

# **KINGDOWN CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE POLICY**

## **RATIONALE**

Careers Education, Information, Advice and Guidance (CEIAG) plays an important role in supporting students to make an effective transition from school into adulthood and employment, preparing them for the opportunities, responsibilities and experiences of life. Kingdown School is committed to providing CEIAG to all students through both the curriculum and organised activities, enabling them to learn about the world of work, the skills required for work and the qualification pathways available to them.

CEIAG focuses on the specific needs of the individual student to promote self-awareness and personal development, and, coupled with up-to-date, relevant and impartial information enables each student to make informed decisions about their future. 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.

## **AIMS**

The aims of the CEIAG policy and provision at Kingdown School are as follows:

- To raise student aspirations, broaden their horizons and empower them to make informed and realistic decisions at all key transition points in learning.
- To provide students with the opportunity to engage in a variety of activities that will contribute to their awareness and understanding of the world of work and the full range of education, training and employment opportunities available.
- To help students develop an understanding of themselves and others, including their strengths, skills, qualities, needs, attitudes and values.
- To provide opportunities to develop enterprise and employability skills, as well as wider personal and social skills that relate to the world of work.
- To support students in developing and implementing action plans to enable them to manage and take ownership of their own futures.
- To actively promote equality, challenge stereotyping and support inclusion.
- To provide contexts that help to raise student motivation and attainment.
- To encourage sustained participation in learning and reduce dropout rates from education and training.
- To offer a responsive, impartial and confidential advice and guidance service, including face to face contact with an appropriately trained advisor.
- To meet the needs of all students through appropriate differentiation and personalisation.
- To promote involvement of parents and carers wherever possible.

## **PROVISION**

The CEIAG programme is delivered by a combination of methods appropriate to students' stages of career learning, planning and development, including:

- Dedicated careers education lessons for students in Years 7 – 11.
- Employability skills lessons within the Year 10 English curriculum focused on CV writing, job application and mock interviews.
- Work experience placements for students studying vocational courses in Year 10 and Year 12 (including preparation and follow-up activities).

- Year 12 and 13 tutorial sessions promoting awareness of the full range of post-18 options and offering support with the applications process.
- Provision of range of events and extracurricular activities offering impartial and independent guidance including:
  - Key Stage 4 and Key Stage 5 Options and Information events involving representatives from the full range of locally available options.
  - Sixth Form 'Futures Day' events covering options, UCAS and employability skills.
  - Speakers from range of different career paths / industries, including local and national organisations, the military and former students.
  - College and Higher Education visits / taster days (including Oxbridge where appropriate).
  - Curriculum linked local workplace visits.
  - Careers-themed events (e.g. Tomorrow's Engineers).
  - Access to local Careers, Skills and Higher Education Fairs.
- Development and maintenance of effective links with key partners including the Local Authority Early Help (Integrated Youth Service) team, local employers, education and training providers.
- Close monitoring of vulnerable students and provision of early intervention targeted support where appropriate.
- Availability of key staff on GCSE and A Level exam results days to assist students in making successful transitions.

In addition, there are a number of on-going delivery methods:

- Face-to-face guidance with a qualified careers guidance practitioner is available to all students, including the offer of one-to-one interviews for all Year 11 students. The advisor is also available at options evenings and parents' evenings (Year 9 to Year 13).
- Students regularly receive the latest information about careers opportunities through a monthly bulletin, the school Virtual Learning Environment (VLE) and website (also available for parents to view) as well as tutor updates, the careers noticeboard and individually targeted emails.
- Careers drop-in sessions held for students in any year group.
- Computer aided careers packages (New Kudos and Job Explorer Database) are available to help students develop career ideas and can be accessed via the school network.
- The school careers library is an open access resource containing information on a range of careers, educational/training/gap year opportunities and employability skills.

Each curriculum area identifies careers education elements, relating the skills, attitudes and knowledge learned in their subject in school to the wider world of work. Subject specific speakers and visits are arranged where possible. Departments also display subject links to occupations and progressions, particularly during options events.

## **MANAGEMENT**

The CEIAG programme is currently led by a team who are responsible for:

- Management and co-ordination of the various aspects of CEIAG.
- The activities at each key stage.
- Monitoring and evaluation.
- Liaison with SLT and facilitation of contributions (e.g. from employers, partners).

The team is line managed by a designated member of SLT. Subject staff members are responsible for identification of work-related learning elements within schemes/plans and implementation of work related elements, with support from the CEIAG team as appropriate. All staff can contribute to CEIAG through their roles as tutors and subject teachers.

## **EQUALITY AND DIVERSITY**

CEIAG is provided to all Kingdown students and is designed to enable all to access the curriculum. The programme will promote equality of opportunity, diversity and inclusion, whilst promoting the best interests of the students to whom it is given. Students are encouraged to challenge gender, class, religious and disability issues relating to the world of work and to follow career paths that suit their interests, skills and strengths.

## **PARENTS AND CARERS**

Parental/carer involvement is encouraged throughout all Key Stages. Parents/carers are welcome to attend guidance interviews and where appropriate, are specifically invited. They are also able to discuss career-related issues with the careers advisor at parents' evenings. To ensure they are kept up-to-date, they are encouraged to read the monthly careers Opportunities Bulletin. A range of resources are also made available online on the school VLE, which can be easily accessed by parents to help them support their child's future planning.

## **MONITORING, REVIEW AND EVALUATION OF CEIAG PROGRAMME**

CEIAG delivery will be regularly monitored and evaluated throughout the year to recognise and share good practice, identify areas for further development and therefore facilitate the continuous improvement of CEIAG at Kingdown. The process of review and evaluation incorporates the following:

- Qualitative and quantitative feedback from students at all Key Stages.
- Discussions with key staff members including the SENCO, Heads of House, School Nurse.
- Analysis of post-16 and post-18 destination information to monitor the progression of students into education, employment and training.
- Feedback from external participants supporting CEIAG delivery (e.g. employers, agencies, colleges and training providers).
- Assessment of activities / lessons by the CEIAG line manager / staff delivering
- Continuous Professional Development activity undertaken in relation to CEIAG

Each academic year the team will write an Action Plan for the careers department. The Action Plan will be reviewed annually and the provision on offer to students will be audited utilising the National Foundation for Education Research CEIAG Audit tool. At the end of the year, an annual report will be submitted to the SLT and school governors.

## **GUIDANCE**

This policy has been written with regard to the updated (March 2015) government statutory duty on schools to provide independent and impartial Careers Guidance and Inspiration for pupils, and with reference to the accompanying Departmental Advice document.