

St Mary's Catholic College

CAREERS EDUCATION, INFORMATION, ADVICE & GUIDANCE (CEIAG) POLICY

INTRODUCTION

Young people's careers are forged out of their experience, progress and achievements in learning and work. All young people will benefit from a planned programme of activities to help them make curriculum choices that are right for them and to develop the personal resources and readiness that will enable them to manage their careers throughout their lives. Schools have a statutory duty to secure independent and impartial careers guidance for pupils in Years 8-13 (Statutory Guidance, DfE, revised March 2015 and September 2015, Education Act, DfE, 2011) and although careers education is no longer a legal requirement we wish to continue to make provision in this area. Our policy is also framed to help us support our Pupil Premium students and the Raised Participation Age ensuring all students have an acceptable destination.

AIMS OF THIS POLICY

The School is committed to providing careers education, information, advice and guidance (CEIAG), we believe that CEIAG should:

- inspire young people about their future prospects
- help them to make progress and achieve
- meet their career development needs
- enable them to make realistic and well informed career decisions and transitions.

COMMITMENT

The School is committed to providing a planned programme of careers education and information, advice and guidance (CEIAG) for all pupils and students in Years 7-13 in partnership with external agencies such as The National Careers Service and careers support offered by the local authority. In addition, the school buys in independent and impartial guidance services provided by the Matrix approved Career Connect.

The School is also committed to achieving a range of outcomes for young people including the careers and work-related learning outcomes identified in the ACEG Framework (April 2012) as well as practical outcomes such as positive destinations, successful transitions and on-going development of employability skills.

Please refer to the Career Development Institute's Framework for Careers, Employability and Enterprise Education (January 2016).

http://www.thecdi.net/write/BP385-CDI_Framework-web.pdf

We will also pay regard to relevant guidance on improving outcomes for young people that appears from DfE, Ofsted and other agencies as appropriate.

The School is committed to gaining the Careers Quality Award for CEIAG provided by Career Connect.

DEVELOPMENT

This policy was developed by the careers department after wide consultation and was discussed by the governors' committee before being formally adopted.

LINKS WITH OTHER POLICIES

The policy for CEIAG is related specifically to our policies for teaching and learning, assessment, citizenship, PSHE, work related learning, equality and diversity, the highly able, looked after children and children with learning difficulties and disabilities.

OBJECTIVES

Students' needs and entitlement

- To ensure the career development, wellbeing and progression of all students
- To provide CEG that is relevant, timely and sufficient to meet students' needs and integrated into their overall curriculum
- To uphold the standards and code of practice of the Careers Profession Alliance's standards and codes of practice
- To provide CEIAG in partnership with students themselves, their parents / carers and our chosen professional and community partners.

IMPLEMENTATION

Leadership and management

To ensure coherence and the quality delivery of CEIAG, leadership and management are secured through the careers lead team. Membership includes a named Senior Manager with responsibility for CEIAG. This area is also supported by a link governor.

Staffing

All staff are expected to contribute to CEIAG delivery through their roles as tutors, subject teachers and support staff. Specialist careers education sessions are delivered by RE teachers through the PHSE programme. This is managed on a day to day basis by our PSHE coordinator. In addition, form tutors are expected to deliver additional sessions when directed in Progress & Aspiration time.

The CEIAG programme is planned, monitored and evaluated by the PSHE coordinator in consultation with the senior manager responsible for CEIAG and tutors delivering the programme. On line support is available through The Connected Portal and U-Explore. Printed careers information is maintained by Learning Resource Centre. A range of admin staff are available for providing support to the PSHE coordinator.

Curriculum

The careers programme for each year group is constructed around taught careers education, assemblies, events (such as Apprenticeships Week and Enterprise Week), work-related learning, online and printed information, personal tutoring, group work and individual interviews.

Students are actively involved in the planning, delivery and evaluation of activities; feedback is collated and fed in to the CEIAG Improvement Plan and the overall School Improvement Plan.

PARTNERSHIPS

The School works with a range of partners to deliver the CEIAG programme. Local authority advisers have been used to monitor the quality of provision whilst Career Connect provides an independent and impartial careers guidance service.

RESOURCES

Funding is allocated in the annual budget planning. This is planned around the level of funding related to whole school priorities and particular needs in the CEIAG area. The Careers Coordinator is responsible for the effective deployment and monitoring of resources.

STAFF DEVELOPMENT

Staff training needs are identified and make use of the Training Needs Analysis for CEIAG. The CPD at the School endeavours to meet training needs within an agreed period of time.

MONITORING, REVIEW AND EVALUATION

The annual CEIAG improvement plan is connected to the School improvement plan. It is reviewed termly by the careers coordinator and annually by the senior leadership team.

Aspects of the programme are regularly evaluated by students.

The Careers Quality Standards for CEIAG will be used to identify desirable improvements.

LIST OF KEY PERSONNEL:

Maura Morris	-	Governor responsible for CEIAG
Michael Chew	-	Assistant Headteacher
Carol Dutton	-	Career Connect Coordinator
Aileen McPartland	-	PSHE Coordinator

APPROVALS

Policy Created by: M Chew

Date: 22nd January 2016

Date Approved by Governing Body: 3rd Feb 2016

Last amended/updated:

Date of Next Review by Governors: 1st September 2017