



Kidsgrove
Learning Campus
INSPIRE INNOVATE CREATE



Careers Education & Guidance Policy

Drafted By

Mrs L Weaver

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Approved By

Local Advisory Board

Review Date

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Careers Education Information Advice and Guidance (CEIAG)

Rationale

At The Kidsgrove Secondary School, we are committed to providing a curriculum, which inspires excellence in all its forms and gives all students the opportunity to experience success. This curriculum, which is knowledge and experience rich, encourages depth of study and a life-long love of learning, celebrates British values, and prepares our students with a wealth of transferable skills. As a result, our students will be healthy, happy, well-rounded individuals who contribute positively as citizens in the global society of tomorrow.

Careers education, information, advice, and guidance plays an important part in preparing students for the opportunities, responsibilities and experience of life. A programme of relevant activities supports them at key decision making points such as GCSE Options and in preparation for post 16 Education employment and training.

It will equip them with the skills to make informed decisions, to choose pathways that are right for them, be able to manage their careers and aspire to career wellbeing and happiness. In order to achieve their potential students must be able to recognise their own strengths, weaknesses and skills sets and identify how to develop and upskill in a world where the employment market is changing faster than ever before.

Aims

Kidsgrove School's Careers Education, Information, Advice and Guidance (CEIAG) Programme has the following aims:

- To achieve the Gatsby Benchmarks to ensure a high standard of careers provision for all students
- To contribute to strategies for raising achievement through raising aspirations, motivation, and confidence
- To challenge stereotypes and promote the equality of opportunity;
- To reduce the number of students not in employment, education or training in line with local authority guidance;
- To reduce the number of students who drop out of courses or switch courses in education or training;
- To develop enterprise and employability skills;
- To contribute to economic prosperity of individuals and communities;
- To focus students on their future aspirations and goals through work with employers;
- To involve parents and careers throughout the delivery of CEIAG;
- To provide students with up-to-date Labour Market Intelligence (LMI) and key sector growth information.

Commitment

The Kidsgrove Secondary School is committed to providing our students with a robust programme of CEIAG for all students from Years 7 – 11 and recognises our statutory requirements.

We endeavour to follow the National Framework for CEIAG 11-19 in England (DfES, 2013) and other relevant guidance from DCSF, QCA and Ofsted as it is published.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/748474/181008_schools_statutory_guidance_final.pdf

We have chosen to adopt the CDI (Career Development Institute) Framework for our programme in school.

<https://www.thecdi.net/write/BP556-CDI-Framework-web.pdf>

We have bought in a package of support for 1 day per week from our external partners Changing Education who will provide us with a Qualified L6 Careers Leader. The focus will be for the Careers Leader to provide our KS4 students with expert careers advice to prepare and support them with their transition to post 16

Education employment and training and to organise the Y10 work experience programme. As part of our service Level Agreement Changing Education are fully compliant and have their own safeguarding policy that is in line with keeping Children safe in Education.

As a school we are working towards offering a gold standard service to our students against the DFE statutory guidance, the Gatsby Benchmarks (www.gatsby.org.uk/education/programmes/good-career-guidance)

The Gatsby Benchmarks are:

1. A stable careers programme;
2. Learning from career and labour market information;
3. Addressing the needs of each student;
4. Linking curriculum learning to careers;
5. Encounters with employers and employees;
6. Experiences of workplaces;
7. Encounters with further and higher education;
8. Personal guidance.

The Kidsgrove Secondary School is looking to embed enterprise, employability and quality careers guidance and inspiration into the school's culture and curriculum with a focus on developing structured and sustainable employer partnerships increasing student exposure to the real world of work as part of their preparation for modern life. We are looking to develop the employability of students with a focus on soft skill development, workplace behaviours and exposure to the world of work to enable a successful integration on leaving education into their first job. Work experience is offered to students in Year 10 to support their exploration of possible job opportunities.

Development

This Policy will be developed and reviewed annually in discussion with students, parents, Academy Councillors/IEB members and advisory staff.

Policy Links

The Policy supports and is underpinned by other key school policies including those for Teaching and Learning, Supporting Equality, Health and Safety and safeguarding. It also supports the School Improvement Plan, linking key priorities.

Staffing

The Headteacher and Academy Councillors/IEB members have overall responsibility for CEIAG provision. Mrs L Weaver is the dedicated and named SLT link for CEIAG who supports implementation of CEIAG across the school.

All staff contribute to CEIAG through their roles as tutors and subject teachers. CEIAG is delivered specifically through the school's Personal Development Curriculum and half termly enrichment days.

Student Entitlement

Students are entitled to CEIAG that meets professional and ethical standards of practice, which is young person centred, impartial and confidential. The Careers programme is designed to meet the needs of students at Kidsgrove School. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. The programme on offer will enable students to understand themselves, their interests, likes, dislikes and what they are good at and how this affects their choices and decision making.

The programme will also ensure students have a rounded careers experience ensuring their learning in school is relevant and linked to future prospects, connecting key areas of the curriculum to the world of

work. The programme allows relevant exposure to employers and working life to develop employability and enterprise skills and impact on decision making. Students will receive knowledge around LMI and sector growth utilising the Local Enterprise Partnership (LEP) identified priorities.

Students are encouraged to:

- Find out about different options open to them at key decision making points;
- What qualifications are needed for their chosen vocation;
- Develop skills they need for working life;
- Develop a clear plan of action for their future;
- Make effective applications for work, training and further and higher education.
- Every student at KS4 will have the opportunity and will understand how to access a one- to-one appointments with the Careers Advisor through staff request, e-mail and face-to face.

We will:

- Treat you equally and as an individual;
- Give you the impartial and unbiased careers information, advice and guidance;
- Ensure that you see employers in school through pre-organised events;
- Give you any extra help that you might need.

Curriculum

The career programme covers careers education activities, including assemblies, guest speakers and taster sessions, alongside individual career guidance interviews, group sessions, trips, and enrichment days.

The careers curriculum is based on the CDI Framework and is taught in careers modules in each year group as follows:

Careers modules.

Themes by Year group

Year 7 – Self Awareness

Year 8 – Linking subjects to job

Year 9 – Career Exploration

Year 10 – Employability Skills & Preparing for Work

Year 11 – Preparing for Work and Post 16 options

Parents and Carers

Parental involvement is encouraged at all stages.

There is a careers section on the school website which has been developed to help parents to become more involved. The CEIAG Lead Mrs L Weaver, is available to speak to parents via e-mail or phone and is also available at Parents Evenings and Open Evenings.

The Careers Advisor from Changing Education is also available to speak to parents via e-mail or phone as required and will be in attendance at Y10 and Y11 parents' evenings and Y9 options evenings. Providers from local further education settings will also be in attendance at these events.

Employer Partnerships

The Kidsgrove Secondary school is working with the Careers and Enterprise Company to establish links with a range of employers. The Kidsgrove Secondary School ensures a structured approach to ensure the school-employer partnership is powerful and purposeful.

Monitoring Review and Evaluations

All details of student one to one interview are recorded and where appropriate will have individualised action plans. Destinations for students in year 11 are also recorded and their progress with applications checked and updated.

Careers guidance is monitored and evaluated on a regular basis throughout the year with key staff and students and via appropriate evaluation of activities.

An Audit of CEIAG provision is carried out annually to ensure suitable progress is being made. A CEIAG annual review document is published yearly outlining specific and detailed information about CEIAG work being carried out.

CEIAG Manager Development

The Careers Leader, Mrs L Weaver remains up to date with the fast-changing landscape with regular meetings with the CEC, through regular meetings with Changing Education staff and through liaison with our local colleges and training providers.

This information is fed back to relevant staff in school and delivery plans and adapted accordingly.

Feedback is taken from students and staff at the end of each module in the Personal Development programme. This information is used to update and drive planning for future use. All development points are linked into whole School Improvement Plans.

Provider Access Policy - Baker Clause Policy Statement The Kidsgrove Secondary School – November 2023

Introduction

This policy Statement sets out the school's arrangements for managing the access of providers to students at the school for the purpose of providing them with information regarding the provider's education or training offer at each transition point. This complies with the school's legal obligation under section 42B of the education act 1997.

All students in years 8-11 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training opportunities available at each transition point;
- To hear from local providers and the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- To understand how to make applications for the full range of academic and technical courses.

More detail can be found in our detailed provider access policy by following this link [Careers Information | Kidsgrove Secondary](#)