

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

APPROVAL and REVIEW

Review date: **March 2017**

Approval needed by: **CTTC Governing Body**

Adopted: **March 2017**

Next Review date: **March 2018**

chaseterracetechnologycollege

(Part of the Stephen Sutton Multi Academy Trust)

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

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 pathways which suit their interests and abilities and help them to follow a career path and sustain employability throughout their working lives.

Commitment- CTTC are committed to providing its students with a comprehensive 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 CEIAG, 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 CEIAG, 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.

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 and offer impartial 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, and 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.

Careers Guidance: (The Head of CEIAG is Level 6 qualified in careers guidance and is required to give impartial advice)

- The Head of CEIAG 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 CEIAG is available at Careers Events
- The Head of CEIAG 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 and impartial HE advice for 6th Form via the local CAPS team.
- The Head of CEIAG arranges additional activities via the collapsed timetable mornings. Examples have included an introduction to Careers and the World of Work, Year 9 options, Post 16 options, Post 18 options, Your Destination, 'Why go to University'. ' Apprenticeships '
- Head of CEIAG plans and delivers other group work/workshop sessions as required 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 CEIAG 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 CEIAG. Department Heads and Heads of Year may also identify where extra support may be needed and directly refer to the Head of CEIAG. Additional support or learning needs are identified upon completion of applications with relevant staff names shared to contact for detailed information.

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.

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

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

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 maintained using a variety of methods (Parental Leaflets and texts, Letters, Parent evenings, Options Year 9 Evenings, Post 16 and 18 Evenings).

The Head of CEIAG additionally works and liaises in partnership with the Career and Enterprise Company, National Careers Service, The Chamber of Commerce and Local Business Clubs. She additionally sits as one of the Board of Directors for the Southern Staffordshire Education and Skills Board (sub group of Birmingham and Solihull LEP) and is the Chair of Independent Staffordshire Careers Professionals Group for local schools and Colleges in the area.

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 CEIAG 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, Traineeships/ 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

****NEW** IMPLEMENTATION OF CAREERS GUIDANCE AND RESOURCES**

Careers Framework/Curriculum 2016/2017 (all linked to Gatsby Benchmarks, Staffordshire Local Enterprise Partnership and ACEG framework)

Year 7-13 PSHE Tutor programme and assemblies - to include aspects of careers, enterprise and employability and national awareness days and themed weeks including national careers and apprenticeships week.

Gatsby Benchmarks (GB1-8)

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

Our framework is linked across all departmental areas in raising awareness of the links to:

- Careers/Professions linked to specific subject areas including gaps
- Subject and grades required for specific careers both at year 9 options, Post 16 and Post 18
- LMI and growth/gaps and demands for specific careers linked to subjects
- Raising awareness of transferable skills and qualities they will have gained from subjects or extracurricular activities making them more employable

Current strong working departmental links with collaborative/joint projects:

Science, Technology, Engineering, Maths, Business, ICT, PE, Youth Award, English, RGA and RBA, G&T, SEN, Primary Schools and link staff member

Year 6 (LEP P3 ACEG- KS2 Outcome Statement1, 2, 3,4,11, GB1, GB2, GB4)

- 'Let's talk jobs' - this is an annual one hour workshop offered and delivered in local primary schools

Year 7 (LEP P1 P2 ACEG KS3 Outcome Statement 1,2,3,4,5,6,7,10,11,12,13,14,15,16,17 GB1, GB2, GB3, GB4)

- Young Enterprise - 'Learn to Earn' is delivered by young enterprise, four mornings across the calendar year
- World of STEM event - Birmingham City University This event explores science, technology, engineering and maths
- Tony Evans life coach- Building resilience and organisation skills

- APM- The importance of working as a team
- National Careers Week – Students participate in an assembly with follow on form time activities. They are additionally invited to take part in interactive games and activities in the LRC to promote and raise awareness around careers and the CEIAG resources
- We are stars Science Day – held at Keele University Stardome featuring a new 360 degree immersive science documentary that explores the secrets of our cosmic chemistry, and our explosive origins.

Year 8 (LEP P1 P2 ACEG KS3 Outcome

Statement1,2,3,4,5,6,7,10,11,12,13,14,15,16,17 GB1, GB2, GB3, GB4)

- Enterprising workshop - delivered by successful entrepreneur Ryan Ashmore, winner of BBC 2 'Dragons Den'
- General CTTC Careers Fayre – Hosted every 2 years in 2016 we had 100 providers and 800 visitors attending. We are now the largest local careers event other than the NEC Skills Show (event open to all aged 11 +)
- Dragons Den - This is a 2 day programme delivered during enrichment week involving local employers, chamber of commerce and local business enterprise.
- Careers Self-awareness This is delivered via our local skills and employability service or the company YETI to look at a follow on session to what has been done in Year 6 and 7
- Teen-Tech Event – a group of students from the STEM club are invited to attend this annual event
- National Careers Week – Students participate in an assembly with follow on form time activities. They are additionally invited to take part in interactive games and activities in the LRC to promote and raise awareness around careers and the CEIAG resources
- Step into the NHS - Students are invited to attend an event at Stafford County Showground to raise awareness of the 350 different careers in the NHS and have a go at the different activities.
- Structural Engineering Workshop Institute of Civil Engineers and Learn By Design- The workshop explores what Structural Engineering is all about with practical tasks, a design based challenge and a career myth busting session

Year 9 (LEP P1 P2 P3 ACEG KS3 Outcome

Statement1,2,3,4,5,6,7,10,11,12,13,14,15,16,17 GB1, GB2, GB3, GB4,GB5, GB6, GB7,GB8)

- GSCE Options - This is delivered via our local skills and employability service to look at supporting students choose options
- All vulnerable, SEN and students requiring more advice and guidance are given a one to one meeting with the careers advisor and SENCO to look at choosing options. All other Year 9 students and their parents have the opportunity of referring for a one to one guidance interview with the careers advisor. All Year 9 students are interviewed by a member of SLT to discuss option choices.
- Barclays Bank- Finance, covers making sensible decisions about saving and spending and manage a personal budget

- National Careers Week – Students participate in an assembly with follow on form time activities. They are additionally invited to take part in interactive games and activities in the LRC to promote and raise awareness around careers and the CEIAG resources
- Big Bang Skills Show NEC – group of students taken to annual event
- STEM event BMET College – group of students from STEM club and G & T taken to event
- STEM careers Fayre – open to all students at CTTC (50+ exhibitors 2016)
- Is University something for me? Newman University
- Young Enterprise – ‘Launchpad’ is a 2 day enterprise programme during enrichment week
- JCB Masterclass – group of students visit the HQ at Stafford
- JCB school challenge – we participate in this wider school STEM challenge
- Youth award – Enterprise activities including local entrepreneurs who come into school to talk to students about setting up their own business. Students have to plan and organise and make their own product to sell at a school charity event which they have to additionally prepare and deliver a presentation to be judged. Students visit on site employers to see how businesses work (JCB, Waitrose, Sainsbury’s, and Birmingham Airport)
- Express yourself- Dave Smith stand-up comedian, creative writer and renowned journalist delivers a workshop looking at the importance of life skills/employability skills. Additionally looks at careers in creative writing.
- General CTTC Careers Fayre – Hosted every 2 years in 2016 we had 100+ providers and 800 visitors attending. We are now the largest local careers event other than the NEC Skills Show (event open to all aged 11 +)
- Duke of Edinburgh

Year 10(LEP P1 P2 P3 ACEG KS4 Outcome

Statement1,2,3,4,6,7,10,11,12, 13,14,15, 17, GB1, GB2, GB3, GB4, GB5,GB6, GB7, GB8)

- 3 day employability programme –All Year 10 students take part in a competitive 2 day competition to compete against each other to apply for just one job! Involves 24 employers who are the facilitators to interview and run workshops.
- An additional day covers all Post 16 options including all local colleges, training providers, universities and employers who run options and employability workshops
- Careers Industry morning – a taster of up to 24 different workshops all delivered in school by employers, professionals and educators
- NEC Skills Show – group of 50 students taken annually
- On site employer visits
- Employer and College/Training Provider drop ins
- Are young people unemployed or unemployable including the local labour market
- Why should I volunteer?
- Duke of Edinburgh
- Paul Griffiths Entrust-Explore and inspire- This motivational workshop looks at overcoming barriers and obstacles which can prevent them from achieving their academic and career goals

- Body language/Interview Techniques - Tony Evans life coach
- CV writing delivered by local training providers
- Amazing Apprenticeships- - Delivered by Workpay, NOVA the RAF and other training providers
- So what can College offer me? – Local Colleges
- What do employers want? - Delivered by APM
- General CTTC Careers Fayre – Hosted every 2 years in 2017 we had 100+ providers and 800 visitors attending. We are now the largest local careers event other than the NEC Skills Show (event open to all aged 11 +)
- EntoScience16 challenge - Harper Adams University
- RAF girl's residential engineering experience
- Keele and Birmingham University summer residential programmes – students including pupil premium get the opportunity of attending a 3 day residential for those who may be considering University
- Aspiring doctors programme - open for students who are interested in becoming a doctor
- STEM careers Fayre – open to all students at CTTC 40 exhibitors
- 'Skirting Science Day' - The event is run by Lichfield Soroptimists in partnership with Entrust, Staffs Uni and South Staffs College. The aim is to raise awareness of career opportunities in (STEM) for girls, in years 9 to 11
- Walsall College Fashion Show- Students studying art and design or technology subjects including textiles and have an interest in Fashion attend this fashion show and speak with lecturers about a career in Fashion
- 'Being you is brilliant' – This is a targeted careers programme delivered by Mrs Poppleton over 6 weeks with two nurture groups Raising Boys and Raising Girls
- National Careers Week – Students participate in an assembly with follow on form time activities. They are additionally invited to take part in interactive games and activities in the LRC to promote and raise awareness around careers and the CEIAG resources
- National Apprenticeship week- Students are invited into the Library to promote and raise awareness around Apprenticeships and the vacancy board
- Navy Chefs- consists of a Petty Officer Caterer, who is a fully qualified Chef coming into school to carry out demonstrations of a small range of basic dishes, with the emphasis on handling basic fresh ingredients, delivering an understanding of nutrition and how important they are in the development of physical and mental performance of not only members of the armed forces but of any individual who desires to achieve results in their chosen field. During the presentation additional information is offered in relation to service lifestyle, sports and adventurous training, and career opportunities in the Royal Navy and Royal Marines. The 24

hour ration pack is also demonstrated to show how the Royal Marines use them in the field.

- Care in the community- a group of Health and Social Care students have the opportunity of going to a local care home for an open day as part of a joint initiative by all of the UK's leading care providers. The event showcases everything good about care homes, showing what enjoyable and stimulating places they can be to both live and work in and to strengthen links within the community. The day gives our students the opportunity who are considering a career in a care home whether it's as a carer, chef or receptionist - a chance to find out more, first hand, about what a career in care involves. It is a great opportunity to find out more about careers in Health and Social Care but also a great intergenerational and community event to be part of.
- Residential Engineering girls experience RAF Cosford- Year 10 girls are given the opportunity of applying for and attending a 4 day summer work experience programme at RAF Cosford. This week gives students a real and hands on experience.
- In2engage- Explore University delivers a whole year group workshop 'University Challenge'. This is a myth buster experience around life as a HE student.
- Explore University- Student ambassadors support KS4/KS5 students in targeted subject areas in the classroom and mentoring to raise aspirations
- Aim Higher- Unifest is offered out to PP students or those who are first time generation potential University students offered at 5 local Unis

Year 11(LEP P2 P3 ACEG -KS4 Outcome Statement1,2,3,4,6,7,10,11,12, 13,14,15, 17,GB1, GB2, GB3, GB4, GB5, GB6, GB7, GB8)

- Local College visits and college/training provider drop ins
- Vulnerable at risk of NEET students are personally taken for Post 16 interviews
- Employer drop ins – a variety of careers are covered
- EEF technology Centre- a visit was arrange for Year 9 up to Year 13 students to visit this Engineering Centre in Birmingham and see first-hand an insight into that sector
- Keele University winter follow on – The students who took part in the year 10 residential summer programme, meet back up again in Year 11. The day is held at The University of Wolverhampton City Campus to give the students another view of university life allowing them to ask any further questions and to reconnect with the friends they made over summer school as well as raising aspirations. The day will include; campus tours, interactive sessions, a Q&A current students and a social opportunity for the students.
- All year 11 students will have at least one face to face guidance interview with Mrs Poppleton
- NCS assembly and NCS programme
- 'Why go to University?' Assembly delivered by uni tasters

- General CTTC Careers Fayre – Hosted every 2 years in 2016 we had 100 providers and 800 visitors attending. We are now the largest local careers event other than the NEC Skills Show (event open to all aged 11 +)
- Summer programme - Vulnerable at risk of NEET students are identified and a summer school is run from the middle of July in school and continues over the summer until the student is settled in post 16 provision to prevent drop out and increase retention with APM training and Student Support Services from local Colleges
- All RONI students have a Careers Personal Action completed and shared with post 16 provider to ensure support is in place
- Want to apply for a top university? – Professor Holdcroft from Cambridge University runs a workshop on applying for Russell Group Universities and what does it take and how to apply aimed at KS4 and KS5 students
- STEM careers Fayre – open to all students at CTTC 50 + exhibitors
- Apprenticeship vacancy board on display within Library and vacancies are shared throughout the whole school to inform students of opportunities
- Access to a wide CEIAG library and resources
- Year 11 leavers are tracked and monitored until the November of leaving to ensure not NEET and are retaining post 16 option. They are offered the opportunity to come back after 6 months of leaving for further careers advice and guidance if needed
- National Careers Week – Students participate in an assembly with follow on form time activities. They are additionally invited to take part in interactive games and activities in the LRC to promote and raise awareness around careers and the CEIAG resources
- National Apprenticeship week- Students are invited into the Library to promote and raise awareness around Apprenticeships and the vacancy board
- Medicine day at Birmingham University for those interested in a career in Medicine.
- Local Vacancies and apprenticeships are distributed out to whole school staff to share with students and parents will also receive a text home about opportunities
- Local Labour market is shared with whole school staff to raise awareness of growth, gaps and trends
- Russel Groups and Oxbridge- Professor Charlotte Holdcroft gives a presentation on how to apply for Oxbridge universities
- Explore University- Student ambassadors support KS4/KS5 students in targeted subject areas in the classroom and mentoring to raise aspirations

Year 12 and 13 (LEP P1 P2 P3 ACEG -KS5 Outcome Statement1, 2, 3, 5, 6, 7, 10, 11, 12, 15, 16, 17 GB1, GB2, GB3, GB4, GB5,GB6, GB7, GB8)

- Russel Groups and Oxbridge- Professor Charlotte Holdcroft gives a presentation on how to apply for Oxbridge universities
- Work experience
- Employer drop ins
- IMI precision engineering – onsite visit to look at Engineering in the workplace
- ICT careers workshops- Employers and professional come into school to talk to students studying Business and ICT about a range of careers in ICT-Social Media /Business/Marketing and Recruitment
- Want to apply for a top university? – Professor Holdcroft from Cambridge University runs a workshop on applying for Russell Group Universities and what does it take and how to apply aimed at KS4 and KS5 students
- Leadership (includes doing voluntary work and gaining employability skills)
- All offered a One to one guidance interview with external and impartial careers practitioner via Entrust
- Apprenticeship show Milton Keynes
- HE Careers Fayre at Birmingham University
- Tutor programme including writing personal statements, student finance
- Vulnerable at risk of dropping out or NEET 6th Form students are identified and are referred to APM for one to one prevention mentoring
- General CTTC Careers Fayre – Hosted every 2 years in 2016 we had 100 providers and 800 visitors attending. We are now the largest local careers event other than the NEC Skills Show (event open to all aged 11 +
- Medicine and Dentistry day at Birmingham University for those interested in a career in Medicine
- STEM careers Fayre – open to all students at CTTC 50 + exhibitors
- Young Enterprise Business Challenge – group of year 12 students take part in local and county level business enterprise challenge.
- In house business/employer acts as a Mentor and provides work experience opportunities and career advice and guidance and supports students studying BTEC Business with the marketing and recruitment assignment
- Apprenticeship vacancy board on display within Library and vacancies are shared throughout the whole school to inform students of opportunities
- Access to a wide CEIAG library and resources
- Year 12 and 13 leavers are tracked and monitored until the November of leaving to ensure not NEET and are retaining post 16 option. They are offered the opportunity to come back after 6 months of leaving for further careers advice and guidance if needed
- National Apprenticeship week- Students are invited into the Library to promote and raise awareness around Apprenticeships and the vacancy board
- Lloyds Bank – On site visits for those interested in a career in banking and finance
- NCS assembly and NCS programme