

# Careers Education, Information, Advice and Guidance Policy



## The Cottesloe School

<b>Policy Type:</b>	Statutory
<b>Reviewed by:</b>	Statutory Policies Governor (Mrs K Mulcahy) and Careers Leader (Mr C Matcham)
<b>Date:</b>	3 November 2020
<b>Noted by FGB:</b>	Meeting 8 December 2020
<b>Last reviewed:</b>	November 2016
<b>Next review:</b>	Autumn Term 2024 (earlier any legislative change)

### 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 PSHCE programme).
- 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 our designated Business Enterprise Partnership through the Bucks Skills Hub, 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:

- PSHCE lessons across Key Stages
- Sixth form interviews
- Year 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 Presentation by outside providers
- Display boards
- Connexions
- Bucks Skills Show
- Careers Fair
- Local and National LMI
- Access to a Level 6 Qualified Careers Adviser
- Careers Interviews for all Year 10
- Careers Specific Academic Mentoring
- Subject Specific Careers Posters in classrooms and teaching blocks
- Work Experience (Year 10, two weeks)

#### **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](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](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 September 2024 (earlier any legislative change).