

## Careers, Education, Information, Advice and Guidance Policy

Vision:	We collaborate, support and challenge each other in our endeavour to provide a world class education that allows our whole community to flourish.
Rationale:	Schools have a statutory duty to provide careers education in Years 7-11 (1997 Education Act, 2003 Education Regulations) and to give learners access to careers information and impartial guidance (1997 Education Act, 2008 Education and Skills Bill).

Author:	Nicola Cole
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Date of next review	October 2020
Approved by chair	Mrs T Saltsman

## **Rationale and Purpose**

Longdendale is committed to providing high quality careers education, advice and guidance to every learner. The guidance is tailored to the needs of the individual learner to promote self-awareness, decision making, employability skills and independence whilst raising aspirations. It is differentiated and personalised to ensure progression through activities which are appropriate to learners' stages of career learning, planning and development. Learners are entitled to CEIAG which meets professional standards of practice and which is person-centred, impartial and confidential.

All learners will leave Longdendale equipped with the skills and knowledge required to support their entry into further education or employment. All young people need a planned programme of activities to help them choose 14-19 pathways that are right for them and to be able to manage their careers and sustain employability throughout their lives.

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## **Commitment**

Longdendale is committed to providing a planned programme of careers education and information, advice and guidance (IAG) for all learners in Years 7-11. Longdendale endeavours to follow the National Framework for CEG 11-19 in England (DfES), the Young People's IAG Standards (DCSF, 2007) the statement of careers education principles (DCSF, 2008) and other relevant guidance from DCSF, QCA and Ofsted that appears from time to time. Longdendale is committed to continuing working with the quality mark for CEIAG, inspiring IAG, for which we have been awarded the newly named Stage 3 award – The Quality in Careers Standard.

## **Development**

This policy was developed and is reviewed annually in discussion with teaching staff; the School's Positive Steps Careers Adviser, learners, parents, governors, advisory staff and other stakeholders.

## **Links with other policies**

The policy for CEIAG supports, and is itself underpinned by, a range of key school policies especially those for teaching and learning, assessment, recording and reporting achievement, citizenship, PSHE Education, equal opportunities and diversity, More Able, looked after children and special needs/LDD.

## **Responsibilities**

All Longdendale staff members are responsible for delivering high quality, impartial CEIAG. A member of SLT has the strategic oversight and leadership of CEIAG. The Careers Adviser from Positive Steps works two days a week and is responsible for the implementation of the Positive Steps Delivery Plan. A member of the Admin Team is responsible for the management of careers information. Form tutors are responsible for the delivery of CEIAG through the tutor curriculum and Learning Leaders are responsible for the coordination of activities.

## **Provision**

- Positive Steps Careers Adviser – Interviews for KS4 and Drop-in sessions for all learners at break two days a week
- The Careers Adviser has a designated room to provide confidential advice in a secure and safe environment. Parents can arrange appointments to meet with the Careers Adviser.

- Careers resources are available in the Learning resource Centre and through the Careers Adviser.
- Access to career software is available through the Learning Resource Centre and School Website. Work-related learning can be arranged by learners to complete a week work experience at the end of year 10.
- Careers focussed activities are delivered through the Life Skills curriculum during tutor time.
- Access to further education options and careers guidance at Y11 Parents' Evening including appointments with the careers advisor and visitors from local colleges and apprenticeship providers.
- Participation in activities throughout years 7 – 11, whether it be in school or off-site, provides further contact with employers and FE / HE institutions, all of which give further information.
- All staff undergo regular training to ensure up-to-date information is disseminated and no learner is put at a disadvantage.
- The SLT strategic lead is responsible for the monitoring, review and evaluation of the CEIAG on offer at Longdendale, and the quality assurance process.
- Career focussed events and visits such as:

**Futures Roadshow** - Annual event for Year 11 learners and their parents – exhibitors include FE colleges, modern apprenticeship providers and employers

**Skills NW** - Annual Trip with Year 10 learners to careers event which includes FE colleges, Universities, Employers and Armed Forces

**Taster Days** - Y10 learners attend Taster Day at Tameside College taking part in a selection of workshops.

**Work Experience** - Opportunity for Year 10 learners to take part in work experience during Enrichment Week in July.

**Local Colleges** - Information on open days distributed via tutors and the plasma screen in the entrance hall.

**Year 11 Information and Guidance** - September – Appointments with SLT where colleges and the Positive Steps advisor are also present.

**Moving On Booklet** - Issued to all Year 11 learners

**Assemblies** - Programme of assemblies with invited guests, ie past learners with a focus on aspiration and career pathways

**Tutor Curriculum** – CEIAG forms part of the Life Skills curriculum for all year groups during one half term of the academic year.

### **Accreditation**

We currently have the newly named Quality in Careers Standard which recognises our outstanding provision.

### **Partnerships**

An annual Partnership agreement is negotiated between Longdendale and the Positive Steps Service which identifies the contributions to the programme that each will make.

Other links are in place with local 14-19 providers and universities, GM Aim Higher Programme and Brother.

### **Staff development**

Staff training needs are identified and reviewed on an annual basis. CPD sessions are provided to all staff through Tutor Team meetings, staff briefings and whole-school Inset sessions. The staff responsible for the oversight of CEIAG will attend information and update sessions regularly.

### **Monitoring, review and evaluation**

There is a Quality Assurance Framework (Gatsby Benchmarks) which monitors and evaluates the impact of all aspects of CEIAG. QA activities are carried out and information collated form the basis of the review of provision which takes place every term. This review then informs the next steps in planning and improving the quality of the provision.