

The Deanery

Church of England High School and Sixth Form College



CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE POLICY

DECEMBER 2018

Careers Education, Information, Guidance and Advice (CEIAG)

Rationale

Careers education, information, advice and guidance (CEIAG) provides a bridge via which students move not only to further education, vocational training or employment, but to the next stage of their development as members of society and as such is an essential part of the support we offer to our students at The Deanery CE High School & 6th Form College. Effective careers support can help to prepare young people for the opportunities, responsibilities and experiences of life; it can help them to make decisions and manage transitions as learners and workers. As options for young people become more varied and complex, it is vital that we support them to develop the knowledge and key employability skills they need to make informed choices for their future. As a result, the careers programme has a whole-school remit designed to complement the rest of the school curriculum.

Aims & Objectives

The Deanery careers programme aims to:

- encourage students to be ambitious, broaden their horizons and explore their own career aspirations throughout their life at school
- ensure students' readiness to take their next step in their learning or career.

The Deanery High School & 6th Form Collge follows the principles of the Gatsby Benchmarks (www.gatsby.org.uk/education/focus-areas/good-career-guidance).

The objectives for the careers programme are:

- helping students to understand the changing world of work and allow them the opportunities to investigate and research careers and job opportunities
- facilitating meaningful encounters with employers for all students
- supporting positive transitions post-16 and post-18
- enabling students to develop the research skills to find out about opportunities
- helping students to develop the skills, attitudes and qualities to make a successful transition into the world of work
- encouraging participation in continued learning, including further and higher education and apprenticeships
- supporting inclusion, challenging stereotyping and promoting equality of opportunity
- contributing to strategies for raising achievement, particularly by increasing motivation.

Student entitlement

All students are entitled to be fully involved in an effective CEIAG programme.

Students are encouraged to take an active role in their own career development, so the careers programme emphasises student participation with a focus on self-development; learning about careers and the world of work; and developing career management and employability skills.

During their time at school, all students can expect:

- the support they need to make the right choices in Year 9, Year 11 and in sixth form
- access up-to-date and unbiased information on future learning and training, careers and labour market information
- support to develop the self-awareness and career management skills needed for their future
- career lessons during tutor time from Y7 to Y13 covering options after school, the world of work, the job market and the skills needed for the future
- a range of meaningful encounters with representatives from the world of work; this could be through, Careers Fairs, Mock Interview event, assemblies, careers talks and visits
- to hear from a range of education and training providers, including colleges, universities and apprenticeship organisations; this could include visits and taster days, as well as assemblies and talks in school
- the opportunity to relate what they learn in lessons to their life and career beyond school
- the opportunity to talk through their career and educational choices with staff including form tutors and the careers adviser
- access to one-to-one guidance with a trained, impartial careers adviser available to all pupils at lunchtimes on set days, and via individual appointment in KS4 & KS5.
- the school to keep parents/carers informed of their progress and provide parents/carers with information to support students' career planning and decision-making. Parents/carers can attend careers meetings, by prior arrangement.

Delivery of the Careers programme

All students from year 7 onwards will have access to a comprehensive and impartial programme of careers and work related learning activities. This will include formal delivery of dedicated CEIAG topics in form tutor time, within subject lessons, external visits, internal presentations and collapsed timetable events. At key points in Year 9, Year 11 and 6th form there will be additional support and activities as students make significant choices related to their education and future pathways.

All staff are actively involved in the delivery of CEIAG through their subject areas and are encouraged to involve themselves in the career aspirations and progression routes of the students with whom they come into contact. The pastoral staff take a special interest in the future developments of the students in their particular year groups.

More specifically:

Years 7, 8 & 9

Careers education is delivered as an integral part of the S.L.S. programme. It is delivered in the form of decision making, self awareness and problem solving. By the end of Year 9, all students will have had the opportunity to:

- Be introduced to career resources to help them understand their preferences and the options open to them.
- Develop their self-awareness
- Engage with representatives from the world of work
- Receive support to make the right KS4/GCSE choices, including assemblies, options evening and the option of an options interview.

Year 10

In year 10 the students undertake lessons through the S.L.S. programme, directed towards enhancing their thoughts and ideas about looking for work, preparing for an interview and expectations of achieving a job. Students are also encouraged to start the process of finding out what may be on offer regarding placements in Post 16 Education, both at the Deanery and through other institutions.

Year 11

In Year 11 the students continue to develop self awareness through the careers modules. In these modules much emphasis is placed on development of personal and employability skills to include:

- Preparation and updating of C.V.'s
- Preparation of Personal statements.
- Letters of application.
- Appearance and conduct at Interviews.
- Interview with independent Career Adviser

Business of Interviews

This is compulsory for all Year 11 pupils. Pupils are invited to attend a mock interview in order to gain experience for when real interviews happen. These mock interviews are kept as real as possible. Each pupil is interviewed by a representative from a number of local and national industrial links, at a venue away from school. Pupils are given deadlines for when the completed application forms must be handed in, then a time when they must attend their interview. At the end of the session, employers are invited to select the candidate who impressed them the most.

Years 12 and 13 Careers and Vocational Guidance Programme

In Year 12, lessons include post-18 options, covering both university and alternatives to university. Students have the option to take up work experience placements as part of the school's enhancement programme.

In Year 13, students are supported through the post-18 application processes, including UCAS and apprenticeship, work-related or college options.

By the end of sixth form, all students will have had the opportunity to:

- Use a range of resources (with support, as required) to explore Post-18 options
- Independent Careers guidance Interview
- Develop their self-awareness and career employability skills
- Attend events in school and out of school where they can speak to employers, colleges, training providers and universities
- Personal tutor interview to identify and confirm courses.
- Introduction to the Sixth Form reference area.

- Develop their study skills and time management techniques.
- Encounter and take part in a range of enhancement opportunities.

Each student is allocated to a personal tutor and they are given form tutor time. Issues discussed are recorded in the student file together with an updated C.V. and a Careers Action Plan.

Year 12 Parents' Information Evening is held to establish expectations and give further information about qualifications or other issues that Parents/Guardians may not fully understand.

If required, students can request an interview with the Post 16 Careers Advisor or on recommendation from staff.

SEN

The department supports students with special educational needs. This may take the form of additional support for options selection, attending review meetings, and identifying specific careers opportunities appropriate to the students particular needs. We offer opportunities for work related learning through schemes such as mentoring, disapplication (a special exemption from the National Curriculum given to a school) and extended work experience.

Equal Opportunities

The school's Equal Opportunities Policy is in place and requires all members of the school community to be valued and respected. Support for options choices in Year 9 and CIAG are given with reference to equal opportunities. The SLS and Form Tutor Programme encompasses Equal Opportunities.

This policy was reviewed and approved on 31st January 2019

Next review date: January 2020