

Brentside High School



CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE POLICY

(CEIAG - Careers Education, Information, Advice and Guidance)

Ratified by Governors	March 2018
Review date	March 2019
SLT responsible	MRs

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Brentside High School January 2018

Introduction

'Brentside High School challenges all to achieve excellence as lifelong learners with the highest expectations of themselves and others. No exceptions, no excuses.'

This vision underpins our CEIAG policy and practice at Brentside: inspiring students to aim high and empowering them with the knowledge, attitudes and skills to make informed decisions about their next steps and meet their long-term life goals. Through a planned programme of activities, Brentside High School seeks to ensure all students take their place as suitably qualified, skilled and responsible citizens within society.

Commitment

Brentside High School is committed to:

- providing a programme of activities for students from Years 7 to 13 - an entitlement enabling all to plan and prepare for their future careers
- providing independent, impartial and high quality IAG targeting students' individual needs
- ensuring that the CEIAG programme follows local, regional and national frameworks for good practice and other relevant guidance, such as Section 19 Education Act (2011); Careers guidance and access for education and training providers (updated January 2018); the Gatsby benchmarks¹; guidelines from Ofsted and the Career Development Institute
- working in partnership with an independent Matrix accredited careers adviser (currently the London Borough of Ealing's Connexions Service) to ensure all students access education, employment or training at the relevant transition points
- demonstrating a commitment to raising, achieving and continuously improving standards by securing Quality in Careers Standard through Investor in Careers Award
- working in partnership with other schools and Ealing Local Authority (LA) to share good practice, reflect on and improve current practice
- building long term relationships with employers and higher education institutions to support and enrich students' experiences of learning about work, through work and preparation for work

Links with other policies

The policy for CEIAG supports and is underpinned by a range of key school policies, including:

- Teaching and Learning
- Feedback
- Special Educational Needs and Disability
- Access to providers of technical education and apprenticeships

Entitlement

Students are entitled to high quality, personalised, independent and impartial CEIAG which is integrated into the curriculum and based on a partnership with students and their parents/carers. The programme should deliver explicit learning outcomes, raise aspirations, challenge stereotyping and promote equality and diversity.

The CEIAG programme is designed to meet the needs of all students at Brentside High School through its inclusive approach with activities appropriate to students' stages of career learning, planning and development.

The aims of the CEIAG programme are to:

- Prepare students for the opportunities, responsibilities and experiences of adult life
- Help young people develop an understanding of their strengths and areas for development (skills, abilities, personal qualities)
- Develops skills and attributes valuable in the world of work
- Empower students to make informed choices about their next steps at key transition points
- Contribute to improving achievement by raising aspirations and motivation
- Ensure that every Brentside student progresses onto employment, further education or training

The intended career learning outcomes for students are based on the Career Development Institute (CDI) framework for Careers, Employability and Enterprise Education 7-19 (Nov 15) and the eight Gatsby benchmarks and can be found embedded in the Statement of Entitlement (Appendix 1). The entitlement is published on the school website and shared via the School Cabinet with all students.

Implementation: management

The Careers Leader:

- plans, coordinates and evaluates the CEIAG programme
- leads, monitors and evaluates the services provided by the commissioned independent Careers Guidance provider
- plans and monitors work experience
- liaises with Citizenship/Personal Social and Health Education (PSHE) Leader and Year Leaders to ensure appropriate coverage of careers themes in the PSHE programme
- establishes and reviews partnerships with external businesses
- oversees School Development Plan targets that link to Gatsby benchmarks across all subjects and year teams

The Careers Leader is responsible to the Deputy Headteacher and supported by a link governor.

Implementation: staffing

All staff contribute to CEIAG through their roles as tutors and subject teachers. Specialist sessions are delivered by the PSHE team at Key Stages 3, 4 and 5. In addition, the Sixth Form team play a key role in preparing students at Key Stage 5 for life beyond Brentside. An independent Careers Adviser offers guidance and

support through one-to-one and group sessions, and contributes to the planning and evaluation of the CEIAG programme.

Staff development

Staff training is identified by a needs analysis and planned for in the Team Development Plan (TDP). Training to enable tutors to provide informed information is planned in conjunction with the independent Careers Adviser.

External partnerships

Brentside has developed a wide range of partnerships to support our CEIAG provision, working closely with Independent Careers Advisers, further and higher education institutions, employers, apprenticeship providers, governors and alumni. Partnerships contribute to both curricular and extra-curricular provision, staff development and the pastoral care of the school.

An annual partnership agreement is negotiated between the school and the most appropriate independent Careers Guidance provider that identifies the contributions to the programme that each will make.

Further details of partnerships are outlined in Appendix 3.

Resources

Funding is allocated in the annual budget planning round in the context of school priorities and particular needs in the CEIAG area. The Careers Leader is responsible for the effective deployment of resources.

- Resources – access to careers education, impartial information, guidance and advice, prospectuses for the UK universities as well as local colleges are available via the website and ULAS (on-line platform).
- A private interview room is allocated for confidential one-to-one sessions with our careers adviser
- Budget provision – funding is provided annually from the capitation budget and is deployed as appropriate.

Monitoring, review, evaluation and development of CEIAG

Through evaluation following careers-related events, we assess whether or not students have met the intended learning outcomes of each event. All stakeholders form part of the evaluation of CEIAG provision within the school which is outlined in the annual report to governors and work to improve for subsequent years.

Policy Reviewed March 2018

Next review March 2019

Appendix 1: Statement of entitlement

As a student at Brentside High School, you are entitled to receive a programme of work and career related learning, careers information and impartial advice and guidance, designed to help you to recognise and develop your skills and abilities, know what opportunities are available in the world of work and to make plans to help you achieve your education and career goals.

At all Key Stages you can expect:

- access to a planned programme relevant to your year group
- access to a qualified impartial and independent careers adviser for personalised advice and guidance
- help to recognise your likes, dislikes, influences, strengths and preferences in relation to career decisions
- information about the world of work and how the labour market is changing
- information about further and higher education, training and apprenticeships and employment routes
- to take part in activities which challenge stereotyping and raise your aspirations
- to develop skills and qualities to improve your employability
- to develop enterprise skills
- to be well prepared for different transitions
- help to develop financial capability skills
- to develop and strengthen your personal presentation skills for selection processes
- signposting to relevant up-to-date and impartial sources of careers information and advice
- to be motivated and inspired to aim high, regardless of who you are (i.e. regardless of your social, economic, gender, religious or ethnic background).

By the end of Key Stage 3 (Year 8), all students will:

- begin to develop an awareness of individual skills, strengths and preferred learning styles in relation to post 16 pathways and future career goals
- be able to access careers resources via the library, ULAS (an on-line careers platform) and links from the school website
- be set targets and review progress through Target Setting and Target Review Days
- receive careers information and participate in Options Evening where they can access information about different curriculum areas and the implications of studying specific subjects at Key Stage 4 (Years 9-11).
- have the opportunity to meet with a qualified, independent and impartial Careers Adviser
- participate in an enterprise event as part of Applied Learning Day

By the end of Key Stage 4, all students will:

- experience careers education, focused on personal development, knowledge and awareness of current labour market information, educational pathways and employability skills through tutor group time
- participate in mock interviews and reflect on feedback
- be offered at least one individual appointment with a qualified, independent, impartial careers adviser
- be set targets and review progress through Target Setting and Target Review Days
- devise an action plan towards career goals
- have participated in workshops focusing on employability skills
- have been given the opportunity to speak to representatives from various sectors of the world of work
- have developed financial capability skills
- have produced and reviewed a curriculum vitae
- have written a formal letter, e.g. covering letter

- been given impartial advice and guidance on post-16 education, employment and training and apprenticeship options
- develop presentation and interview skills
- be able to access careers information and resources via platforms such as ULAS and the school website
- have visited or spoken to representatives of further or higher education institutions, such as universities
- have opportunities to evaluate individual achievements e.g. Target Review Day, rewards assemblies

By the end of Key Stage 5 all students will:

- be offered at least one individual appointment with a qualified, independent, impartial Careers Adviser
- participate in an enrichment and tutorial programme focused on personal development
- have had the opportunity to set targets and review progress through Target Setting and Target Review Day and ongoing support from tutor and subject teachers
- develop independent research skills
- have taken part in Year 12 Futures Day
- have had the opportunity to meet university representatives
- have had the opportunity to meet apprenticeship providers
- have been given the opportunity to visit at least one university
- have been given the opportunity to undertake work experience
- have received a regular bulletin, containing up-to-date information on higher education taster days, apprenticeship and job opportunities
- understand the UCAS process and be able to research different universities and courses using online resources
- have information and support with financial planning for university, work and training
- write a personal statement for a UCAS, apprenticeship or job application
- have been mentored through the university application process or supported with apprenticeship, job or training applications
- have access to information on how to apply for internships, sponsorships or gap year placements
- be given the opportunity to take part in enterprise and challenge activities
- developed employability skills through the completion of the Extended Project Qualification

Appendix 2: The CEIAG programme

The CEIAG programme includes careers education sessions, career guidance activities (group work and individual interviews), mock interviews, information and research activities, work-related learning (including one week of work experience for Year 12) and individual learning planning/portfolio activities. Careers lessons are part of the school's PSHE programme. Other focused events take place across different key stages. Students prepare for work experience in citizenship lessons. Students are actively involved in the evaluation of activities including work experience through lessons and in written feedback.

All students receive at least one careers interview with an independent and fully qualified (Level 6 accredited) careers adviser during Key Stage 4 and additional intervention strategies are introduced for those students who are high risk of NEET (not in employment education or training) or who may find processes such as securing Work Experience placements particularly challenging.

The Director of Sixth Form and Careers Adviser are central to providing guidance to Key Stage 5 students on routes beyond school. The Careers Adviser also plays a vital role in supporting and guiding students who are unsure of their destination after Year 11, giving further mentoring in groups or to individuals as appropriate. In addition, the Careers Adviser contributes to the planning, design and delivery of our careers education including Futures Day, visits to careers fairs and projects developing employability skills for students at risk of becoming NEET. Weekly lunchtime drop-in sessions are available to all students from all year groups seeking access to information and guidance from the Careers Adviser.

Appendix 3: Additional information

Work experience:

The Careers Leader oversees work experience which is implemented by the Sixth Form student and family education (SAFE) worker, supported by the Sixth Form tutor team and citizenship staff. Students and staff evaluate work experience each year and this informs planning for the following academic year.

Staff development – Careers Leader:

The Careers Leader is a member of the Career Development Institute, leads the Ealing Careers Cluster Group and is a school ambassador for Kidzania to support their careers education work. The school is also an Apprenticeship Ambassador.

External partnerships:

Partnerships listed below give a flavour of our external partnerships. This is not intended as an exhaustive list.

Employer partnerships:

- EBSI business partnership run Enterprise Days
- Enterprise Adviser Programme: We have two Enterprise Advisers running workshops with Key Stage 4.
- Alumni deliver assemblies, mock interviews and run workshops on Applied Learning Days about their current role and their journey since leaving Brentside into employment.
- Employers from a range of sectors offer work placements, support workshops in schools and conduct mock interviews. We are an official partner of the global design agency Denstu Aegis.

Apprentice partnerships:

Brentside actively promotes students learning about apprenticeships as a viable alternative to university and is an Apprenticeship Ambassador. We offer students presentations on apprenticeships by apprentices, regular information about available apprenticeships and targeted support for students interested in applying for apprenticeships. In addition, employers offering apprenticeships visit the school to facilitate work related learning and speak to students about opportunities within their companies and sectors.

Higher and Further Education Partnerships:

- Redwood Skills
- Uxbridge College and Ealing, Hammersmith and West London College
- University of Cambridge- Higher Attainers Programme for Key Stages 4 and 5