



**Careers Information, Education  
& Guidance Policy (CIEAG)**

<b>Author</b>	<b>Written / Reviewed</b>	<b>Approved by Governors</b>	<b>Next Review</b>
S Worton	April 2017	May 2017	April 2020

## **Shenstone Lodge- The Brades Lodge our commitment to CEIAG**

### **POLICY STATEMENT:**

The Brades Lodge (TBL) is committed to Careers Education as a vital means of giving all students the skills, knowledge and understanding to manage their own lifelong learning and career development. Careers Education will prepare students for the opportunities, responsibilities and experiences of education, training and employment and also the challenges of adult life. Careers Education will both compliment and integrate with the PSHE and Careers Curriculum.

TBL will purchase a professional package of support services from 'Sandwell Connexions limited' A Locally recognised professional Career Service Company to enable us to fulfil our statutory responsibilities.

The government recently produced further statutory guidance in March 2015 for school in relation to their careers guidance offer, key points are highlighted below:

### **Statutory Duty – Key Points**

- The statutory duty requires governing bodies to ensure that all registered students at the pupils of TBL are provided with independent careers guidance from year 8 to year 11.
- The governing body must ensure that the independent careers guidance provided:
  - Is presented in an impartial manner
  - Includes information on the range of education or training options, including apprenticeships and other vocational pathways
  - the guidance given will promote the best interests of the students

To further evidence our commitment to raising the standard and quality of CEIAG provision offered to our students we have recently registered with Prospects Limited to achieve a nationally recognised Quality Award. We plan to achieve this by the end of the academic year 2017/18.

We will continue to review, monitor and evaluate our CEIAG offer by speaking and listening to firstly our students the parents/careers, teachers and our external partners.

Connexions Sandwell and TBL will hold ourselves accountable to students and parents through robust monitoring and outcome based evidence such as our annual destination Data and we will report all outcomes through our School Governing Body.

King regards

Scott Worton  
Head of Key Stage 4 and Co-ordinator of CEIAG

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Governing body representative - Lee Mahoney-Hill  
Lead for CEIAG

Signature.....

## **Student Entitlement:**

### **Aims and Objectives of the CEIAG program:**

1. Self-development – to increase self awareness and gain confidence in making decisions and choices concerning education, training and work. Students need to be able to assess their strengths, limitations and potential to facilitate sensible decision-making.
2. World of Work – to access and examine sources of information so that they are aware of the range of courses and progression routes open to them at 16+. This will involve group and individual guidance and pupils will be encouraged to use a range of websites and use an online psychometric careers assessment tool from the fast tomato website.
3. Career Management – students will create a career action plan with smart targets in Key Stage 4 Careers lessons. This will enable them to negotiate key transition to employment or training.
4. Transition – students will be effectively supported to deal with the key career decision making transition points such as year 9 to 10, year 11 to post 16 and onwards.

### **The Careers Education Programme will be delivered as follows in the academic year 2016/17**

This programme will be delivered by the following in School:

- Careers/PSHE lead and second in Department
  - Connexions Sandwell
  - English Department
  - ICT Department
  - Form Tutors
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- Through PSHE lessons in Years 7, 8, 9, 10 and 11. Emphasis here will be on group work, on aspects of developing self-awareness and decision making.
  - In Annual Reviews of pupils in year 9 to year 11, a representative from Connexions will be present to aid the transition from Key stage 3 to 4 and to give up to date advice for parents and carers.
  - Through Literacy. Emphasis here will be on building a CV, practice in writing letters of application and preparing for interviews.

- Through ICT. Emphasis here will be on an introduction to ICT Careers programmes such as the Fast Tomato psychometric careers assessment tool.
- Through occasional, stand-alone Careers lessons or during our Careers focus week or particular times of the year.
- Through **tutor time in years 9, 10 and 11**. Emphasis here will be on planning and developing careers knowledge.
- Through individual careers guidance interviews in Years 9, 10, 11 with Connexions.
- Through **Careers Conventions, Opportunity Fair & Offsite trips** in Years 10 and 11 and also visits to the school by staff from local sixth forms and colleges, mainly in Key stage 4. Students will also be encouraged to attend sixth form and college open days, which will be advertised on the careers notice board and school website.
- To liaise with SLT team **re curriculum time**
  - Connexions power point presentation
  - 1:1 connexions interviews for Years 9, 10 and 11.
  - Outside agencies/post 16 providers to give talks to identified groups of pupils
  - Whole School assembly by Debbie Laird and Connexions Advisor
  - Connexions will produce a hand-out for all year 11 pupils highlighted College/6<sup>th</sup> form open days/evenings.

### **Assessment, Recording and reporting - Careers**

1. Students and or School to keep a record of any meetings with Connexions/prospective employers or college placements.
2. Students will receive written **Action Plans** from Connexions Advisor during their 1:1 meetings, and these should be kept with their Action Planner and discussed with parents.
3. **Careers lead** to oversee all Careers Focused lessons and Medium Term Plans

## **Monitoring - Careers**

1. **Careers Lead & tutors** to monitor delivery of Careers focused lessons and to make sure they are up to date and being filled in effectively by students.
2. The school CIEAG policy and programme will be reviewed on an annual basis, in the second half of the summer term to reflect changing Statutory requirements, curriculum demands, and the progression opportunities open to young people.
3. Connexions will monitor and review their links with the School on a termly basis
4. Connexions Advisor will arrange suitable interviews with students and an update given to appropriate Leads
5. Connexions will produce a working arrangement document that states how they will deliver their services to school on a termly basis.
6. Destination figures for School leavers will be produced by Connexions.

## **Organisation and Management - Careers**

1. Careers lead will organise and manage all planning and Resources and report to line manager.
2. Consultation will be with Connexions Advisor termly basis and sooner if needed.

## **Resources - Careers**

1. **Connexions Sandwell** provide fully qualified and experienced careers Advisors who undertake the following duties in School 1:1 Interviews, assemblies. Presentations, support to parents, group work delivered as part of L4S day, destination reports.
2. **Careers Board:** All pupils will have access to the careers board giving information such as open days and any information relevant to the age of the pupil
3. **PSHE Programme:** Using tutor time to relate the core theme of the wider world: skills required for the world of work and training.
4. **Assemblies** – group work, careers fair, guest speakers, guest visitors
5. **ICT** – Fast tomato careers software package purchased on a yearly subscription.

### **Parental Links - Whole School**

Connexions personal advisors will liaise with Parents and provide feedback to them. They will also work in partnership with parents more closely with any pupils that may need targeted support and more intensive careers guidance and enable them to make a successful transition. Connexions advisors will meet with Parents in school or undertake Home visits where appropriate and will be present at Annual Reviews from Year 9 -11.

The important role of parents in the whole process of Careers Guidance is recognised as vital. Parents are therefore invited to contact the Careers Lead at any opportunity that they feel necessary.

### **World of Work/ Alternative Provision:**

All pupils in school will have access to an Alternative Provision based on their individual needs and or chosen career path. The emphasis in Key Stage 4 is very much on the world of work with a focus on personal development and key skills such as punctuality and personal appearance. Pupils have access to one day placements throughout the year as opposed to the 'traditional' two week block.

### **Equality of Opportunity**

All teachers and staff involved in Careers Guidance have a responsibility to promote equality of opportunity, which ensures that all students have an entitlement and appropriate access to Careers Guidance regardless of race, gender, religion, ability, disability, social background or sexual orientation. All advice given will be impartial and confidential. Students will be helped to understand the importance of equal opportunities and be made aware of the risks of stereotyping and discrimination.

### **Safeguarding Whole School**

The school has a thorough and comprehensive Safeguarding policy which supports all areas of school life, ensuring that the educational experience of our students is the best it can be.

## **Vision Statement linking to CEIAG**

Shenstone Lodge School will be an outstanding school and the best in the West Midlands, providing quality education and care for young people who have Social, Emotional and Mental Health Needs.

Our young people will have the opportunity to develop & reach their potential and to experience an exciting, personalised, innovative and relevant curriculum.

The school team will achieve this by:

- Enabling the young people to acquire knowledge and skills relevant to adult life and employment in a fast changing world
- Enabling our young people to be literate, numerate and to use technology effectively
- Promoting British Values, respect for themselves, respect for other people, the school and the wider community
- Motivating our young people to be proud, ambitious and to achieve
- Working effectively with parents, carers and other stakeholders

## **Key Staff in School – CEIAG**

1. Scott Worton –Head of Careers/ PHSEE and Alternative Provision
2. Victoria Lloyd– Second in Department Careers/ PHSEE
3. Debbie Jones – Connexions Sandwell Personal Advisor
4. Paul France- Year 11 form tutor
5. Adam Nunney- Year 10 form tutor
6. Mark Daniel- Year 9 form tutor
7. Karen Appleby School Business and Operations Manager

## **KEY External Partners for CEIAG**

1. Connexions Sandwell careers services
2. Nacro training – Oldbury Branch
3. Startright Training- Oldbury
4. Krunch- Langley
5. Sandwell Valley School
6. EBP – Sally Stone
7. Prospectus – Sue Thacker & Michelle Squire

**Supporting Documents:**

1. Destination reports for year 11 pupils 2015 and 2016
2. Connexions Sandwell Service Level Agreement 2014/15 and 2015/16
3. Connexions Sandwell working Arrangement document 2015/16