

Policy for Careers, Education, Information & Guidance (CEIAG)

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1. Rationale

Young people are faced with a complex set of demands when making themselves ready for their future careers. Huntcliff School aims to ensure that our students are self-confident, skilled and career-ready. This is achieved through a programme of activities that span every year group from Year 7 through to Year 11 and beyond and engages with many external organisations to be able to deliver the 8 Gatsby benchmarks in full.

Schools have a statutory duty to provide careers education in Years 7-11 (1997 Education Act, 2003 Education Regulations) and to give students access to careers information and impartial guidance (1997 Education Act, 2008 Education and Skills Bill). The latest Statutory Guidance: Careers guidance and access for education, and training providers (October 2018) is the long-term plan to build “a World class careers system that will help young people and adults choose the career that is right for them”. Its aims are as follows:

- All young people in secondary school get a programme of advice and guidance that is stable, structured and delivered by individuals with the right skills and experience.
- Every school and academy providing secondary education should use the Gatsby Charitable Foundation’s Benchmarks to develop and improve their careers provision.

All schools and colleges are to achieve the 8 Gatsby benchmarks:

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

Commitment

Huntcliff School is committed to providing a planned programme of careers education, information, advice and guidance (CEIAG) for all students in Years 7-11, in partnership with North Lincolnshire Careers Service and The Career and Enterprise Company.

Huntcliff School endeavours to follow the CDI Framework for Careers, Employability and Enterprise Education.

Aims

- To contribute to strategies for raising achievement, especially through 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 employment 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



Curriculum Intent: the provision of a curriculum that:

- contributes to raising achievement, especially through motivation to succeed in their future direction post 16 and beyond
- develops a secure knowledge of careers information, advice and guidance to support informed decisions as to their next steps
- supports inclusion, challenges stereotyping and promotes equality of opportunity
- encourages participation in continued learning including higher education and further education and prepares students for the world of work
- develops enterprise and employment skills
- reduces drop out from and course switching in education and training
- contributes to the economic prosperity of individuals and communities
- meets the needs of all our students through appropriate differentiation and bespoke provision

Huntcliff School has gained the Quality in Careers Standard May 2018 in recognition of the high quality of career education, information, advice and guidance delivered. This will be valid for a three-year period until May 2024.

2. Development

This policy was developed and is reviewed annually in discussion with teaching staff; the school's North Lincolnshire Careers Adviser(s), students, parents, governors, advisory staff and other external partners (e.g. The Career and Enterprise Company).

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, equal opportunities and diversity, safeguarding and inclusion.

Objectives

Students' Needs:

The careers programme is designed to meet the needs of all students at Huntcliff School. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

Entitlement: see Entitlement statement on Page 7.

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. Students are encouraged to follow career paths that suit their interests, skills and strengths. The programme will raise aspirations, challenge stereotyping and promote equality and diversity. Huntcliff Academy believes that working with outside agencies is an invaluable part of the CEIAG curriculum and does not favour one Further Education Institution, giving all providers an equal opportunity to provide current information to students (see also our Provider Access Policy).



Implementation

Management:

Careers Leader: Mrs Elizabeth Green egreen@huntcliffschool.co.uk
Careers Admin support: Miss Paula Davidson p davidson@huntcliffschool.co.uk
Impartial Careers Advisor: Mrs Jane Device
Trustee with responsibility for Careers: Mr Darrin Cronshaw d cronshaw@huntcliffschool.co.uk

Staffing:

All staff have a responsibility to contribute to careers education. As well as the careers lessons in our Life Curriculum we also offer special Step Up days contain year group specific work on CEIAG, lead by the career leader and delivered mainly by the senior leadership team and key staff along with support from a range of external guests. These now occur alongside PSHE but are run as independent programmes in the light of statutory guidance. The CEIAG programme is planned, monitored and evaluated by the Career Leader in consultation with the North Lincs Careers Adviser who provides specialist careers IAG and The Career and Enterprise Company as part of the Humber Hub of which we are members.

Careers information is available in the Careers Office which is maintained by the Careers Admin Officer.

Curriculum:

The careers programme includes Step Up days dedicated to careers activities, career guidance activities (group work and individual interviews), information and research activities (in Careers Office and on the school intranet, internet), work-related learning, and individual learning planning/portfolio activities and is included in our 1 hour Life lessons across year 7-11. Other focused events, e.g. Linc Higher Days, College Taster Days, Apprenticeship talks, roadshows, careers fairs, interview days and presentations are provided as well as a comprehensive assembly programme to raise aspirations with invited guests. The access policy is published on line (in compliance with statutory guidance) for those external training providers who request access to our students. We are fortunate to work with a large number of external organisations who help us to achieve our aims.

3. 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. These include evaluation following step up days, pupil voice and the Future skills audit. All evaluations are provision mapped by students so we can track progress.

Partnerships:

An annual Partnership Agreement is negotiated between the school and Succesfilly Careers Advice. This provides us with independent impartial guidance for our students and supports curriculum leaders in developing career-related activities within the curriculum.

Resources:

There is no individual budget for CEIAG. Each resource/activity is considered on merit. Sources of external funding are actively sought. Other resources include:



- i. **Careers Office:** A wide range of materials available and accessible in the Careers Office
- ii. **Careers Officer:** Miss Paula Davidson to support career activities and appointments with guests and advisers.
- iii. **Careers Advisor:** Available to all students from Y8, individual interviews with all year 11s other targeted pupils throughout the year, available at Careers Events & Parents' Evenings.
- iv. **Extra support where appropriate:** Pupils in Year 9, Year 10 and Year 11 are targeted for extra help by SENDCO, Head of Year, and the dedicated teacher for Children in Care or those at risk of becoming NEET (wave 3 pupils). These students are a key priority for career guidance additionality as needed.
- v. **IT:** A range of software products are available for pupils to use. These include: Jobs4u, Unofrog, national careers service, national apprenticeship and various on-line materials depending on need.

Our Access Policy is available as a separate document (see website for details)

4. Staff development:

Staff training needs are identified as part of the Partnership Agreement process with North Lincolnshire Careers Service and in conjunction with the CPD Coordinator. Funding is provided both from Academy funds and activities and training from The Career and Enterprise Company. The Academy will endeavour to meet training needs where identified within our school improvement plan.

Parents and Carers:

Parental involvement is encouraged. Online resources have been specifically chosen to help parents become more involved. Online resources are accessed through the links on the school website. Parents are kept up to date with careers related information through letters, newsletters and at open evenings and Parents' evenings. Parents are welcome at careers interviews.

Equality and Diversity:

Careers education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

All learners in the school will:

Take part in a careers education programme in year 7 – 11 that helps them to:

- Understand their education, training, employment and other progression opportunities,
- Develop the skills they need to plan and manage their own personal development and career progression,
- Access relevant information and learning from taster activities and roadshows
- Make and maintain individual progression plans to help them improve their prospects of success
- Offer feedback and ideas on how to improve the careers programme



- Have access to, and support with using careers information that is:
 - easy to find and available at convenient times
 - locations including on the school intranet and internet
 - Clearly labelled and referenced
 - Comprehensive, giving details of all progression, opportunities and associated support arrangements such as financial help
- Unbiased and up-to-date (L6 Careers Advisor)
- Obtain career guidance that is:
 - Impartial
 - Focused on individual needs and fit for purpose
 - Supportive of equal opportunities
 - Provided by people with relevant training and expertise
 - Manageable

5. Monitoring, review and evaluation:

The Partnership Agreement with North Lincolnshire Careers Service is reviewed termly. The programme is reviewed annually by the Career Leader and the Careers Adviser. Huntcliff School is a member of the Humber Hub and we attend and contribute to regular network meetings and share good practice with other participating organisations.

For further details of the careers programme – see Careers Strategy available on the school website.

Entitlement statement - Huntcliff School

As a pupil of Huntcliff School you are entitled to receive a programme of careers education, advice, information and guidance. Your CEIAG programme will help you to:

- Understand yourself, your interests, likes and dislikes, what you are good at and how this affects the choices you make
- Find out about different careers, what qualifications you might need and what opportunities there might be
- Develop the skills you will need for working life
- Make informed, realistic, but ambitious, choices about courses and jobs
- Develop a plan of action for the future
- Understand the different options for post 16 including training, further and higher education and jobs, apprenticeships and technical education opportunities
- Be able to make effective applications for jobs, training and further and higher education
- Develop your interview skills
- Improve your confidence

You will receive:

- Careers lessons during Step up days
- Activities during form time and lessons as needed
- Bespoke careers activities both in school and on visits
- At least two university visits by the time you leave in Y11
- Opportunities to visit places of work and learn about real life work experiences
- Access to the careers office – information is available in books, leaflets and on computer – ask for help from Miss Davidson
- Interviews with the Careers Adviser (Jane Devise)
- Access to outside speakers, colleges, employers and a range of organisations
- Links to careers within your different subject areas
- Access to range of training providers so you can make informed decisions

You can expect to be:

- Treated equally with others
- Given careers information and advice that is up to date and impartial
- Treated with respect by visitors to the school who are part of the careers programme
- Given extra help if you have additional needs