



Mount Carmel

R.C. HIGH SCHOOL



Careers Education, Information, Advice & Guidance (CEIAG) Policy

Last review date: July 2023 – Mr J Hill

Next review date: July 2024 – Mr J Hill

A Family of Faith & Learning

Rationale

A young person's career is the progress they make in learning and work. 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. Mount Carmel believes it has a responsibility to provide careers education in Years 7 -11 and to give students access to careers information and impartial guidance.

The purpose of the Careers Education Information Advice and Guidance (CEIAG) Programme is to provide a curriculum which will encourage the development of self-confidence, positive attitudes, determination, and other qualities which will enable pupils to achieve satisfaction in the world beyond secondary school. Through this programme the pupils will have opportunities to develop decision making skills with regard to interests, subjects and jobs, and will also be provided with opportunities to develop an awareness of the "World of Work."

Statement of Intent

It is intended that throughout the programme pupils will be provided with information and practical experiences which will raise their aspirations, challenge stereotypes, increase their cultural capital, and ultimately help them to make positive decisions for their future as well as encouraging a culture of lifetime learning.

Commitment

Mount Carmel is committed to providing a planned programme of careers education and information, advice and guidance (CEIAG) for all students in Years 7-11, in partnership with the Careers & Enterprise Company (CEC) and our school Enterprise Advisor. Mount Carmel follows the statutory guidance from the Department for Education (2018) which recommends that schools work toward the Gatsby Foundation's Benchmarks for Good Careers Guidance.

Development

This policy was developed and will be reviewed in discussion with teaching and pupil welfare staff, the CEC, advisors, pupils, parents, governors, advisory staff and other external partners. This policy for CEIAG support is itself underpinned by a range of key school policies especially those for the personal development, teaching and learning, assessment, recording and reporting achievement, citizenship, PSHCE/RE education, work related learning and enterprise, and more.

Objectives

The careers programme is designed to meet the needs of all students. It is differentiated and personalised to ensure progression through activities that are appropriate to pupils' stages of career learning, planning and development.

Pupils are entitled to CEIAG which meets professional standards of practice, and which is person-centred, impartial and confidential. It will be integrated into students' experience of the whole curriculum and be based on a partnership with

pupils and their parents or carers. The programme will raise aspirations, challenge stereotyping, and promote equality and diversity.

Implementation

Chris Barratt, Raising Aspirations Coordinator, is the school's named careers lead and may be contacted by telephone: 01254 233458, or by email: careers@mountcarmelhigh.co.uk. He holds a Level 6 Postgraduate Certificate in Careers Leadership and a Level 7 Masters degree in Careers Guidance. The RA Coordinator works closely with Pastoral Leaders across all year groups, the Senior Leadership Team, and the SENCo, and is responsible to the Assistant Headteacher responsible for CEIAG.

All staff contribute to CEIAG through their roles as tutors and subject teachers. Specialist sessions are delivered through Enterprise Learning days, assemblies, and PSHCE/RE lessons. The CEIAG programme is planned, monitored and evaluated by the RA Coordinator in consultation with the school's Enterprise Coordinator from CEC, the Enterprise Advisor, a team of staff Careers Ambassadors, and a team of pupil Aspirations Ambassadors. Careers information is available in the Careers Section of the Learning Resource Centre which is maintained by the Learning Resource Centre manager in conjunction with the RA Coordinator.

The CEIAG programme includes careers education sessions, careers guidance activities (group work and individual interviews), information and research activities, a careers fair, mock interviews, visits to and by local post 16 providers, subject choice parents' evenings, and work-related learning programmes (including one week work experience and enterprise days with a CEIAG theme). The school and all students have access to startprofile, an online career planning resource available both in and out of school. CEIAG is delivered within the RE curriculum under the umbrella of PSHCE Education, and within all subject areas as part of the Scheme of Learning, and also in assemblies. Work Related Learning preparation and follow-up takes place in assemblies and tutor groups.

Assessment

The intended career learning outcomes for students are based on the Gatsby Benchmarks and are assessed through pupil voice at the end of year 11 and after curriculum days, feedback in class, discussion at department meetings and from local post 16 providers and parents.

Reports on pupil performance are made after mock interviews, work experience and by pupils themselves in their Records of Achievement. Work Experience Certificates of Achievement are received by those students who complete a successful placement. Every pupil receives an annual report with their Careers Profile and information about the CEIAG activity they have taken part in during their time at Mount Carmel.

Partnerships

Partnerships with local employers are developed and maintained through the work experience programme and supported by the CEIAG Coordinator. An annual Partnership Agreement is negotiated between the school and the Education Business Partnership (North West) which provides work experience placements and related insurance cover, as well as mentoring programmes for targeted students. Mount Carmel also work closely with Lancashire Future U, the Lancashire Skills Hub, and Amazing Accrington. Other links are developed and maintained with local post-16 providers and employers who work closely with Mount Carmel and the CEIAG Coordinator. At least one focused Careers event is held annually, ensuring an opportunity for a range of education and training providers to access pupils in Year 9-11 for the purpose of informing them about approved technical education qualifications or apprenticeships, and the school continues to meet the legal obligations commonly known as the "Baker Clause" under Section 42B of the Education Act 1997. A copy of our full provider access policy can be found on the careers section of the school website.

Resources

Funding is allocated in the annual school budget planning round in the context of whole school priorities and particular needs in the CEIAG area. Sources of external funding are actively sought.

Staff Development

Staff training needs are identified in conjunction with the school CPD Coordinator. The school will endeavour to meet training needs within a reasonable period.

Monitoring, review and evaluation

The Partnership Agreement with the Lancashire Education Business Partnership is reviewed annually. The Programme is reviewed annually by the CEIAG Coordinator in collaboration with the Careers & Enterprise Company using the Gatsby Benchmarks for Good Careers Guidance to identify areas for improvement. Regular reports are submitted to the Senior Leadership Team and governors' review and maintain developments annually. Action research evaluation of different aspects of CEIAG is undertaken regularly.