

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

## 1. Introduction

St Chad's is committed to providing Careers Education, Advice and Guidance to all students through the PSHE curriculum, Connexions provision and organised activities. It is presently working towards the Connexions Quality Award using the Health Check Audit Tool to ensure the quality of our careers provision.

Careers Guidance will focus on the specific needs of the individual student to promote self-awareness and personal development. It will aim to provide current and relevant information to enable each student to make informed decisions about their future. It will be presented in an impartial manner, be confidential and differentiated to suit the requirements of each individual student.

## 2. Aims

Careers Education, Information, Advice and Guidance (CEIAG) should promote the following to all students:

- Self-development – assessing their strengths and weaknesses to inform future learning and work choices and develop positive self-esteem. They will understand themselves and the influences on them.
- Career exploration through the provision of a wide range of resources: computer software, books and leaflets and access to impartial careers guidance.
- Work place experience through the Year 10 Work Experience programme.
- Independent investigation through the use of the Get-Connected portal.
- Progression planning through the provision of Information and Guidance (IAG) from external careers advisors, in the PSHE curriculum, organised activities and events and association with local colleges and businesses. Developing understanding of the changing nature of work, learning and career choices, including the full range of post-16 education or training options, including apprenticeships.

## 3. Commitment

St Chad's is committed to all providing a planned programme of careers education, information and guidance for students in all years in PSHE lessons and with Connexions resources and staff. All students will leave school/college with the skills and knowledge required to support their entry to further education or employment. St Chad's actively promotes parent/carer involvement through events, surveys and ensuring access to information throughout the year. A letter is sent out to explain how access can be gained to the Get-Connected portal using their child's log-in.

## 4. Entitlement

Students are entitled to careers education and guidance that is impartial and confidential. It will be integrated into their experience of the whole curriculum, based on a partnership with students

their parents or carers. The programme will promote equality of opportunity, diversity and inclusion, whilst promoting the best interests of the students to whom it is given.

## **5. Provision**

The careers programme is managed by the SLT lead for CEIAG; delivered by staff and co-ordinated by the Curriculum Leader responsible for CEIAG.

Careers resources, available in the learning resource centre for all students, are relevant and updated regularly. Access to careers software (KUDOS etc) and the internet is easily available.

Participation in activities, both in school and off-site, provide employer contact and further information. St Chad's is employing the services of an external IAG provider, Connexions, which is providing individual careers interviews for every KS4 student and careers information, advice and guidance within PSHE lessons.

Careers focused activities delivered through the PSHE curriculum are provided and managed by the Curriculum Leader and the designated PSHE team for CEIAG.

The SLT lead and curriculum leader will be responsible for the monitoring, review and evaluation of the programme. Students will be consulted on the impact of the CEIAG programme using Survey Monkey and changes may be made as a result.

### **Key Stage 3 Provision**

- Allotted time through PSHE lessons for self-development focusing on lifestyle and progression
- Access to the careers etc software via PSHE lessons
- Yr 9 will be invited to attend an Options Evening
- An introduction to the careers resources in the learning resource centre
- Assemblies and other information on KS4 options including vocational and alternative courses.

By the end of Stage 3 all students will have:

- A better understanding of their strengths, achievements and weaknesses and support to evaluate how these might inform future choices in learning and work
- A better understanding of the full range of 14-19 opportunities for progression
- An understanding of some of the qualities, attitudes and skills needed for employability.
- Used online careers resources to research information about opportunities and apply their findings to help to make informed choices for Key Stage 4 Options.
- Received appropriate advice and guidance on Key Stage 4 options, and prepared an individual learning plan that sets broad learning goals for the 14-19 phase.

#### **Key Stage 4 Provision**

- Two week block work experience placement which focuses on students' future career aspirations, where possible, allowing learning about work through the experience of
- Careers interview for every student
- Information on College Open dates
- Mock Interviews, where deemed advantageous
- Supported CV and Personal Statement sessions within PSHE curriculum
- Parent evenings and some assemblies are supported by external IAG provider
- Close monitoring of vulnerable students

By the end of stage 4, all students will have:

- Enhanced their self-knowledge, career management and employability skills
- Used ICT software and other sources of advice to investigate and explore future choices and progression routes
- Experienced the World of Work through a work placement if they require one
- Been given direct access to employers, colleges and training providers
- Been given guidance to help identify a range of post-16 options and careers advice and support networks that they can use to plan and negotiate their career pathways.
- Been given information about appropriate available funding
- Produced a challenging but realistic plan for their future learning and work, by relating their abilities, attributes and achievements to the goals they have set themselves.

**Key stage 5 provision**

- PSHE programme
- Local university presentations/events
- UCAS support/personal statements
- Higher Education fair
- Career Academy UK
- Employability qualification
- Applied courses with vocational elements

By the end of stage 5, all students will have:

- Reinforce their understanding of skills and qualities required in the workplace
- Been given access to relevant employers, learning institutions and/or training providers
- Followed programmes and courses that are relevant to their individual needs