

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

**Reviewed: February 2018**

# **Liskeard School and Community College**

## **Careers Education, Information, Advice and Guidance Policy**

### **1. Rationale**

Careers Education, Information, Advice and Guidance programmes (CEIAG) make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. It is our responsibility as a school to raise awareness of the range of careers, career pathways and training opportunities on offer to enable students to make the right choices at key transition points and leave compulsory education or training, fully equipped for their chosen path(s) ahead.

### **2. Commitment**

The governors, head teacher and staff at Liskeard School are committed to sourcing and delivering high quality independent Careers Education, Information, Advice and Guidance (CEIAG) for all students in Years 8-13. Provision for students is based on the DfE Statutory Guidance *'The duty to secure independent and impartial careers guidance for young people in schools'* (March 2013), the Personal Development, Behaviour and Welfare section of the OFSTED Common Assessment Framework (2015); *Careers' Guidance and Access for Education and Training Providers*, DfE, January 2018, including the 8 Gatsby Benchmarks.

### **3. Aims**

The CEIAG programme at Liskeard School aims to:

- help students make informed decisions based on course and career awareness;
- introduce students to the full range of career pathways, for example, apprenticeships, university courses, traineeships etc;
- ensure students know where and how to access independent information, advice and guidance, for example online through the National Careers Service website and helpline, other websites signposted to them through careers related lessons, as well as the school's Careers Co-ordinator and the Personal Advisor (CSW) assigned to SEN 'statemented' students;
- provide additional support for students with SEN needs and those from disadvantaged backgrounds (pupil premium);
- expose students to a broad range of careers and employment opportunities including those available locally, nationally and internationally;
- enable students to manage transitions in their lives, most importantly at 14, 16 and 18;
- ensure no child leaves Liskeard School not in education, employment or training (NEET);
- contribute to strategies for raising achievement, especially by increasing motivation;
- support inclusion, challenge stereotyping and promote equality of opportunity;
- develop enterprise and employability skills;

- provide opportunities for students to experience the world of work and develop transferable skills;
- contribute to the economic prosperity of individuals and communities.

Information about how CEIAG meets specific learning outcomes is available to view on the Liskeard School website.

#### **4. Roles and Responsibilities**

All staff are responsible for contributing to students' careers education and every opportunity should be taken to engage students in conversations about their future. Tutors also have a specific role in delivering CEIAG within PSCHE (Personal, Social, Citizenship, Health & Economic) In addition to this the Careers Team have the responsibility of co-ordinating and monitoring the impact of the overall CEIAG programme. Within the team the specific roles and responsibilities are:

- The Careers, Work Related Learning and Educational Visits Co-ordinator has the oversight of careers and work related learning, conducts interviews with students, delivers career related assemblies and lessons, provides schemes of work, trains staff on the latest national developments, delivers statistics on labour market information relating to CEIAG and destinations.
- The Careers, Work Related Learning and Educational Visits Co-ordinator has also taken over the majority of support in terms of providing independent CEIAG to SEN and identified vulnerable students across the school from the external service (CSW Group Ltd). The designated person attends meetings with the Learning Support Department to pass on information and provides the school with written reports.
- The person in charge of monitoring and evaluating the impact of the CEIAG programme is the Head of Alternative Provision, assisted by the Careers Co-ordinator.
- The Head Alternative Provision is line managed by a Senior Leader who has the oversight of CEIAG across the school and ensures that the programme delivered meets national criteria and meets the needs of the students.

#### **5. How CEIAG is delivered**

CEIAG is delivered through a wide variety of formats, for example through the PSCHE tutorial programme, assemblies, visits to employers, training providers and further education establishments, workshops, work experience and interviews with the Careers, Work Related Learning and Educational Visits Co-ordinator and CSW Group Ltd.

#### **6. The CEIAG Curriculum**

The CEIAG curriculum includes:

- A structured and progressive careers programme in PSCHE from Yr 7-11 including modules on topics such as an introduction to careers; financial capability; getting the most out of my work experience etc;
- A structured careers programme for sixth form students delivered through assemblies and tutorials
- Group workshops and assemblies through our growing Alumni programme (Futures First) and local and national employers

- Presentations by a wide range of training providers to make students aware of the wide range of apprenticeships, traineeships and routes into higher and further education;
- Take Your Child to Work Day (Yr 9);
- 1 week of Work Experience (Year 10 and 12) and extended placements for those on alternative provision within school or as part of sixth form enrichment studies;
- Individual interviews for all students in Yr 11, 12 and 13 with the Careers, Work Related Learning and Educational Visits Co-ordinator;
- Individual interviews for 'statemented' students in Yr 9 and 11 with advisors from CSW Group Ltd, the external Careers Service;
- A bespoke differentiated CEIAG curriculum for selected students including a Vocational Skills route at KS4;
- Interviews for students from all other year groups on request (by the students themselves or through referrals from staff);
- Subject specific careers related events, for example: Workshops with STEM Discovery Day (Yr7), Mansion Construction Ltd (Yr10), Women into Business (Yr 10&12), RIO (Bridge Academy) Preparation for Post-16 Careers (Yr12),
- Visits to local businesses, for example Teagles (agricultural engineering firm); Rolls Royce; Treliske Hospital; Kawasaki; China Fleet Club; St Cleer Water Works (SWW); Mansion Developments; Waitrose.
- In school work experience programmes such as with the caretaking team and Chartwells Catering;
- Access to an up to date Careers Resource Library and bespoke Careers Advice booklets on the school website;
- Targeted programmes eg: Generation STEM Programme (Yr10), Exeter University Uncover HE Programme for a selection of More Able Students in Year 9,10 and 11.
- A Dedicated Careers Fair for Yr11 (a series of workshops), a taster day at LSCC sixth form or a local college (Yr11), access to the National Apprenticeship Show and Cornwall Careers Fair (Yr10 and/or Yr11).

## **7. Monitoring and Evaluation**

- The success of the CEIAG programme is gauged through student voice feedback; amount of in year course switching; analysis of destinations data and tutor feedback on the Careers Programme within PSCHE. An annual audit takes place of careers related activities within individual subject areas in order to gain an overview of the CEIAG diet received by each year group. The SLT link, Careers Co-ordinator and Head of Alternative Provision meet regularly to review progress and discuss next steps. The Senior Management Team and Governors receive an annual careers report.

The quality of provision is internally evaluated against the 8 Gatsby Benchmarks using the Compass evaluation tool and in liaison with the Careers Enterprise Company (CEC) and the school's nominated Enterprise Advisor.

The school gains external verification through the Investors in Careers' accreditation (due to re-accreditation in 2018).

## **8. Sharing of information**

- Staff are able to view the CEIAG policy on the school system and parents, students and the wider community are able to view not only the policy but also a wide range of CEIAG information on the Liskeard School website.