CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG) POLICY

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Signatures: Chair of Governor Headteacher	

FEARNHILL SCHOOL

Rationale

An effective careers education and guidance programme makes a major contribution towards preparing young people for the opportunities, responsibilities and experiences of life. It contributes to the schools' statement of intent to achieve, 'outstanding outcomes for all'. A planned, progressive programme of activities in Years 7-13, that supports them in choosing 14-19 pathways and which suits both their interests and abilities, helps them to manage and follow a career path and sustain employability throughout their working lives.

A careers education programme enables students to develop personal insight, career knowledge, and career planning and management skills. It offers information and advice that is personalised, comprehensive and impartial.

Commitment

Fearnhill School is committed to providing a planned programme of careers education and information, advice and guidance (IAG) for all students in Years 7-13 in partnership with YC Herts.

Fearnhill School strives to follow the DfE statutory guidance for independent and impartial careers guidance for young people in schools (DfE, March 2013); Careers guidance and access for education and training providers (DFE October 2018), Careers strategy: making the most of everyone's skills and talents (DfE 2017), Good Career Guidance – the Gatsby benchmarks (2013) and other relevant guidance from DfE, QCA and Ofsted as it becomes available.

Development

The policy was developed and is reviewed every two years after discussions with teaching staff, YC Herts Personal Advisors and the line manager for CEIAG who has overall responsibility for CEIAG within the school. This is based on current good practice guidelines, as stated by DfE/Ofsted and the CEG Framework.

Links with other policies

The policy supports and is underpinned by key school policies including those for teaching and learning, assessment, recording and reporting achievement, PSHCE Education, work related learning and enterprise, equal opportunities and diversity, gifted & talented, health and safety, looked after children and special needs/inclusion.

Aims and Objectives

Fearnhill School's Careers Education and Guidance policy has the following aims:

- To contribute to strategies for raising achievement, especially by increasing motivation and self-esteem.
- To focus students on their future aspirations and ability to achieve and succeed.
- To enable students to have an awareness and understanding of their opportunities for their own future.
- To provide information to help students make informed choices about their future.
- To promote the ability to make informed decisions.
- To develop career management skills leading to efficient transition to further education and/or future training/employment.
- To develop students' awareness of the need for training and education in their future career and value lifelong learning.
- To involve parents and carers.

- 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 (evidenced in our
- 'Destinations' data).
- To contribute to the economic prosperity of individuals and communities.
- To meet the needs of all our students through appropriate differentiation and stages of learning.
- To be integrated into the students' experience of the whole curriculum.

Entitlement

Students are entitled to CEIAG which meets professional standards of practice and which is person-centred, impartial and confidential. All students in Years 8-13 will have access to information from providers regarding work-based training i.e. Traineeships, Apprenticeships and Higher Level Apprenticeships, college courses and technical education. This will be integrated into the students' experience of the whole curriculum and be based on a partnership with students and their parents and carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

Implementation

The line manager for CEIAG co-ordinates the careers programme and is responsible to the designated member of the School Leadership Team.

Staffing

All staff contribute to CEIAG through their roles as tutors and subject teachers. Specialist sessions are delivered through PSHCE sessions and with appropriate external agencies and visitors. The CEIAG programme is planned, monitored and evaluated by the line manager for CEIAG in consultation with the YC Herts personal adviser who provides independent specialist careers IAG. All administration is carried out by the admin support team.

Curriculum

The careers programme includes careers education sessions, career guidance activities, group work and individual interviews, information and research activities including introductions to and use of the YC Herts section within the library, various careers-related ICT programmes and website research.

An extensive work related learning programme culminates in a week's work experience in Year 10. The work experience programme has been commended by YC Herts as one of 'best practice' and involves students experiencing a real–life application process (CV creating, letter writing, telephone communications, travel arrangements and applications) finishing with an external employer interview for the majority of students. During the Covid 19 pandemic 2020-21 work experience was suspended, but plans are kept under review to reintroduce when appropriate.

Other focussed events are organised throughout the academic year such as visits to CRC for 'Girls in Construction' days, Health and Social Care exhibitions, Apprenticeship talks and visits from external speakers.

Collapsed timetable days for Years 7-11 are organised to allow students to partake in career-based and entrepreneurial activities.

National Careers Week is celebrated each year by both staff and students integrating careers activities in to both tutor time and the wider curriculum.

Students and staff are actively involved in the planning, delivery and evaluation of the CEIAG programme. Each year group completes evaluation forms at the end of units/PSHCE days on their 'careers' experience'; their views and opinions helping to both review and formulate the curriculum content for the next year.

Content and Delivery

The provision is provided via dedicated careers education lessons in PSHCE time, assemblies, PSHCE days and workshops, visiting speakers such as the Royal Navy, Army, local companies such as MBDA, Willmott Dixon and local colleges and Apprenticeship providers. Cross curricular activities/speakers such as STEM activities also contribute to the delivery of careers inspiration and aspiration. 1:1 interviews with parents/carers are organised for both Year 9 & Year 11 during the options process and personalised appointments for students with the line manager for CEIAG and evenings for students and their parents/carers are provided at key times in the student's school life.

The library has a comprehensive YC Herts section that is available to all students throughout the year. Sign posting around the school clearly states the information available and where to find it. It has up to date unbiased materials.

Students may also access a full range of impartial careers guidance resources within school on both the JED and Higher Ideas software that is purchased for the students' use. CEIAG that is relevant/personalised to each age group is posted/advertised on the Year notice-boards.

Every edition of 'Fearnfile', the school magazine, has a 'Careers Corner' which is a dedicated careers information page highlighting key information/websites and where to find it and student reports from their CEIAG experiences.

Key Stage 3

Students in Years 7 and 8 are taught a variety of aspects of the careers programme underpinned by investigation of the careers guidance software Jed which students can also access at home. In PSHCE time, they begin to formalise their ideas on their personal skills, qualities and future aspirations. Year 7 students take part in a 'Your money, Your Future' day whereby they investigate their career intentions using careers software and start to make realistic plans for their future. In addition, they take part in an enterprise activity introducing the idea of money management/budgeting and entrepreneurial/marketing skills.

In Year 8 students go out into the work place on the 'Take your sons and daughters to work 'day. Each student is issued with a booklet to help them plan for their day in the work place and to set targets for themselves. Upon their return, they share and record their experiences enabling them to both broaden their understanding of the work place and further recognise the relevance of school practice and procedures that better prepares them for the transition beyond school.

In Year 9, students follow a programme in PSHCE to enable them to make informed decisions regarding their KS4 options and beyond. Both the line manager for CEIAG and a YC Herts PA are available for further guidance on the Year 9 options evening. All students in Year 9 are offered personal appointments with and line manager of CEIAG the YC Herts drop-in service. A 1:1 parent/student interview is held with a member of the SLT during the options choice process.

Key Stage 4

Careers modules are encompassed within the PSHCE programme and include materials from the 'career tracks' and YC Herts schemes of work and other varied sources of up to date resources for e.g. through the

Careers and Enterprise Company. Lessons using the careers guidance software 'JED' and 'Higher Ideas' are delivered to all for students' careers research.

Year 10 students undertake work experience during the spring term, conditions permitting (this was suspended due to Covid 19 2021-21). Year 11 students embark on a financial capability/enterprise day.

Students are offered independent careers interviews with YC Herts including those on the SEN and G&T register. All students can use the designated break-time drop-in with YC Herts and long registration CEIAG drop-in service available throughout the school year with the line manager for CEIAG.

Year 11 students have a variety of opportunities to receive careers information including a Careers and Apprenticeships Fair at which colleges and apprenticeship training providers are available to discuss courses and post 16 options. All students have access to the college and training providers open evenings and deadline dates. Careers based workshops are delivered throughout key times of the academic year to include college applications and personal statement writing, interview preparation and apprenticeship seeking.

All Year 11 students are offered a 1:1 independent careers interview with the line manager for CEIAG and the YC Herts PA. Year 11 also receive personal interviews with SLT and/or line manager for their next steps during the post 16 options process. Selected students are chosen to work with our Business Mentors on a weekly basis.

Key Stage 5

Students in Years 12 and 13 develop their career awareness through both dedicated enrichment activities and PSHCE time. The programme is developed by the Director of Post 16 in conjunction with the line manager CEIAG and delivered by both the Director of Post 16 and the 6th form tutors. Students develop their budgeting, interview and application skills in preparation for their next steps whether it is university, an apprenticeship or work and training.

All students are given regular group and 1:1 advice to include attending Open Days, seeking the necessary work experience for their course, careers, university choices and applications and applying for apprenticeships. There is constant communication via email and information boards to inform students of events, important dates and deadlines.

Guest speakers include:

Student Finance England Presentation (Student Finance evening also held for students and parents of Years 12 and 13)
Information on Gap Years and Volunteering
Guest speaker from Apprenticeships UK

Visits to careers fairs and University of Hertfordshire

Guidance in use of YC Herts library, 6th form careers library/resources, websites and software to include:

- UCAS
- Youth Connexions-hertfordshire.org
- Apprenticeships.gov.uk
- Higher Ideas
- The Complete University Guide
- National Careers Advice
- Option to arrange 1:1 interviews with YC Herts PA or line manager CEIAG as their needs require.

Student Needs

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

Assessment and Accreditation

The intended career learning outcomes for students are based on the National Framework and the Gatsby Benchmarks. Fearnhill School was awarded the Hertfordshire Quality Award for CEG in 2008.

Students and Parents are given the opportunity to evaluate the careers events and programme within the school on a regular basis throughout the academic year. The schools progress towards meeting and monitoring the Gatsby benchmarks is monitored termly via the Compass tool provided by the CEC.

Partnerships

An annual partnership agreement (Service Level Agreement) is negotiated between the school and YC Herts that identifies the contributions that each will make to the CEIAG programme. A yearly 'Curriculum and Information Review - for Careers & Work Related Education and Information Resources' is compiled in conjunction with YC Herts and is used as a basis for evaluation and development for the next academic year. Other links are developed as appropriate.

Resources

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the CEIAG area. The line manager for CEIAG is responsible for the effective deployment of resources.

Staff Development

Staff training needs are identified as part of the Partnership Agreement and in conjunction with the school's professional development protocols and Inset co-ordinator.

Monitoring, Review and Evaluation

The Partnership Agreement with YC Herts is reviewed annually. The CEIAG programme is reviewed every 2 years by the line manager for careers and the line manager using the CEC Compass tool (termly) and in conjunction with the Careers strategy for England (October 2018) and the CDI framework for careers, employability and enterprise education to identify areas for improvement.