CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE POLICY

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Deputy Headteachers: Nikki Squires
CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE POLICY

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

We recognise that effective careers guidance contributes to raising aspirations, improving motivation and overcoming barriers to success. The careers programme at South Wigston High School is committed to delivering high quality Careers Education, Information, Advice and Guidance (CEIAG) by ensuring students make effective and informed decisions about their future through greater self-awareness, career exploration, supported and independent career management, work related learning and the development of employability skills. A vital part of this is contact with employers, training advisors, colleges and universities.

Commitment

South Wigston High School is committed to our statutory duty to provide CEIAG to students in Years 7 to 11 and ensure that all students have access to impartial and inspirational careers information, advice and guidance in accordance with the 1997 Act, 2003 Regulations, 2008 Act, April 2014 Statutory Guidance, and January 2018 Statutory guidance.

This policy is based on the most recent CEIAG review and in light of both the new statutory guidance for governing bodies, school leaders and school staff published by the DfE in January 2018, and the non-statutory guidance “Careers Guidance and Inspiration in Schools”. The policy supports, and is itself underpinned by a range of key school policies and strategies, especially those for teaching and learning; assessment, recording and reporting achievement; Citizenship; Personal, Social and Health Education; equal opportunities and diversity.

South Wigston High School is committed to gaining the Careers Mark Award.

From 1st August 2018 we have appointed a new careers team consisting of Karen Nicholson, Careers Leader and Sue Curtis, Careers Administrator.

1.1 Aims

The school aims to prepare all students for their futures by providing independent information, advice and guidance, thus ensuring successful progression to Further and/or Higher Education, training and work (including apprenticeships). The programme for CEIAG is being developed in line with the eight Gatsby benchmarks for ensuring best practice and to meet the requirements of the Department for Education’s statutory guidance 2018 as well as the Association for Careers Education and Guidance (ACEG) Framework for Careers and Work-Related Education. The Gatsby Benchmarks are:
1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of work places
7. Encounters with further and higher education
8. Personal guidance

The wider aims of the CEIAG programme at South Wigston High School are:
1. To develop student’s self-awareness: a greater understanding of their strengths, current limitations, personal qualities, interests and values through guided use of an ICT Careers based Programme.
2. To encourage and support career exploration and research through both enrichment and curriculum-based classroom/group work activities, one-to-one guidance interviews, interactive careers media and online tools, access to a careers information library and resources, working with employers, visiting speakers and work related activities delivered by representatives from industry.
3. To provide work related learning and increased exposure to a range of life-long learning and career opportunities in order to enable students to make effective decisions about their future;
4. To develop skills and professional ethics to meet the demands of a changing work environment;
5. To embed all of the above, increasing students’ confidence, resilience and skills in managing their career journey, including any transition points from secondary education to further/higher education and entry to work or apprenticeships.

1.2 Roles and Responsibilities

Head teacher
It is the role of the Head Teacher to ensure that this policy is implemented and that adequate provision is made within the school budget for the provision of CEIAG.

Careers Leader
The Careers Leader co-ordinates and leads the whole school careers programme. The school has appointed Karen Nicholson to this post from August 27, 2019. The Careers Leader is currently undertaking an audit of careers provision and will ensure the school works towards the Gatsby Benchmarks, in accordance with the DFE guidelines. The Careers Leader will advise on and oversee the management of CEIAG, and will attend appropriate CEIAG leadership training. The Careers Leader will ensure that correct procedures are followed and that all students, parents or professionals involved have fully understood the school’s role and what strategies will be implemented. The Careers Leader will ensure the school has an appropriate policy for CEIAG and a statement of Provider Access, both of which will be available on the school website.

Careers Administrator: The school has a Careers Administrator, Mrs Sue Curtis, whose responsibility it is to assist the Careers Leader to co-ordinate the CEIAG programme, UCAS Progress applications, work experience placements and work related learning across the school, and to facilitate impartial careers guidance interviews for students.

Careers Personal Advisor: The school provides access to an appropriately qualified Careers Personal Advisors, currently through the LEBC (Leicestershire Educational Business Company). The Personal Advisor will work with individual students, as well as groups of
students where relevant, to ensure to raise aspirations and to signpost further support services around information, advice and guidance where appropriate.

Any advisory services (for the students at risk) supported by Prospects/LA are managed by a member of the senior leadership team and the SENCO.

**All teachers:** Every tutor and teacher may, as part of learning time, deliver CEIAG. There is also an expectation that CEIAG is woven through all curriculum areas. Each curriculum area will have a careers champion, who takes responsibility for ensuring that pupils experience careers and enterprise education as part of their subject lessons. Many aspects will also be delivered in form time and school Enrichment days. Hence all teachers and tutors are responsible for signposting students to where they can get further information, advice and guidance.

**Governor with responsibility for CEIAG:** The school has nominated a lead governor for Careers, Jacqui Cox. Their responsibility is for familiarising the school’s governing body with the CEIAG policy and ensure that school staff follows statutory guidelines. They are expected to work to ensure sufficient time and resources are allocated to CEIAG to fulfil the policy and ensure that value for money is being achieved.

### 1.3 Provision

South Wigston High School is committed to providing an effective careers education programme that prepares students for the next steps in their education, training or employment. The school is committed to ensuring that students gain stimulating and inspiring information about a wide range of career pathways directly from employers. All aspects of provision aim to actively avoid stereotyping and each year the curriculum is developing to ensure students are inspired to aim high and enter the full range of professions and careers.

**Entitlement**

Students are entitled to CEIAG which meets professional standards of practice and which is person-centred, impartial and confidential. It will be integrated into students’ experience of the whole curriculum. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

The careers programme is being designed to meet the needs of all students at South Wigston High School. It will be differentiated and personalised to ensure progression through activities that are appropriate to students’ stages of career learning, planning and development.

Students have access to an appropriately qualified Careers Advisor during their time at South Wigston High School.

**Equalities**

South Wigston High School consciously works to prevent all forms of stereotyping in the advice and guidance we provide, to ensure that students from all backgrounds and diversity groups consider the widest possible range of careers, including those that are often portrayed as primarily for one or other of the sexes. We ensure that disadvantaged students and those with Special Educational Needs and Disabilities have appropriate support and advice to ensure sufficient planning and transition for their next step, to maximise post 16 take–up and prevent drop-out.
Curriculum

The careers programme is being developed and will include careers education sessions, career guidance activities (group work and individual interviews), information and research activities, individual learning activities as well as an enhanced KS4 programme which covers careers education, work experience and post 16 applications via the UCAS Progress system. Careers lessons are part of the school’s personal development programme delivered by form tutors, and all curriculum areas should provide careers information and education and industry-related knowledge that helps students think about the skills that can be applied in different jobs. Other focused events, e.g. Aim Higher University visits and college taster sessions are also delivered to students.

Work-Related Learning:

South Wigston High School is committed to ensuring that vocational training and apprenticeships are promoted effectively through all aspects of CEIAG provision. The school is committed to providing work related learning opportunities to provide students with first-hand knowledge of the world of work. A range of opportunities will be provided that expose students to real work situations and enable them to develop a wide range of skills, sector-based knowledge and attitudes required in the labour market. These include Enrichment Days, a Careers evening, UCAS Progress support, STEM activities, University taster days, assemblies and careers lessons, as well as visiting speakers from different industries.

Partnerships

Links are being proactively being developed, with local post 16 providers and local higher education providers, academic and vocational, as well as representatives from a wide range of career sectors. External providers who are interested in supporting our students should contact Karen Nicholson, Careers Leader on 0116 2782388 or by emailing careers@southwigston.leics.sch.uk. Please also refer to the policy on provider access published on our website.

Monitoring, reviewing and evaluation: Self-evaluation of the policy and CEIAG provision is undertaken annually by the Careers Leader and Head Teacher. This will include:-

- Monitoring and evaluation of destinations data used to identify improvements needed in CEIAG provision, as well as student attainment and progression into Further, Higher Education, Training and Employment;
- The budget provided for both careers and work experience will be audited and monitored each financial year according to the CEIAG improvements as noted in the School Development Plan;
- The number, quality and impact of careers interviews is analysed though data, destinations data, observations and evaluating action plans;
- Careers provision and guidance is evaluated based on feedback from students, parents, teachers, and employers. Feedback is sought using evaluation forms and email.
- Recording progress towards Gatsby Benchmarks, using the online self-evaluation tool ‘Compass’ these should be fully implemented by the end of 2020.