



Careers Education, Information, Advice and Guidance (CEIAG) Policy

Responsible committee:	School Improvement
Policy Officer:	Mrs J Atherton
Policy Name & Number:	Careers Policy V 1.0
Date Adopted & Policy Number:	5th January 2021
Date of Next Review:	January 2022

Introduction

Careers education, information, advice and guidance (CEIAG) is an essential part of the support we offer students here at Leasowes High School. Effective careers support can help to prepare students for the opportunities, responsibilities and experiences of life. It is vital that we support students to develop the knowledge and skills they need to make informed choices for their future. As a result, the careers programme has a whole school remit designed to complement the school curriculum.

This policy sets out how career activities are delivered at school and explains what stakeholders can expect from the careers programme.

Aims & Objectives

The career programme at Leasowes High School aims to:

Encourage students to be ambitious, broaden their horizons and explore their own career aspirations throughout their life at school ([see our curriculum policy for links.](#))

Ensure students' readiness to take their next step in their learning career

By following the principles of the Gatsby Benchmarks and the new CID Framework for Learning, the careers programme aims to:

- Help students to understand the changing world of work by providing a stable careers programme for all students
- Facilitate meaningful encounters with employers
- Support positive transitions post 16/18
- Enable students to develop research skills to find out about opportunities including labour market information
- Help students to develop the skills, attitudes and qualities to make a successful transition into the world of work by linking careers to the curriculum
- Encourage participation in continued learning, including further and higher education and apprenticeships
- Support inclusion, challenging stereotyping and promoting equality of opportunity
- Provide opportunities for students to encounter employers including work experience placements in year 10

During their time here at Leasowes High School students can expect:

- The support they need to make the right choice for their options at KS4 and after year 11 and 13.
- Access unbiased information on future learning and training, careers and labour market information
- Career lessons during form time, PSHCE and assembly

- Have a meaningful encounter with a representative from the world of work each school year, these include work experience, careers talks, assemblies, employer talks and small group meetings ([See our careers programme](#))
- Hear from a range of education providers, including colleges, universities and apprenticeship organisations
- The opportunity to talk through their career and educational choices with staff including form tutors and the careers leaders
- Provide parents with up to date information to help them support their child on their next phase

Careers Education

The content of the taught careers education programme is based around learning outcomes outlined in the Careers Framework.

Years 7, 8 & 9 - Key Stage 3

Careers Education and Guidance begins in Year 7 as part of the PSHCE curriculum when pupils undertake a self-assessment of their achievements, qualities, aptitudes and activities. They use goal setting, review, reflection and action planning to support progress and to set short and medium term goals.

In Year 8 pupils are made aware of how the world of work is changing and the skills that promote employability. They undertake research into the requirements for a range of jobs and are encouraged to consider the longer-term implications and potential progression opportunities in employment. Job profiles are researched and pupils are introduced to Careers Information and resources available.

An options choice evening is held for Year 9 students and their parents where choices are explained and staff are available for discussion. Short term and long term plans are made as part of the programme for choosing KS4 options, and targets and choices are discussed with a member of staff.

Subject ambassadors receive careers training in their subject are to share career options in the subject with their peers.

Years 10 and 11 - Key Stage 4

In year 10 students have the opportunity to gain valuable work experience in a placement of their choosing. This will give them an understanding of the working world. They will be encouraged to identify and apply to organisations that interest them and keep a detailed log of their experiences. They will also explore legal limits and right at work including an introduction to managing money. They will commence their personal statements and CV.

In year 11 students will re-assess their skills and look at different qualifications. They will also explore their options in terms of next steps and have a detailed look at the jobs market, finalise personal statements and experience a mock interview. Every student will receive one to one careers advice from an independent careers advisor with a personalised action plan.. They will have an Options evening and a Parents' evening to help them to prepare for their Year 12 Option Choices, they will also receive a talk about the Invictus Sixth Form.

Year 12 & 13 - Key Stage 5

In KS5 pupils are given information about Higher Education and Careers opportunities throughout the year. All Year 13 pupils receive a practice interview, preparing them for the world of work. They will work on fine tuning their personal statements and have visits from a number of external educational providers and apprenticeships.

Needs-based referral

Head of year, Pastoral Managers, Form Tutors and Sixth Form Managers will work with students and identify students who would benefit from early intervention, for example a student with lack of direction or lack of motivation; students with SEND; certain students receiving pupil premium funding; or those who have potential to become NEET (Not in Employment, Education or Training). For those students who are at risk of NEET, further interventions are arranged as appropriate for each student. For example Connexions, Krunch mentoring and SLT mentoring of Year 11 students.

Career Information

Career information is available through the display board located outside the careers office and also on form notice boards. The careers office also contains a range of university and college prospectuses, career guides, apprenticeship and employer information. This information is also shared with student via email and also the schools twitter account giving details of careers or educational events that may be of interest. An independent careers advisor is employed by the school one day a week to conduct one to one careers appointments with year 11 students and group careers sessions with years 7-10. Students are able to drop in with the careers advisor at breaks and lunchtimes on the day that he is in school.

External Providers

A range of external providers are invited into school to support the careers programme, These might include local colleges, universities, training providers apprenticeship organisations employers, school alumni, or staff from various projects.

Equal Opportunities

The school is keen to promote equal opportunities, challenge stereotypes and address limiting beliefs.

Monitoring and evaluation

When monitoring the success of the careers programme, the school considers formal and informal measures, qualitative and quantitative data and outcomes for students.

The careers programme is evaluated in a number of ways including,

- Student feedback on their experience of the careers programme and what they gained from it
- Staff feedback on careers lessons, work experience and mock interviews
- Informal feedback from external partners and parents
- Student destination data post 16 and 19

Management and Staffing

The careers programme is led by Mrs Atherton – Assistant Headteacher, supported by Janet Davis who has responsibility for Work Experience.

This policy was formally approved by the Governing Body on:

This policy will be monitored and reviewed on an annual basis to ensure that current legislation and best practice is observed.

Chair of Governors: *Mrs G Withers*

Mrs G Withers