



# **CHAILEY SCHOOL CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE POLICY**

**Date Policy Amended:**

December 2018

**Date of Governing Body Approval:**

12<sup>th</sup> December 2018

**Chair of Governors:**

A handwritten signature in black ink, appearing to read "Judith M...".

**Head Teacher:**

A handwritten signature in black ink, appearing to read "Helen Key".

**Date for Review:**

December 2020

## **Introduction**

Chailey School believes that a young person's career begins with their pathway through learning and work. All young people need a planned programme of activities to help them make appropriate 14-19 choices and to manage careers throughout their lives. We believe that careers education is an essential component of the curriculum, and we are committed to providing a planned differentiated programme of Careers Education for all students in Years 7 – 11, together with appropriate Information, Advice and Guidance (CEIAG), in accordance with the Department of Education's guidance March 2015\*. Chailey School follows the ACEG (Association for Careers Education and Guidance) Framework April 2012.

## **Overall Aims**

The CEIAG programme at Chailey School is designed to help students make the most of themselves and their opportunities and is links to the national framework for 'careers, employability and enterprise' (CDI 2018) and the Gatsby Benchmarks. In particular, it aims to help them:

- Develop their knowledge and understanding of the changing nature of work, learning and careers.
- Extend their understanding of opportunities in learning and work.
- Make good use of information and guidance.
- Develop and use their self-knowledge when thinking about, and making course and other choices.
- Develop and use the skills they need to review achievements, plan future actions, make decisions, present themselves well and cope with change and transition.

## **Commitment:**

Governors and Staff are committed to:

- Providing a planned programme of activities to which all students are entitled and will have access.
- Using all available resources to ensure that no student is disadvantaged in gaining access to education, training or work.
- Ensuring that students progress to an opportunity in further education, training or employment.
- Involving young people and their parents/carers in programme activities and further developments.
- Continuing to look to enhance provision after passing the Investors in Careers Award Level 3 in March 2018.
- Continuing to use Compass and Tracker to audit and plan our provision against the Gatsby Benchmarks.
- All external information, advice and guidance services employed by the school have achieved Matrix standard.
- Career professionals employed within the school abide by the professional standards of the Careers Development Institute Framework (CDI).
- Working with employers to engage students in work related learning – including work experience.

### Entitlement

Learners are entitled to CEIAG which meets professional standards of practice and which is delivered by trained staff and which is person-centered, 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.

### Management

Responsibility for imparting of CEIAG in the classroom and tutor time falls to the FLT of PE/PSHE. We invest in independent careers advice for one to one guidance sessions whilst the Work Related Learning Administrator is responsible for work experience, alumni, vocational learning and careers visits and talks from employers and colleges to enhance CEIAG. These roles are responsible to the Deputy Head.

### Delivery

The Careers Leader is Louise Poole (Deputy Head). The Careers Education Programme includes careers lessons taught through tutor time, PSHE, careers talks, enterprise sessions, careers evenings and work experience and preparation. All staff contribute to CEIAG through their roles as tutors and subject teachers. The CEIAG programme is differentiated, planned, monitored and evaluated by the Deputy Head in consultation with the Head of PSHE and the Work Related Learning Administrator.

### Resources

Careers lessons are taught through PSHE and the Tutor time programme and students have access to a dedicated Careers Library situated within the Main School Library. Within this there are computers available to use and information on accessing various websites for impartial careers information. Information is also available on the school website.

### Guidance

All students have access to one to one careers appointments with an independent qualified Careers Adviser. All staff should, when approached by students, respond with appropriate guidance, support and signposting. All guidance aims to be impartial, confidential (within safeguarding policy guidelines), responsive to students' needs and based on the principle of equality. Students can also see the Work Related Learning Administrator for further information. Access to various websites and the CEIAG programme can be found on the school website.

### Training

The Work Related Learning Administrator attends the ESCC network hub meetings and also any training provided by ESCC on Labour market Information, Apprenticeships, NEET as well as CPD in line with CDI requirements. Training needs of staff are identified through annual PSHE meetings and appropriate arrangements made by I/C PSHE.

### Consultation

The policy has been written in consultation with selected staff including Louise Poole (Deputy Head Teacher), Dan Hillier (Deputy Faculty Team Leader, PE/PSHE), Sarah Bodner (Work Related Learning Administrator) Corinne Holden (Careers Advisor), Debbie Martin (Careers Hub Lead – Employability and Skills)

### Other Relevant Policies

The policy for CEIAG supports and is itself underpinned by a range of key school policies.

Safeguarding and Child Protection Policy

SEND Policy

Single Equality Scheme

Able, Gifted and Talented Policy

Pupil Premium Grant Policy

### Monitoring, Review and Evaluation:

All programme activities will be monitored, reviewed and evaluated with active involvement of students. The students complete a review questionnaire and can also feedback their points of view to the Work Related Learning Advisor. Review sheets are completed following the relevant PSHE activities, Work Experience and Enterprise sessions.

The findings will be used to steer the programme's development plan for the next academic year.

*\*Careers guidance and inspiration in schools, Statutory guidance for governing bodies, school leaders and school staff March 2015*