Careers Education Information Advice and Guidance Policy

Policy Lead:	**K Ackerley**
Last Review Date:	June 2024
Next Review Date:	September 2025
Approval needed by:	**Headteacher / Governing Body**

Introduction

At Leek High School we ensure all students have equal opportunity to access careers information, experiences and guidance, to support them in making mature and informed decisions related to their future pathways. We work with the local community and our employer network to ensure students are inspired, aim high to fulfil their potential and leave school ready for their best next step.

Rationale

Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. They enable students to increase their knowledge, develop understanding and skills relevant to life in a rapidly changing world. A planned progressive programme of support and guidance will enable them to choose a 14 – 19 pathway that will suit their interests and abilities and help them to follow a career path and sustain employability throughout their working lives. Leek High School is committed to providing a programme of careers education, information, advice and guidance (CEIAG) for all students in Years 9 – 13. The school aims to fulfil all guidelines provided such as the Careers guidance and access for education and training providers (DfE, 2023), the Statutory Guidance for Schools (DCSF, 2014) and other relevant guidance from the DfES, QCA, Ofsted and the 'Provider access policy'.

Aims

- Raising aspirations and increasing motivation – helping young people to identify educational and occupational goals
- Demonstrating the relevance of the knowledge and the skills learnt in subjects to future opportunities in learning and working
- Developing the skills for effective learning – reviewing achievements, setting targets, planning and taking action
- Demonstrating the links between living, learning and earning
- To contribute to the economic prosperity of individuals and communities
- Improving literacy – developing information and communication skills
- Raise awareness and promote self-reflection against the essential skills through our partnership with Skills Builder
- Enable students to make informed choices about careers and education
- Support students in managing transition in their lives, in post-16 and 18 pathways
- Build partnerships and network with businesses in order to offer our students a range of opportunities and experiences
- To encourage participation in continued learning including higher and further education, apprenticeships and other approved training
- To challenge stereotypes and encourage students to use the Labour Market Information to support in considering a wide range of pathways

Students' needs

The careers programme is designed to meet the needs of all learners at Leek High School. Learners will be given a number of opportunities to access advice from a variety of internal and external sources. Activities are provided with differentiation and personalisation in mind, ensuring that all groups of learners have a good understanding of pathways. A variety of learning experiences will be provided to strengthen motivation, aspirations and attainment of students during their time in Leek High School. This will support students' decision making post-16 and 18 and ensure the 2018 Bakers Claus is being met.

Implementation

Information Advice and Guidance

The school has a statutory duty for securing impartial CEIAG for students in years 9 – 13 and also provide access to independent CEIAG. We have identified key areas as themes for each year group in order to ensure we are progressing towards meeting the Gatsby Benchmarks. Leek High School aims to provide students with a range of good quality, up to date, impartial CEIAG on post 16 opportunities. This supports the whole-school delivery of CEIAG and requirements for the statutory duty for careers guidance. All of our students, staff and parents/carers can access independent, impartial CEIAG allowing for career research to take place remotely. The policy for CEIAG supports and is itself underpinned by a range of key school policies especially those for teaching and learning, citizenship, equal opportunities and diversity, gifted and talented, looked after children and special needs.

Curriculum

All staff contribute to careers education and guidance through their roles. Specialist sessions are delivered through the daily contact programme, curriculum, assemblies and workshops throughout the academic year. The careers programme is planned, monitored and evaluated by the careers leader. The careers programme includes careers education sessions, career guidance activities such as group work and individual interviews, information and research activities, events with business partners, work related learning and individual learning activities. New departmental curriculum plans include a focus on skills and careers. Regular monitoring and reflection time is provided for subject areas to continue to improve their provision in their curriculum area.

Work Experience

All students in Year 10 and 12 have time allocated to take part in a work experience placement. This is felt to be a key part of the development of employability skills. This is planned and coordinated by the operational careers lead. The aim is for all students to undertake the work experience, for those who need support with this, alternative provision is offered through the school.

In Year 9 students are offered the opportunity to shadow a parent at work for the day.

In addition to the work experience placement, Year 12 students are actively encouraged to seek work experience placements within their study sessions within the sector that they have an interest in post-18.

Staffing

All staff contribute to CEIAG through their roles as tutors and subject teachers. Specialist sessions are delivered by the tutors as part of the daily contact programme and specialist staff or outside speakers where appropriate. Staff have received CPD on how to promote and use the essential skills regularly within the school community. The CEIAG programme is planned, monitored and evaluated by the operational and strategic careers leaders. All departments have displays in the corridors outlining career links and opportunities linked to their subject, updating schemes of work linking the essential skills and organising speakers and events within their subject. Careers information is available on the school website. The school additionally actively promotes the National Careers website/helpline.

The needs of staff for development and training in careers education are identified through regular audits and evaluations of activities provided. These needs are met through training when required.

Key staff in supporting CEIAG at Leek High School

- Mrs K Ackerley (Assistant Headteacher and Strategic Careers Leader)
- Miss R Dobson (Operational Careers Leader)
- Alex Kenneth (Careers Advisor)

Parental Involvement:

• Careers interviews
• Options evening and process
• Sixth form open evening
• Letters home regarding: events, work experience and support evenings

• Mentoring of students
• Parents evenings and reports
• Web site information
• Communication via UniFrog (VLE) sharing information regarding CEIAG
• Opportunities for parents to support in careers provision in school
• Attendance to the annual careers fair
• Participation in webinar talks and surveys

Monitoring, Review and Evaluation

Through the use of quality assurance procedures, CEIAG at Leek High School is monitored using:

• Subject audits
• Student voice
• Questionnaires following most activities
• Evaluation of work-related learning placements by students, staff and providers
• Regular meetings and communication with the Careers and Enterprise HUB
• Gatsby benchmarks 360 diagnostic with the careers team
• Careers fair feedback from parents, students, providers and staff
• Governor link meetings
• Compass Plus tracking
• Use of future skills questionnaires through Compass Plus