

Careers Education, Information, Advice and Guidance Policy



September 2019

Careers Education, Information, Advice and Guidance Policy (CEIAG)

Rationale

Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. They enable students to increase their knowledge, develop understanding and skills relevant to life in a rapidly changing world.

A planned progressive programme of support and guidance will enable them to choose a 14 – 19 pathways that will suit their interests and abilities and help them to follow a career path and sustain employability throughout their working lives.

Blythe Bridge High School & Sixth Form is committed to providing a programme of careers education, information, advice and guidance (CEIAG) for all students in Years 7 – 13. The school aims to fulfil all guidelines provided such as the Careers guidance and inspiration in schools (DfE, 2014), the Statutory Guidance for Schools (DCSF, 2014) and other relevant guidance from the DfES, QCA and Ofsted.

As of September 2015 the school has achieved the future focus quality award for careers education information, and guidance for work related learning and enterprise. This is to be reviewed annually in October.

Aims

- Raising aspirations and increasing motivation – helping young people to identify educational and occupational goals
- Demonstrating the relevance of the knowledge and the skills learnt in subjects to future opportunities in learning and working
- Developing the skills for effective learning – reviewing achievements, setting targets, planning and taking action
- Demonstrating the links between living, learning and earning
- To contribute to the economic prosperity of individuals and communities
- Improving literacy – developing information and communication skills
- Enable students to make informed choices about careers and education
- Support students in managing transition in their lives, such as the change from school to college or work
- To encourage participation in continued learning including higher education and further education
- To challenge stereotypes and encourage students to consider a wide range of careers

Students' needs

The careers programme is designed to meet the needs of all learners at Blythe Bridge High School & Sixth Form. Learners will be given a number of opportunities to access advice from a variety of sources. Activities are provided with differentiation and personalisation in mind, ensuring that all learners have a good understanding of careers. A variety of learning experiences will be provided to strengthen motivation, aspirations and attainment of students during their time on Blythe Bridge High School & Sixth Form.

Implementation

Information Advice and Guidance

The school has a statutory duty for securing impartial IAG for students in years 7 – 13 and also provide access to independent IAG. We have to identify what aspects of careers each year focusses on and have this accessible on our school website. Alongside who is responsible for the delivery and organisation of these key areas. This was established in 2019, we intend to review the key topics at the end of every academic year in line the Gatsby benchmark action points that are identified.

Blythe Bridge High School & Sixth Form aims to provide students with a range of good quality, up to date, impartial IAG on post 16 opportunities. This supports the whole-school delivery of CEIAG and requirements for the statutory duty for careers guidance. All of our students, staff and parents/carers can access independent, impartial CEIAG allowing for career research to take place remotely.

The policy for CEIAG supports and is itself underpinned by a range of key school policies especially those for teaching and learning, citizenship, equal opportunities and diversity, gifted and talented, looked after children and special needs.

Curriculum

All staff contribute to careers education and guidance through their roles. Specialist sessions are delivered through form time programmes, citizenship and collapsed days throughout the academic year. The careers programme is planned, monitored and evaluated by the teacher in charge of Work Related Learning. The Careers programme includes careers education sessions, career guidance activities such as group work and individual interviews, information and research activities, events with business partners, work related learning and individual learning activities. Students who are now based in sole Year 11 form groups are also completing a tutor package focussed on careers – including creating a CV and application to College.

New departmental curriculum maps include a focus on careers for every subject at the end of each major topic. We will have fully implemented this by September 2020. Which is ahead of the national deadline.

Work Experience

Work experience is implemented for all students in Year 10 and Year 12, this is felt to be a key part of the development of employability skills. This is planned and coordinated by the teacher of Work Related Learning in conjunction with the progress director. The aim is always for all students to undertake the work experience unless it is felt that it is not suitable for that student.

In Year 12 students are now actively encouraged to seek work experience placements within their PV sessions within the sector that they intend to study at HE level. This was implemented in 2018, which supports university applications.

Enterprise

Blythe Bridge High School & Sixth Form has a long history to the commitment of enterprise education in school, providing excellent experiences to its students where possible. This includes the National Enterprise Challenge provided by Youth Enterprise, The Staffordshire University Enterprise Challenge and the company programme Young Enterprise. These programmes are felt to increase students employability skills and provide opportunities for them to develop key communication skills for work life.

Staffing

All staff contribute to CEIAG through their roles as tutors and subject teachers. Specialist sessions are delivered by the Citizenship team. The CEIAG programme is planned, monitored and evaluated by the teacher of Work Related Learning in consultation with the progress director with responsibility for this area. All departments have a display in the corridors outlining career links and opportunities linked to their subject. Careers information is available in the new careers hub situated in the 6th form centre. The school additionally actively promotes the National Careers website/helpline. Staff are receiving CPD (during T&L) on apprenticeships, from an external provider higher horizons, so that they are able to offer correct/up to date information.

The needs of staff for development and training in careers education are identified through regular audits and evaluations of activities provided. These needs are met through training when required.

Parental Involvement:

- Careers interviews
- Options evening and process
- Sixth form open evening
- Letters home re events, work experience and support evenings
- Mentoring of students
- Parents evenings and reports
- Web site
- FROG – parental portal

Monitoring, Review and Evaluation

- Through the use of quality assurance procedures, CEIAG at Blythe Bridge High School & Sixth Form is monitored using:
 - Lesson observations
 - Learning walks
 - Student voice
 - Questionnaires following activities
 - Evaluation of work experience placements by students
- Through the use of changing in education appraisals
- Gatsby benchmarks 360 diagnostic
- RAG rating document for future planning
- Termly meetings with Staffordshire chambers and commerce to discuss progress and points of action