

CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE POLICY

Reviewed: February 2020

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 and the Baker Clause:

THE BAKER CLAUSE

The Baker Clause is an amendment to the Technical and Further Education Act, which requires schools to proactively provide access to their pupils to alternative providers of technical & post 14, 16 & 18 education.

It requires that ALL schools from 2nd January 2018:

Ensure that ALL pupils have access to hear what the following providers offer:

- At 14: studio schools, university technical colleges, further education colleges, in relation to any opportunities for 14-year-old enrolment
- At 16: apprenticeship providers, further education colleges, sixth form colleges, work-based training providers
- At 18: apprenticeship providers, higher education providers

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 PSHE (Personal, Social & Health Education). 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 person in charge of monitoring and evaluating the impact of the CEIAG programme is Wendy Birkbeck, Assistant Headteacher with responsibility for Careers. This person has the oversight of CEIAG across the school and ensures that the programme delivered meets national criteria and meets the needs of the students.
- The Careers Lead meets regularly with the Head teacher to discuss the careers programme and liaises with Jenny Brown, CEIAG governor.
- Working closely with the Careers Lead is Collette Carlin, Careers, Work Related Learning and Educational Visits Co-ordinator who interviews

students and provides them (and staff) with up to date labour market information.

5. How CEIAG is delivered

CEIAG is delivered through a wide variety of formats; for example, through the PSHE 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 PSHE 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 contact with employers through 'I love my job' assemblies.
- 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, Careers in Chemistry Day (Y9); 10 Opportunities in Cornwall (Y10); Women in Business (Y10&12)
- Visits to local businesses; for example, Ginsters, STERTS, SWALEC Stadium in Cardiff, Fat Frog café, BAM Construction, Devonshire Nuffield Centre and Hoskin Homes.
- National Careers and Apprenticeships Week, involving employers & teachers talking about their job history.
- Access to an up to date Careers Resource Library and bespoke Careers Advice booklets on the school website;

- Targeted programmes, eg: Gamechanger (Yr10), Exeter University Uncover HE Programme for a selection of More Able Students in Year 9,10 and 11.
- Attendance at the Careers Show (Y10), a taster day at LSCC sixth form or a local college (Yr11).
- During times of school closure due to Covid, the programme outlined above will be adapted to be delivered online. Certain aspects of the programme, eg: Take Your Child To Work Day will be suspended until schools fully reopen.

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 PSHE. 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. Feedback forms are also completed at the end of Year 11, 12 and 13. 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. This was due to take place in June 2021 (extended to 2022 due to Covid).

SEN careers provision is also informed by and evaluated against the SEN Gatsby Benchmark toolkit.

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.