



Careers Education Information and Guidance Policy

Aims:

All individual students should have high quality, impartial careers guidance to encourage them to be well-informed when making subject and career decisions.

All students should participate in a range of activities to develop a range of employability skills, preparing them for a working life which is suitable for them.

We want to inspire our students to overcome barriers, achieve social mobility and to believe that there should be no limit to their aspirations.

Policy Statement

Careers Education, Information and Guidance (CEIAG) at Moat Community College is an integral part of our preparation of all students for the opportunities, responsibilities and experiences of life in modern Britain. All CEIAG is impartial and unbiased.

We endeavour to follow the guidelines set out by the Department of Education in their latest advice and documentation.

At December 2017 – Careers Strategy and Statutory guidance.

Overview

At Moat, we have a multi-faceted approach to careers-related learning. There are progressive elements of careers education from years 7 to 11. These include specialist careers-based lessons in years 8 and 10. In addition to this the tutorial programme supports years 7, 9 and 11 with their careers-based education.

In addition to the education within lessons and the tutorial programme, we provide further careers content to inspire our students, including: assemblies, visits, visiting speakers, work experience and the use of alumni to work with current students.

We have an Enterprise Advisor actively in place, bridging the gap between education and employment which involves work across the curriculum.

It is our vision that careers information, education and advice have influence in all areas of the curriculum.

c/f Gatsby benchmark 1 – A stable careers programme, benchmark 4 linking curriculum learning to careers

Staff

Head of Careers HCH

Career Leader and SLT member DPA (QCF level 6 in Careers Leadership)

Administrator for careers LPA (level 3 Impartial Career Guidance)

Governing body representatives

External Agencies:

Careers Enterprise Company:

Enterprise coordinator: Saahera Mohamed

Enterprise Advisor: Rob Coltman

Leicester and Leicestershire Enterprise Partnership (LLEP)

Leicester Education Business Company (LEBC)

Leicester Careers Hub

Connexions Careers Service

Employers in conjunction with work based placements

Liaise – Post 16 learning

Alumni

Equal Opportunities

The Careers Department supports the school's Equal Opportunities Policy and endeavours to implement it.

c/f Gatsby benchmark 3 – addressing the needs of pupils

Careers Interviews

Careers interviews are conducted using a combination of specialists from LEBC, Connexions and qualified internal staff. All year 11 students are assured an interview. In addition, some year 8, 9 and 10 students may also be interviewed. Vulnerable students are given priority. Referral may be made from a member of staff e.g. Year Achievement Coordinator or from a need assessment during careers lessons. Students are also free to request an interview.

c/f Gatsby benchmark 8 personal guidance

Work Experience

We are committed to two weeks of work experience for all students in Year 10. This provides genuine work-related learning and further develops students' employability skills. The work experience programme is organised in conjunction with LEBC.

c/f Gatsby benchmark 6 experiences of work places and 5 encounters with employers and employees

Quality Assurance

We endeavour to map and review careers education towards recommended Gatsby Benchmark framework. We are an active member of the newly introduced National Career Hub, administrated by the regional Careers and Enterprise Company. This membership requires us to regularly self-assess using the Compass and Tracker Assessment tool, which is moderated by the CEC. It is our intention to pursue an external quality award to further strengthen our good practice. As part of this process we reflect on the recommended 8 Gatsby benchmarks (Gatsby report, Good Career Guidance, 2015).

We are members of the Career Development Institute (CDI).

Careers Education & Information, Advice & Guidance **Entitlement Statement**

As a school we have a statutory and moral duty to provide students with careers information, advice and guidance.

We aim to provide students with the skills and attributes required to prepare them for the world of work. This will be achieved through a range of activities and sources to allow them to make informed decisions regarding their options, further education, higher education, apprenticeships and their future career pathways.

During their time at Moat, students will also have access to impartial information, advice and guidance.

Year 7

Students will receive an introduction to look at their skills, qualities and achievements and will write a personal statement. They will have extensive use of the latest computer software START. Careers work will be delivered largely during tutorials.

There may be the opportunity to visit local universities to take part in a widening participation event.

c/f Gatsby benchmark 7 – encounters with further and higher educations

Year 8

Students will continue to develop confidence in their skills and qualities, building on the work done in Year 7. They will look at the realities of job advertisements and the changing world of work. In addition, they will have the opportunity to examine local labour market information and explore jobs of the future. Students will use ICT packages such as Kudos and National Careers Service to consider the qualification options for studying after year 8. All students will begin to learn and practice skills needed for interviews. Careers work will be delivered through PDE lessons.

c/f Gatsby benchmark 2 – learning from career and labour market information

There may be the opportunity to take part in widening participation activities at the local universities.

c/f Gatsby benchmark 7 – encounters with further and higher educations

Students will attend the National Skills Show to look at a range of different careers and career paths.

c/f Gatsby benchmark 5 – encounters with employers and employees

Students will receive information from professionals to help them decide on which options they would like to select for their GCSE courses.

Students can request an impartial 1:1 careers interview

Year 9

Students will continue to develop confidence in their skills and qualities, building on the work done in Years 7 & 8. They will have extensive use of the latest computer software START. This will help them to research more thoroughly the types of careers they may be interested in. Careers work will be delivered largely during tutorials.

There may be the opportunity to visit local universities for a widening participation event.

c/f Gatsby benchmark 7 – encounters with further and higher educations

Year 10

Students will investigate choices open to them for when they leave Moat. They will look at the different post-16 providers and explore which may suit them best. Students will be introduced to qualification frameworks (RQF and FHEQ) to help them understand the range of academic and vocational qualifications that may be available, as well as the requirements to access these courses. They will develop their interview skills with local employers and create a CV. In addition to this, they will be introduced to the UCAS application process (or it's replacement).

Students will research selected careers using ICT packages and a range of websites in order to produce a detailed career action plan.

Students will learn a range of financial literacy skills, from understanding student finances to pay slips and state benefits, including the bursary.

All students will be expected to take part in a two-week work placement, which will develop and allow them to practice their employability skills in a very real way by being part of the world of work. Preparing for this placement will require them to: make formal telephone calls, be interviewed, set and fulfil targets as well as understand health and safety and rights in the work place.

Careers work will be delivered through PDE lessons.

There may be the opportunity to visit local universities for a widening participation event.

c/f Gatsby benchmark 7 – encounters with further and higher educations

Students can request an impartial 1:1 careers interview.

Year 11

Students will be supported to make their application on UCAS progress for year 12 or apply for an apprenticeship. Events will be arranged for them to speak to local providers and gather information about the variety of choices open to them, including colleges/sixth form and apprenticeships. Students will be notified of open days and events at local post 16 providers. They will be expected to attend, preferably with a parent/carer.

Student can request an impartial 1:1 careers interview.

c/f Gatsby benchmark 8 – Personal guidance

Careers work will be delivered largely during tutorials.

Policy Review Date – July 2020

Reviewed by – Head of Careers