



Careers Guidance Policy

Recommended by:

Teaching, Learning & Achievement Committee: Date: 5 October 2016

Adopted at Full Governing Body Meeting Date: 30 November 2016

Signed by R J Collis DL, Chair of Governors:

Review date: Autumn Term 2020 (earlier if any legislative change)

CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE POLICY – SEPTEMBER 2016

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1. Rationale

The Careers Education, Information, Advice and Guidance Policy (CEIAG) has an important contribution to make to the education of all students in order to make an effective transition from school to adulthood and employment. The school will provide a range of opportunities for students to learn about work, the world of work, the skills required for work and the Qualification Pathways available to them. Well thought-through decisions about learning and work informed by effective CEIAG can increase participation in learning and, in turn, raise attainment and support further progression.

2. Purposes & Aims

The main purpose of CEIAG is to provide students with the opportunity to engage in a range of activities that will contribute to their knowledge and understanding of the world of work and the qualification pathways suitable for students' individual needs. The school is committed to providing support and guidance throughout the student's time at The Cottesloe School.

The aim of CEIAG is to enhance the provision made to prepare students for the transition to the next stage of education or employment through:

- Contexts that help raise motivation and attainment.
- Helping students to follow courses that are appropriate to their needs.
- Improving understanding of the world of work.
- Ensuring appropriate provision and guidance.
- Successful transition to the next stage of education and employment.
- Empowering students to plan and manage their own futures.
- Offering a responsive service that allows time for face to face guidance.
- Providing comprehensive and unbiased advice and guidance.
- Actively promoting equality and challenging gender stereotypes.

3. Methods

A range of methods will be selected from the list below to accomplish these goals:

- Providing a range of opportunities that enhance the curriculum (Visits to Colleges/Taster Days).
- Promoting awareness of the world of work (Visitors from business, Year 10 Work Experience).
- Promoting a range of opportunities and provisions which assist in raising aspirations and achievement (Armed Forces days and visitors, visitors from Colleges and Sixth Forms, Skills Show visits).
- Promoting awareness and understanding of work, industry, the economy and community (dedicated Careers lessons as part of the school's Learning 4 Life curriculum).
- Relating skills, attitudes and knowledge learned in school to the wider world.

- Developing students' personal and social skills to relate to the world of work.
- Providing informed and impartial guidance (Options Evenings, Year 11 Careers Fair, College and Sixth Form Visits).
- Enabling students' to make considered decisions in regard to future choices.
- Identifying and maintaining effective links with key partners including the guidance service (IYSS/Connexions), local Colleges and Sixth Forms and local industry and business leaders.
- To prepare students' for transition to Further Education or employment with training.

Each curriculum area is looking to identify Careers Education elements and includes these in lesson planning.

- Schemes of Work should recognise the importance of Careers Education
- Lesson plans should include work related learning opportunities
- Departments should display subject links to occupations and progressions

Specifically, impartial and independent IAG is provided to students through a number of ongoing delivery methods:

- Form Time PSHCE lessons across Key Stages
- Sixth form interviews
- Year 9-13 Assemblies – Career and option choices
- Presentation to parents at options evening
- UCAS parent information evening
- Course to promote employability skills such as EPQ
- FE tasters and assemblies
- University Partnership Visit- Oxford Brookes/Bedfordshire/Pembroke College Cambridge
- 'Futures' – recognising shortage in employable skills
- Industry specific talks and presentations
- Apprenticeship talks – Tim Keighley
- Display boards
- Connexions
- Careers Fair

4. Guidance

This policy has been written with regard to the updated (March 2015) Duty on schools to provide independent and impartial Careers Guidance and Inspiration for pupils:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/440795/Careers_Guidance_Schools_Guidance.pdf

and the accompanying Departmental Advice document:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/302424/Careers_Non-Statutory_Departmental_Advice_-_9_April_2014.pdf

5. Review

This policy will be reviewed in four years' time (earlier any legislative change).

September 2016