

chaseterracetechnologycollege

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

Policy Co-ordinator: Mrs Julie Poppleton (Head of IAG)

Rationale- Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned progressive programme of activities supports them in choosing 14 – 19 pathways that suit their interests and abilities and help them to follow a career path and sustain employability throughout their working lives.

Commitment- Chase Terrace Technology College is committed to providing its students with a programme of careers education, information, advice and guidance (CEIAG) for all students. The school's work is informed by current government guidelines and recommendations and other relevant guidance.

Aims-

- To contribute to strategies for raising achievement, especially by increasing motivation
- To support inclusion, challenge stereotyping and promote equality of opportunity
- To encourage participation in continued learning including Higher Education and Further Education , Apprenticeships and Training
- To develop Enterprise and Employment skills
- To reduce Not Employed in Education or Training (NEET) figures and drop-out from courses in education and training
- To contribute to the economic prosperity of individuals and communities
- To meet the needs of all our students through appropriate differentiation
- To raise awareness of the Local Market Information.
- To focus students on their future aspirations
- To involve parents and carers in key decisions concerning careers and progression.

Roles / Responsibilities and Accountability- The lead responsibility and accountability will fall to the Head of IAG, whose role it is to ensure that the aims of the CTTC CEIAG policy are met. Further oversight is provided by the SLT linked Line Manager of the Head of IAG, The Headteacher and Governors' Curriculum Committee.

Development- This policy supports, and is underpinned by, key school policies including those for Teaching and Learning, Assessment, Recording and Reporting Achievement, Citizenship, PSHE, Work-Related Learning and Enterprise, Equal Opportunities and Diversity, Health and Safety, Gifted & Talented provision and Special Needs.

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Links with other Policies- This policy supports, and is underpinned by, key school policies including those for Teaching and Learning, Assessment, Recording and Reporting Achievement, Citizenship, PSHE, Work-Related Learning and Enterprise, Equal Opportunities and Diversity, Health and Safety, Gifted & Talented provision and Special Needs.

Implementation of Careers Education- Individualised CEIAG is provided through face-to-face impartial careers guidance interviews with the Head of IAG. The school also commissions an independent HE specialist careers advisor from the CAPS service (ENTRUST) to enhance the advice and guidance given to 6th Form students. CEIAG is further enhanced via activities and workshops, delivered internally or using external agencies. This is implemented through collapsed timetable sessions and Careers Exhibitions and Careers Days. The implementation of CEIAG is additionally supported by contributions from local and national Businesses, Employers and Professionals. FE and HE institutions, Training Providers and the Voluntary Sector. External visits are a core part of CEIAG, including visits to the National Skills Show, County Showground, Teentech, Employer on site visits, Big Bang Skills Show and college visits. In-house, staff offer additional support through form tutors, the SEN Department, the Inclusion Team and subject departmental activities at key appropriate points throughout the academic year.

Equality and Diversity- CEIAG is provided to all students who are encouraged to follow career paths and suit their interests, skills and strengths with the absence of stereotypes. All students are provided with a wide range of opportunities and diversity is celebrated.

Year 6- CTTC are involved in running careers/world of work workshops via local primary schools. This workshop is an introduction to the world of work and to look at the transition from primary school to secondary school and the importance of gaining a good education early in life to give them more career opportunities in their future.

Year 7- The focus is on further developing their knowledge from the workshops they may have done in primary school around careers and the world of work. The focus is to raise awareness and start to consider the vast number of careers/jobs available.

Year 8- The focus is on linking plans and dreams to reality and looking at any risky behaviour which could impact on our future choices.

Year 9- The focus is on course 'tasters', self-assessment, career paths and options post 14.

Year 10- The focus is on work experience including preparation, employability skills, implementation and evaluation.

Year 11- The focus is on Post 16 options and the application process.

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Year 12 and 13- The focus is on Post 18 options and the application process

Implementation of Careers Guidance (resources)

- A wide range of materials are provided including college and university prospectuses situated in the Learning Resource Centre (LRC)
- The LRC is open throughout the school day and before and after school hours
- There is an apprenticeship vacancy board, which links local opportunities and is updated regularly
- College and Apprenticeship Open days are advertised in the LRC
- Internal and external careers events and job fairs are advertised in the LRC
- Regular external visitors to provide lunchtime drop-in sessions covering a wide range of careers advice and Post-16 and Post-18 options, including local employers, professionals, training providers, colleges, universities and the voluntary sector
- Access is provided to careers ICT resources/software
- Local opportunities and vacancies are disseminated to staff and students throughout school and are advertised on the electronic school notice-board
- Careers Exhibitions are held within school every 1-2 years (60 exhibitors attended in November 2014)
- A Careers Day for Year 9 is run during Enrichment Week. A wide range of academic and vocational workshops are run by employers, professionals and providers to give a greater awareness of careers, entry paths, routes, qualification and employability skills required.
- A 'Dragons Den' workshop is run each year in conjunction with the Business Department with Year 8 students to promote the Entrepreneurship and Self-Employment route. Local businesses send representatives from their companies to be the 'Dragons'
- External visits are arranged throughout the year to different year groups including the National Skills Show, Big Bang Skills Show, 'Teen Tech' event and college and employer site visits.

Careers Guidance: (Years 9- 11 via the Head of IAG. The Head of IAG is Level 6 qualified in careers guidance and is required to give impartial advice)

- The Head of IAG will provide individual and impartial interviews throughout the year. Every Year 11 student will leave having had at least one face-to-face guidance interview.
- Working in partnership, some students will be individually interviewed via the local Careers and Participation Services (CAPS) service via Entrust. These will be students who have been identified at risk of NEET via the Risk of NEET indicator (RONI) data. Additional group work for Year 9 and 10 students using that data may take place.
- The Head of IAG is available at Careers Events

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- The Head of IAG is present at Year 10 and 11 parents evenings , Year 9 options evenings and the 6th Form Open Evening to meet with students and parents
- CTTC currently commission additional specialised HE advice for 6th Form via the local CAPS team.
- The Head of IAG to arrange additional activities via the collapsed timetable mornings. Examples have included an introduction to Careers and the World of Work, Risky Behaviour, Year 9 options, Post 16 options, Post 18 options, Your Destination, 'Why go to University'
- Head of IAG plans and delivers other group work/workshop sessions as required (E.g. talking jobs session)
- The Head of IAG keeps up-to-date with local provision and any changes to the local offer

Extra support where appropriate- Any student requiring additional or enhanced support are identified and referred to the Head of IAG throughout the year for additional intervention, support, advice and guidance. Any Year 9 students who are targeted for extra help via Assistant Head (Student Support) (AHT(SS)), have Year 9 options interviews jointly conducted by the AHT (SS) and Head of IAG. Department Heads and Heads of Year may also identify where extra support may be needed and directly refer to the Head of IAG. Any assessments of need (including SEN) are carried out via Head of IAG with necessary documentation completed and sent on to Post 16/Post 18 providers (current Participation Action Plans (PAPS)).

Parents and carers- Parental involvement is encouraged at all stages. Parents are kept up-to-date with careers-related information through letters, newsletters and at open evenings. Parents are invited their child's careers interviews. The Head of IAG regularly attend Parents Forum meetings to keep parents up to date with CEIAG.

Work Experience - Work Experience is an additional responsibility of the Head of IAG.

Staffing- The LRC staff support the administration of CEIAG through their roles. The wider school staff support as tutors and subject teachers.

Curriculum- The Careers Programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work related learning and individual learning activities. Careers lessons are part of the schools collapsed timetabled mornings. Other events and activities are planned and organised separately throughout the year.

Partnerships- A partnership agreement is ongoing with Entrust via the Lichfield District CAPS team detailing the contributions to the programme that each will make.

Other links with local 14-19 Providers are made when required, including those for local Post-16 and Post-18 destinations. Links with parents/carers are

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maintained using a variety of methods (Parents Forum, Parental Leaflets, Letters, Options Evenings, Post 16 and 18 Evenings).

Resources- Funding is allocated in the annual budget. The Head of IAG is responsible for the effective deployment of resources.

Staff Development- Staff training needs are identified as part of the Partnership Agreement process and during regular planning meetings between the Head of IAG and his/her line manager.

Monitoring Review and Evaluation

- Some aspects of CEIAG are monitored and evaluated via the feedback given during the collapsed timetable mornings. Internal Careers Guidance is monitored and evaluated through discussion with key staff and students and appropriate observation of activities by the line manager of the Head of IAG.
- The Partnership Agreement with CAPS is reviewed termly.
- When reviewing the programme, the school's Strategic Plan is used to ensure that the Careers Department fully support whole school aims.
- Data provided by the Local Authority is used to ensure that there is close tracking of leavers, destinations and any trends including the Labour Market Information (LMI).

CTTC CEIAG programme will help students to:

- Understand themselves, their interests, likes and dislikes, what they are good at and how this affects the choices they make
- Identify any barriers to education, employment and training and signpost/refer as required to internal or external agencies for additional targeted support.
- Find out about different courses, what qualifications they might need and what opportunities there might be
- Develop the skills needed for working life, including looking at the positive activities or voluntary opportunities students could engage in out of school.
- Understand the requisite employability skills and those important personal and social skills required outside of the classroom.
- Make realistic, but ambitious, choices about courses and jobs
- Develop a plan of action for the future
- Understand the different routes after Year 11 including Further and Higher Education, Apprenticeships and Training and Employment.
- Understand the different routes after Year 12 or 13 including Further and Higher education, Apprenticeships and employment and 'gap years'.
- Be able to make effective applications for jobs, training and further and higher education
- Develop interview skills
- Be able to complete a CV and covering letter
- Improve confidence and self esteem

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