



Careers Education Information and Guidance Policy (CEIAG)

Policy Name:	Careers Education Information and Guidance Policy (CEIAG)			Review Date:	Every Year 13/06/2019
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CAREERS EDUCATION INFORMATION AND GUIDANCE POLICY (CEIAG)

Rationale

In order to be successful in technology-driven, rapidly changing labour market students need to develop skills to manage their own career and employability during their secondary education. These skills include the ability to reflect and review, to plan and make decisions, to use information resources effectively, to create and to take opportunities and to make provision for lifelong learning. At QPHS we recognise that Careers Education Information and Guidance is one essential component of the overall information and guidance which students need and that the CEIAG provided at QPHS should be well planned, forward thinking, impartial and responsive to the wide range of needs and aspirations of our young people. QPHS has an ongoing commitment to:

- Providing a planned programme of activities to which all students from Years 7 – 13 are entitled which will help them to plan and manage their careers
- Providing IAG which is impartial, unbiased and is based on their needs
- Ensuring that the CEIAG programme follows local, regional and national frameworks for good practice and other relevant guidance, such as Section 19 Education Act (2011), January 2018 Statutory guidance: Careers strategy: making the most of everyone's skills and talents (December 2017), as well as guidelines from Ofsted, the Career Development Institute and the Gatsby benchmarks for good career guidance
- Working in partnership with external careers, work experience and enterprise providers to ensure all students access education, employment or training at the relevant times.

Purpose:

- To increase the awareness of students, teachers and parents of employment opportunities and progression pathways available
- To further develop the employability skills of students
- To offer impartial and independent careers advice and guidance to students in all key stages.
- To ensure that every student makes an informed and successful transition into employment, training or education on leaving QPHS.

Guidelines

- CEIAG will be delivered through two curriculum strands: firstly the Citizenship/PSHCE programme from year 7-13 delivered by teaching staff with additional input from impartial external providers and, secondly, through different curriculum areas whose courses include a strong vocational and work related learning element. It is envisaged that this support will empower students to explore a range of sources of careers information and reach well-informed, reasoned decisions about their future education, training and occupations.
- As students progress through Key Stages 3 and 4 they will be taught how to develop the knowledge, skills and attitudes to manage their own learning including: how to evaluate themselves honestly and realistically, how to set targets, make decisions, review and summarise their progress, present themselves effectively and make action plans which match their personal skills to abilities, interests and careers aspirations.
- At Key Stage 5 the focus will include specialist guidance for university and FE applications and applications for higher level apprenticeships.
- All students will have access to careers education and guidance, irrespective of race, gender, special needs, culture background and ability. They will be taught how to use a range of impartial sources of careers information to find out about opportunities,

progression routes, entry requirements, skills and aptitudes and experience required in a range of different work sectors.

The CEIAG provided will be impartial and free from bias towards a particular organisation, employer or individual.

At QPHS CEIAG will provide students opportunities to experience from a range of the following:

- Personal interviews (e.g. with senior members of staff, STEM ambassadors, tutors, members of LA Care Team) at key transitional stages in years 9, 11 and 12 and 13
- Access to independent careers advice from a dedicated Careers provider
- Action planning, recording achievement (Unifrog)
- Exploring work sectors (e.g. Unifrog, NAS website)
- Exploring higher education opportunities (Unifrog, UCAS website, Heap on line)
- Careers lessons (as part of the Citizenship/PSHCE programme)
- Assemblies
- Enterprise activities in school
- Visits, to workplaces and local education providers
- Guest speaker presentations from universities, training providers and apprenticeship schemes
- Futures Conferences for year 9 and 11 cohorts
- Taster days in the Sixth Form and at FE college
- University visits
- Mock interviews
- Futures Information Events for parents and students in years 9,11 and Sixth Form
- Access to careers events involving wide range of representatives from industry, public services and education providers (in school or through links within the MAT)
- Mentoring through links with the university and local employers
- A range of vocational courses taught throughout KS4 and KS5 which develop knowledge about work related learning and careers in a range of sectors
- Specialist work related programmes delivered in school by external providers to support vulnerable and disadvantaged students.
- Students taking an active role in planning and evaluating the delivery of CEIAG programmes.
- Staff who are involved in the planning and delivering of CEIAG receiving regular support and training in developing their knowledge, skills, resources and information through membership of local CEIAG support groups, updates from LA team and the school's CPD programme.

Provider access

This statement sets out the school's arrangements for managing the access of Providers to students at the school for the purposes of giving them information about the Provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Students in Year 7-13 are entitled:

- To find out about technical education qualifications and apprenticeship opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point
- To hear from a range of local Providers about the opportunities they offer, including technical education and apprenticeships
- To understand how to make applications for the full range of academic and technical courses

A Provider wishing to request access should contact the schools main office or via enquiries @qphs.co.uk. A number of events, integrated into the school careers programme, will offer Providers an opportunity to come into school to speak with students and/or their parents. Providers are welcome to leave a copy of their prospectus or other relevant course literature which will be displayed in the Library Learning Centre. This resource is available for students at break, lunchtime and after school.

Monitoring and evaluation

A formal framework for monitoring the delivery of the careers programme exists within the school's self-evaluation process; however more regular monitoring and evaluation needs to be developed; this will be done by the review process and Student Voice. All key events such as Futures Conferences and personal interviews will include an element of student feedback to provide a framework for dialogue between students and staff to evaluate their impact and inform future planning. Records of discussions and advice from the careers advisor will be sent to students and kept on file at school.

Conclusion

We aim to enable students to make educational, vocational and training choices as part of their on-going education and to prepare them to manage a wide range of adult roles. We want our young people to develop knowledge about the world of work and the opportunities available to them. We recognise that CEIAG not only helps students by developing their self-awareness and employability skills, it also aims to raise their motivation and achievements in school. In addition, CEIAG contributes to students' broader learning in school by helping them to choose courses and develop skills that are appropriate for future career pathways.