



**Non-statutory policy**

**On**

**Careers Education, Information, Advice and Guidance**

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**Drafted by:**  
**Assistant Headteacher**

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**Date of approval by Governing Body:**

**January 2022**

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**Signed by Chair of Governors:**

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**Review date:**

**January 2023**

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**Person(s) Responsible for Day to Day Management:**  
**Assistant Headteacher**

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**Person Responsible for Review:**  
**Assistant Headteacher**

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'Preparing our students for the world of work and giving them an opportunity to fulfil their potential'

At Blythe Bridge High School & Sixth Form we ensure all students have equal opportunity to access careers information, experiences and guidance, to support them in making mature and informed decisions related to their future pathways. We work with the local community and our employer network to ensure students are inspired, aim high to fulfil their potential and leave school ready for their best next step.

## **Careers Education, Information, Advice and Guidance (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.

### **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
- Build partnerships and network with businesses in order to offer our students a range of opportunities and experiences
- 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 CEIAG for students in years 7 – 13 and also provide access to independent CEIAG. We have identified key areas as themes for each year group in order to ensure we are progressing towards meeting the Gatsby Benchmarks.

Blythe Bridge High School & Sixth Form aims to provide students with a range of good quality, up to date, impartial CEIAG 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 the citizenship curriculum and collapsed days throughout the academic year. The careers programme is planned, monitored and evaluated by the careers leader. 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.

New departmental curriculum plans include a focus on skills and careers. Regular monitoring and reflection time is provided for subject areas to continue to improve their provision in their curriculum area.

### **Work Experience**

Time for all students in Year 10 and 12 have time allocated to take part in a work experience placement, this is felt to be a key part of the development of employability skills. This is planned and coordinated by the teacher with responsibility for work-related Learning. The aim is 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 actively encouraged to seek work experience placements within their study sessions within the sector that they have an interest in post-18.

### **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 tutors as part of the citizenship scheme of learning and specialist staff or outside speakers where appropriate. The CEIAG programme is planned, monitored and evaluated by the careers leader and curriculum leader for citizenship. 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 section of the library. The school additionally actively promotes the National Careers website/helpline.

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.

Key staff in supporting CEIAG at Blythe Bridge High School & Sixth Form

- Mr M Goodwin (Assistant Headteacher and Careers Leader)
- Miss E Housley (Work-related learning coordinator)
- Clare Atkinson (Careers Advisor employed by Entrust)
- Mrs K Snape (Careers link governor)
- Beverley Ashley (Enterprise Coordinator working for the Careers and Enterprise Company)
- Dave Rushton (School enterprise advisor)

## **Parental Involvement:**

- Careers interviews
- Options evening and process
- Sixth form open evening
- Letters home regarding: events, work experience and support evenings
- Mentoring of students
- Parents evenings and reports
- Web site information
- Communication via FROG (VLE) sharing information regarding CEIAG
- Opportunities for parents to support in careers provision in school

## **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
- Regular meetings and communication with the Careers and Enterprise HUB
- Gatsby benchmarks 360 diagnostic