



Durham Johnston

## Careers Education Information and Guidance (CEIAG)

<b>Date of last review:</b>	July 2018
<b>Approved by:</b>	Headteacher
<b>Responsibility:</b>	Subject Leader for Guidance
<b>Review period:</b>	Annually
<b>Date of next review</b>	11 July 2019





## **CAREERS EDUCATION INFORMATION AND GUIDANCE (CEIAG)**

### **1. INTRODUCTION**

#### **1.1 Rationale**

A young person's career is their pathway through learning and work. As stated by Beverley Hughes in the quality standards for young People's IAG: in a complex and changing world all young people need access to good quality, comprehensive and impartial, information, advice and guidance (IAG). They need good IAG to help them make the right learning and career choices so that they can succeed in work, and they need it to help them find answers to the questions and issues that can arise in their personal lives.

All young people need a planned, progressive and structured programme of activities to help them make decisions and plan their careers, both in school and after they leave. The 1997 Education Act places a duty on schools to give students in Years 9-11 access to careers education, information, advice and guidance

Here at Durham Johnston Comprehensive School, we endeavour to follow and meet the guidance in the IAG quality standards, the National Framework for CEIAG 11-19 in England, as well as the 2008 National Curriculum for Economic Wellbeing and Financial Capability and Personal Wellbeing, in partnership with One point, DEBP and various other agencies.

We also endeavour to follow and meet the guidance in the Durham CEIAG Handbook 2014.

#### **1.2 Commitment**

After the withdrawal of Connexions from school we used this as an opportunity to review our careers IAG. Here at Durham Johnston, we are committed to providing expert, impartial guidance and advice to all our students, in years 7-13. To do this we work very closely with One point and DEBP, as well as other agencies, which play an important role in our guidance procedures, both in terms of individual work with pupils, group work and work with staff.

#### **1.3 Development**

This policy was developed in 2012 and will be reviewed annually through discussions with teaching staff; students, parents, governors, advisory staff and other relevant external partners.

## **1.4 Links with Other Policies**

This policy is underpinned by the school's policies for teaching and learning, assessment, recording and reporting achievement, PSHE and citizenship, enterprise and work related learning, equal opportunities, health and safety, gifted and talented and special needs.

## **2. OBJECTIVES**

### **2.1 Student Needs**

The CEIAG programme is designed to meet the needs of students at Durham Johnston School. Activities are planned which are appropriate to students' stages of career learning, planning and development. The careers coordinator, Mr Kennedy, meets with outside agencies on a regular basis to discuss the needs of pupils and works in partnership with these agencies to meet these needs.

#### Academic year 2019-2020

- CEIAG is taught to year 7 pupils in PSHE lessons where they look at what they are good at and different careers available.
- We have a sixth form open day for year 11 pupils and parents interested in attending DJCS sixth form. In addition, we advertise open evenings for other providers and also take pupils to the New College open days.
- Yr10 students are offered the opportunity to arrange their own 1 week work placement.
- All year 11 students will receive a mock interview using external interviewers. They are then given detailed feedback from the interviewer.
- Pupils in years 7-11 will complete careers activities during extended intervention time once a term.
- Year 11 students look at interview techniques on the last day of the first term.
- ACE (Aiming for a College Education) Days are arranged at the local universities. These days are for targeted students who may not have considered the University option and to raise their awareness and aspirations.
- A careers advisor will attend parents evening for year 9, 10 and 11. Parents will be asked to book an appointment in advance if they would like to speak to the careers advisor.
- All year 11 pupils will be tracked so we can easily identify those pupils at risk of becoming NEET and also those pupils who don't know how to apply for different courses. An electronic record will be kept and pupils will receive targeted support by P Kennedy. P Kennedy and the Head of 6<sup>th</sup> form work together to ensure those

pupils at risk of not achieving the grades needed for Durham Johnston sixth form have a second option to fall back on.

- We will have a careers week from in March. During this week a range of activities will be on offer for pupils: careers exhibition, employability workshops, careers advisor in school all week offering advice to pupils in years 7-10, assemblies, subject route career displays, videos on website etc.
- The SEN coordinator works closely with our Onepoint contact. The SENCO provides a list of students who are on the learning support register and these students are given priority for careers interviews. The careers advisers also attend review meetings.
- Pupils take part in CEIAG related events organised by the enterprise and careers coordinators: You're hired, You're fired, Duck Day and Careers in Action.
- Pupils in key stages 3 and 4 are involved in economic wellbeing events and economic wellbeing is taught via year 7 PSHE.
- All learners have access to comprehensive, non-stereotypical careers and lifestyle information via the careers coordinator Mr Kennedy.
- Options evenings are co-ordinated to enable attendance of all providers.
- We offer pre-selection taster activities at New College for learners interested in vocational courses.

## **2.2 Entitlement**

Students are entitled to CEIAG that is impartial and confidential. It will be integrated into their experience of the whole curriculum, based on a partnership with students and their parents or carers. The programme will promote equality of opportunity, inclusion and anti-racism.

## **3. IMPLEMENTATION**

### **3.1 Management**

As of September 14, P Kennedy has been responsible for co-ordinating the Careers programme, 11-16, with the Attendance and Welfare Manager providing administrative support. The co-ordinator works closely with outside agencies and is responsible to the Headteacher and the Governing Body.

### **3.2 Staffing**

All staff contribute to the CEIAG programme through their roles as tutors, subject leaders, year leaders and subject teachers.

Careers education is planned, monitored and evaluated by the careers co-ordinator. A specialist personal development team, including form tutors and careers advisors, delivers it.

### **3.3 Curriculum (see also students' needs)**

The careers programme includes careers education lessons, careers guidance activities (group work and individual interviews), information and research activities, work-related learning, action planning and recording achievement.

Careers lessons are part of the school's intervention programme. There are also activities run by various outside agencies and the enterprise coordinator. These activities include off-timetabled events.

The careers programme enables students to: understand themselves and the influences on them; investigate opportunities in learning and work and make and adjust plans to manage change and transition. This is done via lessons, group work and individual meetings. The IAG standards are mapped out and evidenced against the curriculum to ensure delivery, as well as the 2008 National Curriculum for Economic Wellbeing and Financial Capability.

### **3.4 Assessment**

Career learning outcomes are identified within the scheme of work.

### **3.5 Partnerships**

An annual partnership agreement is negotiated between the school and the Onepoint Service identifying the contributions to the programme that each will make. Other partnerships have been successfully developed with various other agencies, such as DEBP, Derwentside College, New College Durham and Durham 6<sup>th</sup> Form Centre. PKE attends the Progression & Partnership Team meetings at New College.

### **3.5 Staff Development**

P Kennedy, CEIAG coordinator has completed the 'Introduction to CEIAG' course and 'How to deliver effective CEIAG' course from DCC.

### **3.6 Monitoring, Review and evaluation**

- The CEIAG programme is reviewed annually by the careers coordinator.
- Evaluations of events are ongoing.
- Careers SOW to be reviewed annually.
- IAG audit annual review.
- Kirkland Rowell