



**Careers Education Information  
Advice & Guidance (CEIAG)  
POLICY**

*May Reid*

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**Signed – Governor**

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**Print Name**

**Date:** June 2018

**Review:** June 2019

## **1. Introduction and purpose of the policy:**

At Falconer we seek to inspire all students to have the highest expectations about the careers they may enter and preparing them for their future careers. Our ultimate goal is to provide students with the qualifications, skills and confidence to achieve life-long aspirations for success in their work.

*Our vision:*

***“Prepare pupils for a changing world building lifelong skills learnt through dynamic and effective Careers Education”***

Falconer School complies with the terms of the Education Act 2011 and endeavours to follow best practice guidance in publications such as the DfE’s “Careers guidance and inspiration in schools” (April 2017). In the last year we have audited our provision using The Good Career guidance benchmarks in conjunction with Youth Connections Hertfordshire using their Investors in Careers standards and guided by the Gatsby benchmarks.

### **The eight Gatsby Benchmarks are:**

1. A stable careers programme.
2. Learning from career and Labour market information.
3. Addressing the needs of each pupil.
4. Linking curriculum learning to careers.
5. Encounters with employers and employees.
6. Experiences of work places.
7. Encounters with further and higher education.
8. Personal guidance.

This policy is communicated to:

- Governor’s
- Staff through the Policy folder and staff meetings
- Students via tutors in form time, PSHE and Careers Surgery
- Parents/careers via website

## **2. Aims:**

The Aims of CEIAG provision at Falconer are:

- To thoroughly prepare all students for the next stage in their education or training
- To promote a culture of high expectations in students and inspire students at Falconer School to think independently and ambitiously about their future career options
- To expose students to a range of interactions with employers
- To liaise with and secure access for students to all relevant other sources of CEIAG provision, including local employers from the Careers and enterprise data base
- To manage the resources available for the CEIAG School website
- To deliver CEIAG during pastoral time, PSHE lessons also to extracurricular sessions through enrichment time. Maximise the effectiveness of our provision

### **3. Provision:**

The CEIAG programme is designed to deliver our vision statement to meet the needs of all students at different stages of their learning journey through school. It is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. Consideration for SEN learners is taken into account and activities are differentiated to ensure an inclusive approach and equality of access.

All students receive information, advice and guidance at key times in their secondary education in order to make informed decisions about their options. Year 9-11 are catered on a one to one basis giving tailored to the student's individual needs. Visits to colleges/universities and a wide variety of potential employers with possible work experience placements, graduate schemes, traineeships or apprenticeships.

#### **Key Stage 3 provision:**

##### **Personal, Social, Health and Economic Education (PSHE).**

- Introduction to the Careers resources from PSHE lessons, Careers surgery (with Careers ambassador) and Enrichment.
- Year 9 Public/ Private sector, obsolete careers in the future, Employment rights, Trade Unions & Tribunals, Discrimination in the workplace
- Form tutor time to raise awareness of academic and vocational pathways
- Year 9 GCSE Options Information
- Year 9 one to one options interview with SLT

#### **By the end of Key Stage 3 all students will have:**

- A better understanding of the full range of 14-19 opportunities for progression
- A better understanding of their strengths and areas for development and support to evaluate how these might inform future choices in learning and work
- Been given direct access to employers and colleges/universities
- An understanding of some of the qualities, attitudes and skills needed for employability
- Understand where to find useful and reliable online careers resources to research information about opportunities and apply their findings to help make informed choices for Key Stage 4 Options
- Received appropriate advice and guidance on Key Stage 4 options

#### **Key Stage 4 provision:**

- Year 10 work shadowing days focused on the world of work (family participation)
- Year 10 Careers day on Life skills CV builder and personal finance
- PSHE lessons
- Year 10 CV covering letter writing, CV writing, revision skills, Kudos
- Year 11 the changing job market, Employability skills, interviews
- Form tutor time to raise awareness of careers, information on college open dates
- Transition support in to College life
- YC Hertfordshire Personal Advisor one to one sessions

**By the end of Key Stage 4 all students will have:**

- Enhanced their self-knowledge, career management and employability skills
- Used online resources and other sources of advice to investigate and explore future choices and progression routes
- Experienced the world of work through a work placement and the option of extended work placement following exams
- 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 provided with the resources to complete the post-16 application procedures, including CVs, personal statements and preparation for interview

**4. Implementation:****Leadership and Management:**

A member of the Senior Leadership Team has lead responsibility for CEIAG. The SLT Lead Co-ordinator of CEIAG liaises in particular with the Head of PSHE, the Careers Lead in order to affect the delivery of CEIAG in the school. A CEIAG Link Governor is available for consultation.

**Staffing:**

All staff contributes to CEIAG through their roles as teacher and form tutors. Specialist provision is also provided by Youth Connection Hertfordshire. The Careers Programme is planned, monitored and evaluated by Careers lead and the SLT Lead in consultation with senior colleagues.

Staff training needs for planning and delivering the CEIAG programme are identified through Personal and Professional reviews and activities planned to meet them. Funding is accessed from the CPD budget held by the Head and Assistant Head with responsibility for professional learning. The Careers Lead regularly attends careers meetings/networking events as well as industry specific events in order to ensure they are up to date with all industry and labour market information.

**Partnerships:**

The school has an annual agreement with YC Hertfordshire for the provision of independent guidance, information and curriculum support. The school meets with YC Hertfordshire in advance of each academic year to plan for the effective delivery of support to students and meets regularly through each year to monitor and evaluate the provision.

The Annual Year 9-11 Careers Fair engages a number of alumni in providing information about careers and the pathways to them to students and parents. The school seeks to actively engage parents/carers in the formulation and development of careers provision with feedback requests on events the provision of work shadowing placements and experience. The careers updates are passed to parents/carers during information evenings, the school newsletter, emails and other social media.

**Curriculum:**

The CEIAG curriculum includes career education lessons, group and individual mentoring opportunities, on-line resources, work-related learning and events. There are aspects of the curriculum which are delivered to all students and opportunities which are provided where individual students needs have been identified, or where students opt to be included.

## **5. Evaluation and Review**

The school's CEIAG provision will be reviewed regularly by the school's Senior Leader Team and Governor's. The CEIAG policy will be reviewed on an annual basis, but it will only be revised if it is no longer considered fit for purpose. The school also has independent external review/audits of its CEIAG provision every year.

An annual Action Plan will be guided by YC Hertfordshire curriculum review to further develop the comprehensive careers programme that is embedded in the school. Falconer will take guidance from the Gatsby Benchmark.