

Putteridge High School



*“Every Individual Matters
Every Individual Succeeds”*

CAREERS EDUCATION INFORMATION ADVICE & GUIDANCE POLICY

Adopted by the Governing Body: 11th July 2016

Review date: July 2018

1. Introduction

Rationale for CEIAG

A young person's career reflects the progress they make in learning and work. It is part of the vision and mission of Putteridge High School that all learners need a planned programme of activities to help them choose 14-19 pathways that are right for them and to be able to manage their careers, sustain employability and achieve personal and economic wellbeing throughout their lives. The school is committed to preparing students to manage their future education and career path throughout their adult life through a good programme of CEIAG and Work Related Learning (WRL). Putteridge High School will ensure that all students have equity of access to impartial careers advice and guidance from external sources, including colleges, universities, industries and mentoring.

The Raising of the Participation Age to 17 in 2013 and 18 in 2015 also highlights the need for effective and impartial CEIAG. Making choices about education and training can be a challenge and Putteridge High School will ensure that students receive support to help them choose well. Careers advice and guidance will be available from their tutors, subject teachers, PSHCE teacher and the CEIAG Team Leader.

The Education Act 2011 places schools under a duty to secure access to independent and impartial careers guidance for their pupils from September 2012 (Statutory Guidance, DfE, March 2012). Putteridge High School recognises this responsibility and believes that this duty will be effectively met with the support of good quality careers information and careers education / work related learning activities. A range of opportunities will help students to make more informed decisions, raise their aspirations and support better achievement and educational attainment.

The school recognises that CEIAG and WRL are important such as it:

- makes a major contribution to preparing students for the opportunities, responsibilities and experiences of life
- supports young people to achieve their full potential
- empowers young people to plan and manage their own futures
- provides comprehensive information on all options
- raises aspirations
- promotes equality, diversity, social mobility and challenges stereotypes
- supports young people to sustain employability and achieve personal and economic wellbeing throughout their lives

Putteridge High School is committed to providing all its students with a planned programme of careers education activities and with opportunities at key transition points to access information and expert advice and guidance. To achieve this it will work in partnership with the Local Authority, colleges and universities, and will provide extra support as required for learners with additional needs.

The school endeavours to follow best practice guidance from the careers profession, from other expert bodies such as Ofsted and from Government departments that might appear from time to time.

Putteridge High School is also committed to working towards the local CEIAG quality award and in partnership with the local authority CEIAG Consultant to support good practice development.

It is committed to working towards fulfilling the core learning outcomes established by careers professionals in the Framework for Careers, Employability and Enterprise Education (Career Development Institute – 2015).

Development

This policy was developed and is reviewed biennially in discussion with teaching and teaching support staff, learners, parents, governors, advisory staff and other external partners including the CEIAG Consultant.

Links with other policies

The policy for CEIAG supports and is itself underpinned by a range of key school policies especially those for *Teaching and Learning, Assessment, Recording and Reporting Achievement, Citizenship, PSHE Education, Work Related Learning and Enterprise, Equality and Diversity, Gifted and Talented, Looked After Children and Special Needs/LLDD*.

2. Objectives

Learners' needs

The careers programme is designed to meet the needs of learners at this school. Activities are differentiated and personalised to ensure progression in their career learning and development, and to strengthen their motivation, aspirations and attainment at Putteridge High School.

Entitlement

Learners are entitled to CEIAG which meets professional standards of practice and which is delivered by trained staff and which is person-centred, impartial and confidential. Activities will be embedded in the curriculum and based on a partnership with learners and their parents/carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

Every effort is made to introduce students to different career paths early in their time at Putteridge High School. The school is continually taking advantage of opportunities for students to visit universities, workshops and industries to enrich their learning.

There will be other opportunities in school during Years 9, 10 and 11 for students to visit colleges, employers, universities and other training establishments.

WORK EXPERIENCE

All students in Year 10 undertake Work Related Learning and take part in a 2 week period of block work experience.

Work experience is primarily an educational activity which gives students an insight into the world of work for one or two weeks. It is therefore not the intention that students should sample particular occupations to assist them in choosing their careers. It is one of the greatest learning curves students will encounter during their school-based education.

Following a period of work experience it is hoped that they may have developed their:-

- confidence
- self esteem
- ability to communicate with adults
- timekeeping skills
- practical work skills
- problem solving skills
- personal learning and thinking skills

All work experience placements are provided in partnership with Develop EBP. The service level agreement with EBP is agreed annually. This ensures that placements are checked for compliance for all statutory requirements and codes of practice which are checked by the company. The majority of placements take place during a block of two weeks between January and May. Putteridge students usually participate during the second half of the Spring Term and parents/carers will be notified of these dates as soon as they become available. Students are able to either select their placements on line or undertake to find their own placement alongside a relative or friend by completing an 'own lead' form.

There are a wide variety of placements available however, in some cases legislation imposes restrictions on the type of work that students can do, which may result in the student observing some activities. The emphasis is always on trying to provide an interesting and well-balanced placement.

APPRENTICESHIPS

The school is committed to providing good quality advice and guidance regarding all levels of apprenticeship opportunities. The school hosts dedicated annual events for parents/carers and students in Years 10 and 11 and arranges visits to a wide range of local employment settings which are involved with the apprenticeship scheme.

3. Implementation

Management

The CEIAG Team Leader co-ordinates the careers programme together with the Head of PSHCE, and is responsible to the Assistant Headteacher (Pastoral). This area is supported by a link Governor. The CEIAG Team Leader is also responsible for the all administration surrounding careers and work related learning, including work experience.

Staffing

All members of staff contribute to CEIAG through their roles as tutors and subject teachers. Specialist sessions are delivered by the PSHCE team of tutors. The CEIAG programme is planned, monitored and evaluated by the CEIAG Team Leader in consultation with the senior leadership team and other key members of staff.

Curriculum

The careers programme includes careers education sessions, career guidance activities, information and research activities and work-related learning (including two weeks' work experience). Careers lessons are part of Putteridge High School's personal development programme. Other focused events, e.g. taster days, presentations by further education and sixth form colleges, a careers fair, collapsed timetable days which focus on careers and work related learning are provided at different times of the year. Work experience preparation and follow-up take place in careers lessons and other appropriate parts of the curriculum.

Learners are actively involved in the planning, delivery and evaluation of activities by way of surveys, feedback and focus groups.

Specific emphasis is placed on the important transitional periods for students; Year 8 Options and Year 11 Post 16 choices. Dedicated lessons are scheduled into the timetable for this purpose.

Assessment and accreditation

The intended career learning outcomes for learners are based on the careers education framework 7-19 and are assessed using assessment for learning (AfL) techniques. The Preparation for Employment Certificate is taken by some students at Key Stage 4.

Partnerships

Relationships with local colleges and universities are excellent and the school is constantly working to develop associations with other similar establishments outside the area. Representatives regularly attend Parent Consultation Evenings, Options Evening and deliver assemblies at key transition points.

The CEIAG Team Leader has established links with local employers to provide opportunities for students to participate in taster sessions and visits which provide them with knowledge of the qualifications needed to progress at all levels. The school also has link governors for CEIAG and Employment & Industry.

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 Team Leader is responsible for the effective deployment of resources. Sources of external funding for activities are actively sought.

Careers information is presented in the Careers Area which is maintained by the CEIAG Team Leader. This includes a large number of books and leaflets relevant to a wide variety of career choices. College and university prospectuses are also available throughout the year but specifically at the important transitional periods.

Students also have access to the internet via dedicated computers in the Careers Area for individual research purposes.

Staff development

Staff training needs are identified in conjunction with the school CPD Co-ordinator. Putteridge High School endeavours to meet training needs within a reasonable period of time. INSET training is provided to all school staff about how careers education can be delivered across the curriculum raising their awareness about careers, options and the labour market and how students can benefit from their knowledge and experience.

Monitoring, review and evaluation

The programme is reviewed annually by the CEIAG Team Leader and the CEIAG Consultant using the *Investor in Careers quality standards for CEG* to identify areas for improvement. A report is submitted to the senior leadership team and governors. Evaluation of different aspects of CEIAG is undertaken regularly.

4. Approvals

- Signatures: Headteacher and Chair of Governors
- Date of approval by Governors
- Date of next biennial review