



LONGBENTON HIGH SCHOOL

Careers Education, Information and Advice Guidance Policy

RESPONSIBILITY:	Director of Support Services
IMPACT ASSESSMENT:	School Policy
GOVERNING COMMITTEE:	Finance
REVIEWED:	January 18
RATIFIED:	January 18
WEBSITE:	Yes
REVIEW:	Annually

Introduction

Longbenton High School represents a culture of high aspiration, high expectation and success. Careers Education, Information, Advice and Guidance (CEIAG) is recognised as playing an important role in motivating our students, promoting equality of opportunity and maximising their academic and personal achievements while at School and beyond. We are committed to providing a planned programme of careers education for all students in years 7-13 to prepare students for the opportunities and challenges of adult and working life.

Careers Education and Guidance has a high profile at Longbenton High School and a Careers Coordinator is appointed to manage and develop delivery to ensure the needs of our students are being met.

All students have an equal entitlement to high quality careers education, information, advice and guidance that will provide them with an understanding of the world of work, help them to explore career options and support them in making decisions about opportunities open to them.

Aims

CEIAG is crucial in order to meet the skills, knowledge and understanding needed by each student. We fully subscribe to the Careers Education Framework 7-19 (2010) and the 6 principles of impartial careers education:

1. Empowers young people to plan and manage their own futures
2. Responds to the needs of each learner
3. Provides comprehensive information and advice
4. Raises aspirations
5. Actively promotes equality of opportunity and challenges stereotypes
6. Helps young people to progress

The Staff and Governors at Longbenton High School recognise that career planning is not limited to just one stage in life. For this reason careers education and guidance aims to develop career management skills which students can draw on at each stage in their career planning. The CEIAG programme is continually evaluated to improve its effectiveness.

This policy is informed by the following documents:

Careers Education Framework 7-19 (2010)

Objectives

The CEIAG programme at Longbenton High School is integrated within the curriculum and is designed to provide help at specific decision times. Longbenton High School is committed to raising the aspirations of all learners. In line with Longbenton High School's Mission Statement, careers education and guidance aims to develop the skills, talents, understanding and aspirations of all our learners, enabling them to become responsible citizens who achieve personal success and fulfilment in life.

Our CEIAG programme will:

- Link effectively with the curriculum in order to maximise student learning and avoid unhelpful repetition
- Provide totally impartial and up to date information through close working with independent careers professionals, employers and FE and HE institutions
- Challenge stereotyping, deal with prejudice and discrimination, use skills of assertiveness and negotiation and encourage students to widen their career ideas
- Reflect the true nature of today's and tomorrow's world of work
- Support key Longbenton High School policies including those for teaching and learning, assessment, recording and reporting achievement, equality and diversity, health and safety, able and talented, and inclusion (special educational needs).

Raising students' achievements to their full potential is a key goal of the Careers Education and Guidance policy.

Delivery and Content

Careers Education is delivered through discrete lessons within the school PSD programme. In addition to this Careers information, advice and guidance is provided through group workshops, individual interviews, enterprise events, college partnership courses, college/university visits, employer presentations, posters, leaflets and through subject teachers. See Appendix 1 for details of the current Careers Education Programme. A member of the school governing body has been identified as having specific responsibility for CEIAG.

Longbenton High School appoints an independent Careers Advisor to provide individual advice and guidance to students. All careers advice and guidance given is person-centred, impartial, unbiased and confidential (within legal confines) and also meets professional standards of practice. Careers advice is also available during Parents Evenings, Options Evenings and Open Evenings.

CEIAG programme

Students in years 8-13 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 options available at each transition point.
- hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships
- understand how to make applications for the full range of academic and technical courses.

At points across the school year, a variety of employers and external providers are invited into Longbenton High School to talk about different careers. Please see Appendix 2 for details on Provider Access.

Curriculum Leaders and tutors are responsible for teaching and giving feedback on the taught aspects of the CEIAG programme.

Appendix 1 – Careers Education Programme

Term/Yr Grp	Autumn	Spring	Summer
Year 7		<ul style="list-style-type: none"> Targeted students attend STEM event with local and national employers 	
Year 8	<ul style="list-style-type: none"> Assembly and tutor group opportunities 	<ul style="list-style-type: none"> Targeted students attend STEM event with local and national employers STEM mentoring 	
Year 9		<ul style="list-style-type: none"> STEM mentoring 	
Year 10		<ul style="list-style-type: none"> Work experience preparation sessions Developing CV writing Mock interviews with local employers 	
Year 11	<ul style="list-style-type: none"> 1:1 opportunities for Careers interviews an external Careers advisor 	<ul style="list-style-type: none"> 1:1 opportunities for Careers interviews an external Careers advisor Collaboration with GSHS. Post 16 opportunities. 	<ul style="list-style-type: none"> 1:1 opportunities for Careers interviews an external Careers advisor
Post-16			<ul style="list-style-type: none"> Villers Park World of Work

Appendix 1

Provider Access Statement

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purposes of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Management of provider access requests

Opportunities for access

Our provision includes various opportunities for students to access a range of events. These are mainly integrated into the schools careers programme and curriculum. These events are therefore delivered internally, with contribution from external providers where appropriate.

Procedure

A provider wishing to request access should contact Mrs A Peach, Director of Support Services, via the school contact details. Local providers are invited to key relevant events.

In addition, external providers interested in coming into school should speak to Ms Lowery, our named Careers Leader to identify the most suitable opportunity. The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students

Resources

Once visits have been agreed, the school will provide appropriate rooming to facilitate the visit, along with any equipment requested by the provider, where it is available.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the school Learning Resource Centre (LRC). All students have access to the LRC during school break times and identified lunch periods.