

**Policy for CEIAG 2018-2019 (reviewed Nov 2018)
(Careers` Education, Information, Advice and Guidance)**

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Policy for CEIAG 2018-2019 (reviewed Nov 2018)
(Careers` Education, Information, Advice and Guidance)

1. Purpose

The purpose of this policy is to ensure that all pupils have access to impartial and supportive careers education, information, advice and guidance which will enable them to make informed career decisions which are consistent with their abilities, needs and progression goals.

2. Objectives

Up Holland High School is committed to providing high quality and impartial information, advice and guidance which supports learners to plan and manage their education and plan for their future career. This policy responds to Up Holland High School duties, statutory guidance, Gatsby recommendations and the Common Inspection Framework (Ofsted). The careers programme is designed to meet the individual needs of pupils and will be differentiated and personalised to ensure progression through activities are appropriate to learners' stages of career learning, planning and development.

Careers Education, Information, Advice and Guidance (CEIAG) will promote the following to all learners: self-development, career exploration, work place experience, independent investigation and progression planning.

3. Context

The 2011 Education Act places a duty on schools to provide pupils in Years 8 -11 access to careers education, information, advice and guidance, Up Holland High School endeavours to exceed statutory requirements and guidance by providing this from Year 7. Up Holland High School follows the guidance in '*Careers guidance and access for education and training providers Statutory guidance for governing bodies, school leaders and school staff (January 2018)*' , '*Careers strategy: making the most of everyone's skills and talents. The government's plan for raising the quality of careers provision in England (December 2017)*' and '*Gatsby Benchmarks for Good Careers Guidance (2014)*.'

4. Commitment

Up Holland High School is committed to providing a high quality, planned programme of careers education and information, advice and guidance (CEIAG) for all pupils in Years 7-13, in partnership with the local independent IAG provider Career North Ltd.

Up Holland High School Careers programme is designed to meet the needs of all pupils and is differentiated to ensure progression through activities that are appropriate to pupils' stages of career learning, planning and development. The CEIAG programme plays a

key role in reducing the number of school leavers who are Not in Education, Employment or Training (NEET).

Pupils are entitled to high quality CEIAG that is impartial and confidential. It will be integrated into their experience of the whole curriculum, based on a partnership with pupils and their parents or carers. The programme will promote non stereotypes, equality of opportunity, inclusion and diversity.

Pupils with special educational needs or disabilities (SEND) will receive enhanced support through transition from one key stage to another and personalised support from the SENCO, Careers Advisor and external bodies as appropriate with planning their learning and transition Post 16/18.

Pupils in receipt of Pupil Premium funding will be targeted to receive enhanced personalised support which will begin earlier.

5. CEIAG Policy Development

This policy was developed and is reviewed annually in discussion with teaching and pastoral staff; the school's Careers Adviser, the school's Careers Coordinator, the Senior Leader with responsibility for CEIAG and consultation with pupils, parents, governors, advisory staff and other key stakeholders.

6. Links with other policies

This policy for CEIAG supports and is linked to a range of key school policies especially those for Teaching and Learning, Assessment, Continuous Professional Development, Recording and Reporting Achievement, Citizenship, PSHE Education, Work Related Learning and Enterprise, Equal Opportunities and Diversity, Able, Gifted and Talented, Children Who Are Looked After, Inclusion, Transition and Special Educational Needs. This policy has been produced in accordance with the Equality Act 2010 and the Special Educational Needs Disability Act 2001, the SEND Code of Practice 2014 and the Children and Families Act 2014. It has been reviewed in accordance with all other school policies and related Acts.

7. Staff roles and responsibilities within CEIAG

Head teacher: It is the role of the Head teacher to ensure that this policy is implemented and that adequate provision is made within the school budget for the provision of CEIAG.

SLT lead for CEIAG: The school has appointed Mr P Scarborough as the member of the senior leadership team that will lead CEIAG. The SLT lead will advise on and oversee the management of CEIAG. They will ensure that correct procedures are followed and that all pupils, parents or professionals involved have fully understood the school's role and what strategies will be implemented. They will ensure the school has an appropriate policy for CEIAG and a statement of Provider Access, both of which will be available on the school website. They will conduct an audit of careers provision and ensure the school works towards the Gatsby Benchmarks, in accordance with the DFE guidance.

Careers Co-ordinator: The school's Careers Co-ordinators are, Mrs K Wood and Mr S Priestley whose responsibility it is to co-ordinate CEIAG and work related learning across the school and to facilitate impartial careers guidance interviews for pupils.

All teachers: Teachers and tutors will deliver aspects of CEIAG as part of National Careers Week. There is also an expectation that CEIAG is woven through all curriculum areas. Teacher and tutors are responsible for developing their Careers knowledge to enable the signposting of pupils so they are able to access Careers information, advice and guidance. Career North will provide all staff with access to Careers resources for delivery through subjects and to support signposting and referral of pupils for individual careers guidance.

Careers Advisor: The school provides access to a Level 6 qualified Careers Advisor through Career North Ltd the schools independent provider of CEIAG services. The Careers Advisor will work with individual pupils as well as groups of pupils where relevant, to ensure smooth transition throughout the key stages, to raise aspirations and to signpost further support services around Careers information, advice and guidance where appropriate. The Careers Adviser is available to be seen for a personal Careers Conversation during the school day and also attends the school parents' evenings.

8. Curriculum

Up Holland High School believe that all of our pupils are entitled to accurate and timely CEIAG which includes information and access to all available progression routes and a broad range of opportunities within and outside of the curriculum for Career learning. The school careers programme includes:

- Careers education lessons - discrete and embedded within subjects
- Careers guidance activities (group work and individual interviews)
- Information and research activities (using the Careers programme My Career Development and the school intranet)

- An annual careers convention
- Seminars and presentations from local employers
- Practice interviews
- Visits to and by local post 16 providers
- Work related learning & visits by employers
- Career Action Planning Workshops
- Parents/carers events
- National Careers Week, a whole school approach
- Drop in guidance clinics for specific year groups
- Motivational group work programme for alternative curriculum pupils
- Workshops in a variety of careers topics including Applying for University, Not going to University, Interview techniques and skills, raising aspirations, removing barriers to progression and growth mindset
- Guest speakers including alumni and interactive presentations
- Career breakfasts and Learning Lunches - occupationally specific

Every opportunity is taken to engage pupils and parents/carers in the design, delivery and evaluation of the guidance services and activities they receive.

All pupils are requested to complete an online CEIAG questionnaire following their Career North Careers Conversation. There is a parents/carers version available.

Parents/carers are consulted at parents events and through questionnaires. Careers Action Plans are emailed to parents/carers or made available at parents events.

9. Partnership Agreement

An annual Partnership Agreement is negotiated between Up Holland High School and Career North Ltd identifying the commitment and contributions each will make to the Careers Education, Information, Advice and Guidance programme.

Links have been developed with local post 16/18 providers and employers to strengthen progression opportunities and the offer for apprenticeships, employment opportunities, work experience and voluntary work placements.

The Careers Coordinator implements, monitors and evaluates the careers programme working closely with the CEIAG Lead, who is responsible to the Head teacher. This area is supported by a linked governor for School Improvement Planning. All staff contribute to CEIAG through their roles as teachers, tutors and mentors.

10. Provider Access Agreement

The schools policy statement on provider access is available on the schools website. This statement sets out the school's arrangements for managing the access of Providers to pupils at the school for the purposes of giving them information about the Provider's education or training offer.

11. Resources

Funding is allocated in the annual school budget planning round in the context of whole school priorities and particular needs within CEIAG. The Senior Lead for CEIAG is responsible for identifying the budget and for the effective deployment of resources. Sources of external funding are actively sought.

12. Staff Development

Staff training and CPD needs in relation to CEIAG are identified as part of the Partnership Agreement process with Career North Ltd and in conjunction with the school INSET/CPD lead.

Staff training and CPD needs may be met through termly CEIAG INSET, staff team briefings (e.g. briefing regarding booking system for Careers Conversations, Career North briefing about their role and responsibilities in school), the intranet/VLE (Career North updates), newsletters/journal (CDI and Career North Opportunities newsletter circulated to all staff), internal (fortnightly meeting between Careers Coordinator and Senior Lead with responsibility for CEIAG) and external meetings (CEIAG termly network meetings), Careers Fair and planning of National Careers Week March) and workshops (e.g. Career North workshops for staff to embed IAG into the curriculum) etc.

13. Monitoring, review and evaluation

A framework for monitoring the delivery of the careers programme is in place. The Partnership Agreement with the independent and impartial IAG provider is reviewed termly. The programme is reviewed annually by the Senior Lead for CEIAG, the Careers Coordinator, the independent provider of CEIAG Career North and Board of Governors.

Evaluation of CEIAG

The CEIAG programme is reviewed and evaluated against the Compass Gatsby benchmarks for Careers Education and progress recorded online on the Gatsby Tracker.

Quality assurance of the activities detailed within this policy through observation of the guidance services, observation of 1:1 and group tutorials and review and monitoring of Careers data.

Conducting regular internal reviews of the quality of CEIAG through; Peer observations, Ofsted judgements, learner surveys, Impact case studies and other feedback mechanisms.

Approvals

Senior Lead with responsibility for CEIAG

Signature

Date

Governor

Signature

Date

Careers Coordinator

Signature

Date

Career North Ltd, Principal Consultant

Signature

Date

Date of next review: November 2020