

**CEIAG Policy**

2022-23

Next review: September 2023

**September 2022**

Careers education and guidance at Tottington High School serves to prepare students for choices and transitions affecting their future education, training and employment.

# AIMS

Tottington High School careers provision aims to:

* To help students develop an understanding of themselves and others as individuals including their own and others’ strengths and limitations, abilities and potential, personal qualities, needs, attitudes and values.
* To provide students with opportunities to develop the knowledge, skills and experiences required for further study/employment
* To prepare students so that they can make informed choices and decisions affecting their future
* To motivate students and raise aspirations
* To promote equality of opportunity, challenge stereotyping and support inclusion.

# OBJECTIVES FOR CAREERS EDUCATION AND GUIDANCE

**By the end of their school career students will have had the opportunity to:**

* Consider their own qualities, skills, interests and academic potential
* Investigate the options/choices open to them at the end of KS3 and KS4 and make informed choices
* Receive high quality impartial advice and guidance
* Use action planning to support their career development
* Access relevant careers information
* Develop an understanding of the requirements and conditions in a range of further education providers and employment sectors
* Received quality first external support regarding careers and KS5 transition
* Received direct interaction with a range of providers across the business, further and higher education sectors.

# IMPLEMENTATION OF CAREERS EDUCATION

Careers education is delivered through the school Personal Development curriculum programme and the CEIAG events programme (see the Careers Programme document):

* PD (Personal Development): Designated topics within the Personal Development programme at KS3 and KS4. The Personal Development programme provides sessions across the academic year that explore aspects such as employability, enterprise, aspiration and financial capacity.
* CEIAG Events Programme: Events, sessions and experiences throughout KS3 and KS4. The programme is strategically planned to meet the aims and objectives of the school’s careers provision.
* Realistic Choices: Mr Kevin Welch will work with every student at Tottington High School to explore aspirations for future careers and ensure pupils are equipped to make effective choices post-16. This will include supporting students with college applications and providing after-school support with careers clubs.
* GMHigher: from October, the school will be working in partnership with GMHigher in order to establish links with further and higher education providers and create opportunities for out-of- school and in-school learning opportunities. The timetable of events will be published on the website and the policy amended on review to reflect this partnership.

# EQUALITY AND DIVERSITY

Careers education is provided to all students and provision is made to all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

# RESOURCES TO SUPPORT CAREERS EDUCATION AND GUIDANCE

* Careers library: careers literature, prospectuses, central careers base for interviews, application forms
* Realistic Choices (careers advisor): Careers advice and support provided for all students during their school career

- Extra support where appropriate: Identified students are provided with additional support by SENCO, HOY/PYM and Form Tutor

* THS Careers provision programme
* Assemblies with providers for all further education opportunities in the area.

# PARENTS AND CARERS

Parental/guardian involvement is encouraged at all stages. This is promoted through the distribution of the school information highlighting key events and the school website. Parents/guardians are welcome to attend career interviews.

# STUDENT ENTITLEMENT

All students at Tottington High School are entitled to receive a high quality programme of careers education and impartial advice and guidance. Students can be expected to:

- Be treated equally

* Be given careers information and advice that is up-to-date and impartial
* Be given extra support should individual need require it
* Be provided with opportunities to develop valuable careers related knowledge, skills and expertise
* Understand how to make applications for the full range of academic and technical courses.

# MONITORING, REVIEW AND EVALUATION OF CEIAG PROGRAMME

The SLT member (Careers Lead – Mr J. Burgoyne) with responsibility for careers and work related learning is responsible for ensuring the CEIAG programme is reviewed and evaluated in line with school monitoring processes i.e. Student Voice, Stakeholder Voice, Parent Voice and Personal Adviser. The process of review and evaluation incorporates the following:

- internal school quality assurance systems

* CPD activity undertaken in relation to CEIAG
* feedback from personal advisers/SENCO regarding career planning needs of the individual/groups

- analysis of destination information to monitor the number of students who progress into training, education and work in relation to labour market trends etc.

In addition, Tottington High School are committed to fulfilling the criteria of The Gatsby Benchmarks for careers provision. These are as follows:

1. A stable careers programme

2. Learning from careers and labour market information

3. Addressing the needs of each student

4. Linking curriculum learning to careers

5. Encounters with employers and employees

6. Experiences of workplaces

7. Encounters with further and higher education

8. Personal guidance.

Progress towards these benchmarks is evaluated on a three month cycle in conjunction with the CEIAG area lead.

# PROVIDER ACCESS

This policy section sets out the school’s arrangements for managing the access of providers to students at the school for the purpose of giving them information about the provider’s education or training offer. This complies with the school’s legal obligations under section 42B of the Education Act 1997. Also see above (7) for student entitlement. For providers:

-  Access to school will be granted to providers in the instance of all statutory safeguarding checks being made and in the event of the activity supporting the excellence of delivery in careers provision (including Gatsby benchmarks).  In the instance of providers not meeting these criteria, access to school will not be granted.  Providers are welcome to make applications to visit school for a range of activities, for example careers lesson, assemblies or specific events and should address their request to the Careers lead as noted in policy.  Additionally, specific providers will also be contacted directly by the school with a request made to visit.

- Upon arrival at school, providers will be met at reception and escorted to a suitable venue for delivery of their session.  Toilets and rest areas will be identified and all access to technology will be granted, in compliance with school GDPR regulations and safeguarding, to ensure providers are able to deliver sessions and content.

**Careers Programme at Tottington High School**

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| --- | --- | --- | --- | --- |
| **Year Group** | **Throughout the year** | **Autumn Term 2021-22** | **Spring Term 2021-22** | **Summer Term 2021-22** |
| **7** | Careers club – Wednesday after school  Careers area in Lofthouse  Information, advice and guidance available on the school website in our careers section  Relevant careers information posted on our school social media accounts | **Developing skills and aspirations** – Careers, teamwork and enterprise skills to raise aspirations in PD curriculum time. | **National Careers Week 6-11 March 2023 (assemblies and form time material)**  **Parents evening – careers discussion** Year 7 23/03/23 | **Financial Decision Making** – Saving, borrowing, budgeting and making financial choices in PD curriculum time.  **World Skills Day 15.07.23** |
| **8** | Careers club – Wednesday after school  Careers area in Lofthouse  Information, advice and guidance available on the school website in our careers section  Relevant careers information posted on our school social media accounts | **Financial decision making -**  Saving, borrowing, budgeting and making financial choices  **Parents evening – careers discussion** 17/11/22 | **National Careers Week 6-11 March 2023 (assemblies and form time material)** | **Digital Literacy –**Online safety, digital literacy, media reliability and gambling hooks in PD curriculum time.  **Careers and community** – Careers, teamwork and enterprise skills to raise aspirations in PD curriculum time. Equality of opportunity in careers and life choices and different types and patterns of work.  **World Skills Day 15.07.23** |
| **9** | Careers club – Wednesday after school  Careers area in Lofthouse  Information, advice and guidance available on the school website in our careers section  GCSE Options section of website  Relevant careers information posted on our school social media accounts  Career programmes in form time | **Parents evening – careers discussion** 08/12/22  **Setting goals -**  Learning strengths, career options and goal setting as part of the GCSE options process | Throughout form time and assemblies    **Employability Skills** – Employability and Online Presence.  **National Careers Week 6-11 March 2023 (assemblies and form time material)**  **Options Events –** assemblies / options evening- careers discussions  **Barclays Life Skills mentoring programme** | **Barclays Life Skills mentoring programme**  **World Skills Day 15.07.23**  **Employability skills -**  Employability and online presence |
| **10** | Careers club – Wednesday after school  Careers area in Lofthouse  Information, advice and guidance available on the school website in our careers section  Relevant careers information posted on our school social media accounts  College assemblies  Career programmes in form time | **Careers Interviews**  **GMHigher –** college and university visits, in-house sessions and speakers from the world of work. | **Careers Interviews**  **Financial Decision Making** –  The impact of financial decisions, debt, gambling and the impact of advertising on financial choices in PD curriculum time.  **GMHigher –** college and university visits, in-house sessions and speakers from the world of work.  **National Careers Week 6-11 March 2023 (assemblies and form time material)**  **Parents evening – careers discussion** **/ college stands** 25/05/23 | **Careers Interviews**  **GMHigher –** college and university visits, in-house sessions and speakers from the world of work. |
| **11** | **Careers Interviews**  Careers club – Wednesday after school  Careers area in Lofthouse  Information, advice and guidance available on the school website in our careers section  Relevant careers information posted on our school social media accounts  College assemblies  Career programmes in form time  Regular communication re: College Open Events and Apprenticeship Vacancies – via plasma / in school / via parent communciation | **Careers Interviews**  **Next Steps** –  Applications processes and skills for further education, employment and career progression. CV and personal statement writing in PD curriculum time  **Building for the future -**  Self-efficacy, stress management, and future opportunities | **Careers Interviews**  **National Careers Week 6-11 March 2023 (assemblies and form time material)**  **Parents evening – careers discussion** **/ college stands** 12/01/23  **NCS visit** – team building opportunities and preparation for next steps at College. | **Results Day – college representatives**  **Financial Decision Making** – Saving, borrowing, budgeting and making financial choices in PD curriculum time. |



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