

St Teresa of Calcutta  
Roman Catholic  
Multi Academy Trust



# St Gabriel's R.C. High School

## **Careers Education, Information, Advice and Guidance (CEIAG) Policy**

## Context and ethos

St Gabriel's considers CEIAG as a crucial area of each child's personal aspirational and educational development in preparation for their future career post 16. The Mission Statement acknowledges our aim in achieving this through the phrase: -

"We strive to use our God-given talents to serve others and **succeed**. The Lord is our strength, which inspires us to make positive contributions to our school community and be **valued members of our global society**".

## Aims

Consequently, the school provides a comprehensive, thorough and structured CEIAG programme that helps pupils in terms of:

- Self-development and an understanding of themselves and the influences on them.
- Career exploration/investigate opportunities in learning and work.
- Career management and employability skills, make and adjust plans to manage change and transition.

Furthermore, we adhere to the Statutory Guidance to schools (2018), the inspiring IAG Code of practise and are working towards the Quality in Careers Standard.

## Policy and Principles

St Gabriel's ensures that our CEIAG provision is personalised but also provides independent and impartial advice enabling students to achieve their aspirations.

- Meet the needs of all pupils from Year 7 upwards, and target activities and interventions in an effective way.
- Link effectively with WRL, PHSE Education, vocational areas and the National Curriculum to maximise student learning and ensure coherence and a whole school approach to CEIAG.
- Provide pupils with access to impartial, independent and up to date information about all the post-16 pathways through collaboration and partnership with 'careers influencers' such as the external IAG service, employers, training providers and FE and HE institutions.
- Challenge stereotyping and encourage pupils to widen their career ideas and empower pupils to deal with prejudice and discrimination.
- Reflect the true nature of today's and tomorrow's world of work, providing up-to-date information about the labour market.
- Continuously aim to improve the CEIAG provision and work towards the Inspiring IAG quality award

## Delivery and content

### Curriculum

St Gabriel's CEIAG provision is delivered in a range of ways and formats. Throughout the school curriculum students are encouraged to tackle real life challenges which requires them to build up skills in problem solving, managing risks, making decisions and team building activities, giving our students confidence, setting high standards and overcoming barriers to success. Advice is given regarding the importance of achieving good GCSE's with emphasis on English and Maths alongside the "big picture" i.e. holistic approach to a good balance of GCSE programmes.

This is further supplemented by the schools PSHE provision during form time and personal development lessons.

Some disadvantaged students receive additional mentoring intervention to enhance their aspirations.

### SEN provision

Working with the Special Educational Needs Co-ordinator, the most vulnerable and disadvantaged students are given targeted support with extra opportunities either with Connexions or within the school. This includes pupils on Alternative Provision and those who are identified as disadvantaged. Those with specific educational needs or disabilities are cared for.

### Partnerships

Our partners also include **FE/HE colleges and training providers** with whom we hold regular meetings to review our CEIAG programme, keep up to date with Curriculum changes on both sides and plan for effective pupil transition. There is a close partnership with the Local Authority, National Citizen Service and GM Higher.

**Parents/carers** are vital to pupils understanding of career choices and the decisions they make. We provide all parents/guardians with up-to-date information on choices at 14+ and 16+ and arrange parents' information sessions. They are also encouraged to make appointments to talk to a personal adviser or the CEIAG Leader to discuss individual concerns.

To supplement the students in Year 10 and 11 they receive a face-to-face interview with feedback and further opportunities to access advice.

Careers choices are further enhanced through extra-curricular activities such as coding and STEM club.

### Roles and responsibilities

- The CEIAG programme is planned, co-ordinated and evaluated by Miss Drury, Assistant Headteacher for Personal Development.
- Operationally CEIAG is led by the Careers Lead (Miss Drury), responsible for day-to-day CEIAG activities and liaison with external partners; the Careers Lead reports to the Deputy Headteacher. Also, the careers leader ensures we are working towards the careers quality standard by covering all the Gatsby Benchmarks (see appendix).
- There is a link governor for CEIAG

- PSHE teachers and form tutors are responsible for teaching and giving feedback on the taught aspects of the CEIAG programme.
- All staff that are in a position where they may be providing careers information and advice are expected to contribute to the implementation of the CEIAG aims within the CEIAG policy through cross-curricular teaching and assessment, are expected to keep up-to-date broadly with careers and access any CPD opportunities to update their knowledge.
- We work very closely with our link external personal adviser and members of the 14-19 Team in the Local authority
- The CEIAG Manager provides support, training and briefing sessions for staff on CEIAG.

### **Resources**

- There is a confidential room for one to one interviews that also has a range of career information material; this is used by the external IAG provider for interviews.
- The budget for CEIAG is negotiated annually in line with the CEIAG improvement plan and the need to update materials.
- The Careers Compass tool is used to audit against the Gatsby benchmarks.
- The provision of one to one careers advice in conjunction with Positive Steps.
- Provision of a careers fair every 2 years in partnership with the LEA and external colleges and universities as well as Apprenticeship providers and employers.
- Careers Café which links pupils with real life experiences and talks from individuals in the current labour markets which is linked to student's employment sector interests.

### **Monitoring and evaluation**

All activities that form the CEIAG programme are evaluated and information is used to inform planning for the next year.

Our Partnership Agreement with the external IAG provider is reviewed on a termly and annual basis.

All external partners are asked for feedback following any delivery or participation in CEIAG activities.

Staff who deliver careers lessons are observed as part of the school's performance management systems.

The CEIAG Manager reports annually to the head teacher and governors. The CEIAG policy is reviewed annually.

**Date policy agreed: April 2021**

**Date to be reviewed: Sept 2021**

Signed:

### **Review**

September 2021 following new personal development curriculum.

## Appendix

### Offer for each year group

Year	Offer
7	<p>Careers Week resources            Apprenticeship week resources            Adobe Sky Climate project to make a news report (30 students)            PSHE Lessons:</p> <ul style="list-style-type: none"> <li>• World of work,</li> <li>• Introducing careers,</li> <li>• Understanding enterprise,</li> <li>• How enterprising am I?</li> <li>• Prejudice.</li> </ul>
8	<p>Careers Week resources            Apprenticeship week resources            PSHE Lessons:</p> <ul style="list-style-type: none"> <li>• First Aid,</li> <li>• Rights and Responsibilities,</li> <li>• Stereotypes,</li> <li>• Dealing with change,</li> <li>• Online stress.</li> </ul>
9	<p>Careers Week resources            Apprenticeship week resources            Options meetings            Options brochure            Career Workshops            PSHE Lessons:</p> <ul style="list-style-type: none"> <li>• Self esteem,</li> <li>• Role models,</li> <li>• Planning for the future and growth mindset,</li> <li>• Target setting,</li> <li>• Work and the Law,</li> <li>• Improving prospects,</li> <li>• Peer pressure,</li> <li>• Diversity.</li> </ul>
10	<p>Careers Week resources            Apprenticeship week resources            1:1 Independent IAG appointment            Financial workshop from GM Higher            CV and Application Support            Taster Days            PSHE Lessons:</p> <ul style="list-style-type: none"> <li>• Dealing with change,</li> <li>• Entrepreneurs and taking risks,</li> <li>• Businesses and CAP,</li> <li>• Money management,</li> <li>• Budgeting,</li> <li>• Positive relationships.</li> </ul>
11	<p>Careers Week resources            Apprenticeship week resources            1:1 Independent IAG appointment            Further Education workshop from GM Higher            College virtual Visits            CV and Application Support            Interview Support            PSHE Lessons:</p> <ul style="list-style-type: none"> <li>• Introduction to College,</li> </ul>

	<ul style="list-style-type: none"> <li>• Application skills,</li> <li>• Personal Statement skills,</li> <li>• Interview skills,</li> <li>• Personal skills and problem solving,</li> <li>• Life planning money and work,</li> <li>• Financial planning,</li> <li>• Work,</li> <li>• Stress Relief,</li> <li>• Be Kind.</li> </ul>
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Tracking

All events and interviews are tracked on SIMS to ensure participation and effectiveness of each aspect of the process of CEIAG.

Work Experience

St Gabriel’s provides work experience for targeted students who have difficulty in maintaining mainstream education and who are often vulnerable to permanent exclusion. The work experience is very appropriate and personalised to their needs, whilst continuing with their basic education.

The provider for this is “The Education Training Partnership”, an accredited organisation. In 2015 four of our students have benefited greatly from this aspect of our CEIAG strategy.

We are looking to expand this opportunity in 2021.

**Gatsby Benchmarks**

<b>Gatsby Benchmark</b>	<b>Provision</b>
1. A stable Careers Programme.	IAG is taught as part of the curriculum as outlined above.
2. Careers and Labour Market Information.	This is shared with all year groups during careers week.
3. Addressing the needs of each pupil.	Lessons are differentiated to ensure understanding. Students with SEND are offered additional support related to their needs and disadvantaged students are mentored by GAP leads.
4. Linking the curriculum to careers.	The Big Picture element of each lesson provides an opportunity to relate the content and skills of each lesson to a career.
5. Encounters with employers and employees.	These are built into lessons where appropriate and careers cafes have been used where employers have been invited into school to speak with students.
6. Experiences of workplaces.	Some students have visited workplaces, with work experience planned for 2021.
7. Encounters with further and higher education.	Taster days and GM Higher workshops. Additionally virtual videos.
8. Personal Guidance	All KS4 students offered 1:1 independent interview.