



North Leamington School
Careers Education
Information, Advice and
Guidance Policy.
June 2019

Policy Name: Careers Education Information Advice and Guidance Policy

Policy Details

Date of Policy: June 2019

Date of next Review: June 2021

Background:

Careers Education, Information Advice and Guidance makes a major contribution to preparing young people for the opportunities, responsibilities and experiences of life, in order to help them make a successful transition to adulthood by:

- Preparing students for the opportunities, responsibilities and experiences of life
- Supporting young people to achieve their full potential, by making appropriate progression.
- Empowering young people to plan and manage their own futures
- Providing comprehensive information on all options
- Raising aspirations
- Promoting equality, diversity, social mobility and challenges stereotypes
- Enabling young people to access and sustain employability and achieve personal and economic wellbeing throughout their lives.
- Enabling young people to make well- informed choices and decisions for their future.

North Leamington School is committed to career learning and development and it intends to fulfil its statutory obligations. CEIAG provision supports North Leamington School's overall vision and is linked to the School Improvement Plan. Governors and senior leaders have a key role in developing and approving the policy and this process ensures a high profile and a secure place for CEIAG within the school curriculum. This policy is linked to other NLS policies including Equalities and Health & Safety.

Commitment:

North Leamington School is committed to providing all its students with a planned programme of careers education activities throughout their school career, with opportunities at key transition points to access impartial information and expert advice and guidance. It is also committed to maximise the benefits for students by using a whole school approach involving parents, carers, external IAG providers, employers and other local agencies.

Opportunity:

North Leamington School students regularly receive information about different career opportunities, and how to apply for them. Students have the opportunity to find out about

different areas of work through visiting speakers, lessons, a structured work experience programme and the opportunity to visit different work places.

Respect:

North Leamington School respects all students' rights to choose the progression pathway they wish to follow and is committed to ensuring that students have necessary independent and impartial information advice and guidance to allow them to reflect and make good decisions.

Excellence:

North Leamington School is committed to providing all students with the ability to make excellent career choices and to aspire to be the best that they can be through the provision of a planned programme of careers education activities that will enable them to achieve their potential.

1. Intended Outcomes

In accordance with government guidance, we work towards implementing the 8 non-statutory Gatsby benchmarks for CEIAG, namely:

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 workplaces
 7. Encounters with further and higher education
 8. Personal guidance.
- Success can be measured by destination figures post years 11,12 and 13 in line with the new destination measures; data which in future will be published by the Local Authority
 - Student satisfaction will measured by a satisfaction survey
 - Student satisfaction with course choices will be measured by the number of students wishing to change courses in years 10, 11, 12 and 13.
 - Achievement of quality careers award – this will both drive any identified areas for improvement and also give independently verified evidence of CEIAG provision

2. Strategic Principles

Curriculum Provision

There is a planned programme of learning experiences with learning outcomes for Year 7 to Year 13 and a transition programme from year 6 to 7, which enable young people to:

- Develop themselves through career and work-related education
- Learn about careers and the world of work
- Develop career management and employability skills

North Leamington School, alongside the governing body, must ensure that the independent careers guidance provided:

- is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option;
- includes information on the range of education or training options, including apprenticeships and technical education routes;
- is guidance that the person giving it considers will promote the best interests of the students to whom it is given.

North Leamington School ensures that there is an opportunity for a range of education and training providers to access all students in year 8 to year 13 for the purpose of informing them about approved technical education qualifications or apprenticeships, as part of a careers programme which provides information on the full range of education and training opportunities available at each transition point. The curriculum will provide opportunities through a range of activities, including Alternative Curriculum Days, assemblies, Learning Mentor sessions, careers talks, visits, workshops, work experience, and interviews.

The curriculum will be monitored regularly for effective delivery and impact on students.

Process for Educational Providers

North Leamington is committed to providing students with impartial transition advice, therefore the following guidelines have been put in place for all external educational providers.

Procedure: Any educational provider wishing to access North Leamington School must email: careers@northleamington.co.uk, with specific details of the request.

Grounds for granting and refusing requests for access: North Leamington School has the right to refuse requests of any provider who does not have an accredited, appropriate, age-related course.

The provider must also comply with any safeguarding regulations as stipulated by the school. Facilities to be provided: facilitators will be provided with appropriate rooms for their sessions, alongside support from North Leamington Staff and will be given a key liaison person to ensure that individual needs are met.

Personal Provision

Elements of the above will require access to individual information advice and guidance through:

- internal staff, external visitors and mentors including alumni
- external sources using email, telephone, and websites, the National Careers Service and specialist face to face careers guidance

We will secure additional access to face-to-face external specialist careers guidance, as stated in the Education Act 2011, for our vulnerable students, as defined by North Leamington School's governing body.

Resources

North Leamington School will provide resources for the successful implementation of this policy through securing:

- An annual budget to cover internal needs, CPD opportunities and commissioning of external sources
- Adequate staffing
- Student and staff access to information (electronic and hardcopy)
- Designated space for individual, group and research sessions

Partnerships

The policy recognises the range of partners that support the CEIAG offer within our school. These include:

- formal arrangements with external providers of careers guidance and others
- liaison with post 16 providers and higher education institutions
- employers and training providers
- parents and carers
- others specific to our school.

These partnerships are maintained by means of local area network meetings, relevant information sharing, invitations to talks and meetings, participation in CEIAG events, the school's website, newsletter and parent bulletins, and through the school portal.

3. Roles and Responsibilities

Careers Leader:

- to plan, deliver and evaluate the CEIAG curriculum
- to manage the CEIAG budget, including identifying additional sources of income
- to manage the work of the Careers Coordinator
- to liaise with relevant staff to identify students needing additional guidance
- to report to SAHT, SLT and Governors
- to manage external partnerships

Careers Coordinator:

- to provide independent advice and guidance for all students at North Leamington School, from either internal or external resources.
- to support the Careers Leader and other staff in delivering the CEIAG curriculum
- to maintain accurate records and report on destination data
- to maintain regular communication with all stakeholders
- to identify and manage wider curriculum opportunities for students

Governors:

To understand the key principles, values, vision and associated ideas, which underpin the provision and to use this understanding (as well as outcomes and any projected data) to support, monitor and challenge staff as well as students or groups of students

Senior Leadership Team:

- To be proactive (as well as reactive) in reviewing and shaping principle, values and vision for CEIAG
- To ensure that this policy coordinates and integrates with other policies
- To provide whole-school support, training and intervention as appropriate
- To communicate clearly issues such as changing need and outcomes of provision

College, Faculty and Subject Leaders:

To support the provision of work-related learning opportunities within the curriculum

Teaching and Support Staff

To ensure that, with the support made available and in light of the policy ideas contained herein, that the best possible teaching practice and, by extension, learning experience is made available to students. This extends to the needs of all learners but with especial focus on those who have learning needs which are “additional to and different from...”.

Students:

To make the most of the opportunities afforded to them and their peers, taking into account their own needs and personal qualities and attributes, but also that of the group.

Parents & Carers:

To support the policy of the school, in line with the Home-School Agreement.

4. Links to associated documents

As indicated throughout this policy, this document needs to be read in conjunction with other documents. These other documents include but are not limited to:

- Teaching, Learning & Assessment Policy
- Pupil Premium Policy
- Engagement for Learning Policy
- CPD Policy
- Curriculum Policy
- Rewards Policy
- The World Class Basics (including for books) – co-constructed by students and staff

This document should be read especially in light of the school's Child Protection policy