaluation of destinations for up to three years after students leave year 11.
- Participate and share information with Luton Borough Council activity survey for year 11 destinations
- Use the Gatsby benchmarks to improve careers provision.

Current priorities

Our careers strategy is informed by these current priorities:

- Supporting individual aspirations, improving attainment and ensuring positive destinations

- Meeting the needs of specific groups including looked after children, young carers, children from economically-deprived backgrounds and children with special educational needs and disabilities
- Developing learners' career management skills, especially those associated with career adaptability, resilience, enterprise and employability
- Improving young people's working lives by helping them to identify the values that are important to them such as contributing to the wellbeing of others through their paid and voluntary work and working in greener ways
- Developing the use of digital technologies to meet young people's career development needs in conjunction with face-to-face support
- Working with parents/carers, alumni and education, community and business partners to meet students' career development needs
- Reducing the number of school leavers who are NEET
- To provide two weeks work experience in Year 10.
- Identifying Pre-Neet students and implementing strategies to improve their outcomes
- Ensuring students engage into positive destinations and to ensure all students have a plausible route to adulthood
- Identifying possible barriers to student achieving positive destinations
- Providing further education, higher education, apprenticeship and employment opportunities and information to all students

Strategy

To achieve the objectives of this policy, we will:

- Ensure that the governing body is actively involved in shaping careers policy and strategy through its governor link and meetings.
- Identify a senior member of staff to advise the senior leadership team and identified governors on curriculum, staffing and resource requirements; and to lead the development, implementation and evaluation of the school's careers provision with the support of other key post holders (e.g. Safeguarding Officer, SENCO, Curriculum Lead, Exams Office and House Teams)
- Identify a middle leader to manage the day-to-day running of the careers programme.
- Develop and maintain a costed annual careers plan for achieving current priorities including delivering the planned programme, meeting staffing and CPD costs, and monitoring, reviewing and evaluating the strategy.
- Commission independent careers guidance services from individuals/organisations that meet the standards set by the Quality in Careers Standard e.g. Local Authority

- Set out clearly the contribution expected of all staff including subject teachers and tutors for students' career learning and planning.
- Communicate the benefits of effective provision to our partners, including link schools, and engage them in co-ordinating provision.
- Keep parents/carers informed of the students' progress and provide parents/carers with information to support students' career planning and decision-making.
- Actively involve learners themselves in the planning, delivery and evaluation of the careers programme.

Management and Staffing Implementation

Management responsibilities are spread between the Headteacher (Karen Johns) with oversight of CEIAG, the Careers lead (Jo Campion) and Careers Adviser (Louise Lynch). They plan, co-ordinate and evaluate the careers programme.

All Staff contribute to CEIAG through their roles as tutors and subject teachers. Careers information is available in the Careers office which is overseen by the Careers Adviser.

CPD training for staff to ensure all relevant staff trained with regards to careers.

Related documents

School Calendar. Careers Action Plan, Whole School Development Plan, Careers page on the school website, L4L scheme of work, Evaluation of work experience and work related learning trips and their impact of targeted groups.

The policy should be read in conjunction with policies referring to Teaching and Learning, assessment, recording and reporting achievement, citizenship, PSHE Education, work related learning and enterprise, equal opportunities and diversity, looked after children and SEND.

Delivery and content of provision

Planned programmes from year 7-11 Learning for Life lessons which enables young people to:

- Develop themselves through careers and work related learning.
- Learn about careers and the world of work.
- Develop career management and employability skills

(CDI Framework for careers employability and enterprise education)

Provide information, advice and guidance through:

- Mentors, form teachers, external visitors.
- Access external face to face guidance.
- Work Experience.
- Annual Careers Fayre.

- National Citizen Service .
 - CEIAG meetings with identified students.
- National Careers Service.
- Apprenticeship Evening for Parents & Students.
- School Careers Webpage.
- Local Education business partnerships.
- Taster sessions with local colleges and universities.
- Industry taster session

Monitoring and Evaluation

This policy will be monitored by CEIAG Manager and SLT with strategic responsibility and Luton CEIAG framework.

All activities that form the careers programme are evaluated and information is used to inform planning for the next year.

They will review and evaluate the provision with all stakeholders including young people, parents, staff, external partners etc.

Resources

- The careers library is housed within the Careers Office and is easily accessible to students and staff. Materials are audited and replaced annually. These are also available in our Library.
- Pupils are able to access particular sites on the internet
- Budget for careers is negotiated annually in line with the school improvement plan and the need to update materials
- Interview Room – Dedicated careers office A130
- Careers Adviser

Partnerships

The policy recognises the range of partners that support careers and help us to make the pupils learning real and up to date. This involvement includes the provision of work experience placements, focus groups, talks in PSHE education, curriculum projects linked to particular subjects and mock interviews.

These include :

- Link with employers
- Liaison with post 16 and higher education providers
- Parents and careers
- Local authority

Review

This policy will be reviewed by the governing body every two years. The policy is also reviewed annually in discussion with staff and external partners



STOPSLEY HIGH SCHOOL

CEIAG Stopsley High School

Provider Access Policy Statement for Service Providers

Management of provider access requests

A provider wishing to request access should contact:

Miss Louise Lynch (Careers Adviser)

Telephone: 01582 870935

Email: llynch@stopsleyhighschool.co.uk

Employers/Employees

Will have opportunities to book workshops, assemblies/presentations in school with a named careers person

Careers lead/adviser in school will facilitate meetings between employers/employees and students

Employers/employees can expect to be given designated time slots in school to engage with students

A clear booking process will be available on the school website to enable employers to book engagements in school

The school agrees to advertising employer vacancies to our wider school community

The school agrees to advertising employer open events to our wider school community

Colleges/Universities

Both will have access to book assemblies to deliver to students

The named careers lead/adviser will inform and invite college/university into school for careers fair, presentations, and workshops

Colleges will have equal access to students, college open days will be advertised and promoted to students

College will be able to book external taster days for students

Named careers adviser will provide all college lists, websites and updates to students

In line with the new data protection legislation colleges will have access to student names

Colleges can expect to be invited into school for parents evenings, Year 11 parents meetings, apprenticeship evenings

Careers adviser in school will actively promote ALL college open days and University aspiration trips

Apprenticeship providers

Apprenticeship providers will have access to book assemblies to deliver to students

The named careers lead/adviser will inform and invite the provider into school for careers fair, presentations, apprenticeship evening and work shops

Apprenticeship providers will be able to advertise their apprenticeship vacancies on the school website, in the school newsletter and on our twitter feed

A clear booking process will be available on the school website to enable apprenticeship providers to book engagements in school

Apprenticeship providers can expect to be invited into school for parents evenings, Year 11 parents meetings, apprenticeship evenings

Careers adviser in school will actively promote ALL apprenticeship open events

Granting and refusing access

Access to our learners will be offered during times when they are undertaking Personal and Social Development or careers sessions to ensure that the learner's education is not interrupted. However, permission may not be granted in the following circumstances:

- A request is made when exams are taking place
- A request is made when some learners are on work experience to ensure access for all
- Failure to comply with our Safeguarding and/or PREVENT arrangements

Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy

Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students is monitored by Miss Lynch, Stopsley High School Careers advisor.

The policy will be reviewed by Miss Lynch, Careers advisor and Mrs Campion, Careers Lead. At every review, the policy will be approved Mr Bernie Dunn Careers link governor and Mrs Karen Johns Headteacher.