

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



**ST HILDA'S**  
CE HIGH SCHOOL

WISDOM

HOPE

COMMUNITY

DIGNITY

EQUALITY

**Date Policy prepared:** April 2021

**Date agreed and ratified by governing body:** 20<sup>th</sup> May 2021

**Policy reviewed by:** AH/AS

**Date for next review:** April 2022

(unless required sooner due to legislation change)

VALUE			THE POLICY	
Wisdom	Hope	Community	Dignity	Equality
<p>This policy is designed to develop excellent standards in the education, care and protection of vulnerable people in all that we do.</p> <p>To create an ethos and educational environment that is person centred and has the views and needs of the child/young person at its heart along with their families/carers.</p> <p>To encourage a strong focus on high aspirations and on improving outcomes for children and young people with SEND which will enable them to succeed in their education and make a successful transition into adulthood.</p> <p>The guiding principal of the policy is to treat each other fairly and reasonably, with respect and courtesy at all times, no matter what the circumstances, consistent with our school values.</p>				



## Rationale

Careers education and guidance programmes play a major part in helping young people choose programmes that suit their interests, abilities and individual needs. A robust careers programme helps avoid disengagement, puts school learning into a wider and more relevant context, and helps raise aspirations.

St Hilda's CE High School careers programme will help our students to plan and manage their careers effectively, ensuring progression which is ambitious and aspirational. It will promote equality of opportunity, embrace diversity and challenge stereotypes. The policy will be guided by the Gatsby Benchmarks<sup>1</sup> and conform to statutory requirements, in particular the DfE's Careers Strategy<sup>2</sup> and the revised statutory guidance<sup>3</sup>.

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## Context

From September 2013, The Education Act of 2011 placed schools under a duty to ensure that all registered pupils in Years 8-13 have access to independent, accurate and impartial information advice and guidance. Schools are free to make arrangements for careers guidance which best suit the needs of their students, engaging where appropriate with independent providers.

St Hilda's CE High School believe that provision of high quality, impartial and relevant careers information, advice and guidance has never been more important than it is today. Good careers guidance is critical if young people are to raise their aspirations and capitalise on the opportunities available to them.

To help our students make well-informed choices to enable them to progress into further learning, training or employment, the St Hilda's Careers Department works with Jackie Conner, an independent Careers Advisor from Options with over 30 years' experience working in schools, colleges, training providers and employers across the North West.

She is in school every week and interviews all students in Year 11 giving them the opportunity to discuss their post-16 options, including sixth form, college, or apprenticeships, and can provide support with application forms, CVs and interviews. A further addition to the Technical and Further Education Act 2017 states that schools in England *"must ensure there is an opportunity for a range of education and training providers to access registered pupils during the relevant phase of their education, for the purpose of informing them about approved technical education qualifications or apprenticeships"*.

At each point where we deal with students leaving the school we strive to ensure that they are purposefully provisioned in terms of advice and guidance, including information and support regarding apprenticeships, employment or re-commencement of study with another provider.

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<sup>1</sup> <http://www.gatsby.org.uk/education/focus-areas/good-career-guidance>

<sup>2</sup> [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/664319/Careers\\_strategy.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/664319/Careers_strategy.pdf)

<sup>3</sup> <https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools>

## Commitment

St Hilda's CE High School is committed to providing all students in Years 7-13 with a programme of careers and enterprise related activities. The details of the CEIAG and Enterprise Programme will be published on the school website and can be viewed by students, parents and carers as well as employers, partners and education/careers providers. The programme is guided by the Gatsby Benchmarks for ensuring best practice.

St Hilda's CE High School is also participating in CEC's Enterprise Adviser Network to strengthen the linkage between education and industry; particularly in respect of the identified growth sectors in the Liverpool City Region; raising awareness of opportunities in the current labour market and preparing students for these career experiences.

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## Careers and Employability Programme

The current programme is delivered through a combination of methods, including Personal Development where the programme is delivered to every year group for one hour a week across half a term.

The programme is also supported through assemblies, masterclasses, presentations, employer visits, independent work experience, seminars, workshops, careers fairs and 1:1 impartial and independent guidance.

St Hilda's CE High School hosts or attends events such as National Apprenticeship Week, UCAS Evening and the Student Finance sessions. Mock interviews and Career or Trade fairs are hosted every year.

To enable teaching staff/Heads of House/Subject Leads to track student progress and employer engagement from Year 7 –Year 13. St Hilda's CE High School has created a database to record each students' achievements, 'meaningful' employer encounters, career aspirations/goals, predicted grades and potential pathways. This enables St Hilda's CE High School to monitor and track the learner journey, helping to plan and prepare targeted 'meaningful' encounters for individual students.

Throughout their career learning journey St Hilda's CE High School also makes use of Unifrog. This intelligence is used as a starting point to student engagement and enables students to explore and research potential career pathways, courses, qualifications and subject information. This coupled with independent and impartial Careers Adviser support helps to inform and inspire students so that they are able to make well informed and realistic decisions about their future.

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## Aims

To help students develop the skills and confidence to make realistic and informed decisions about their futures and to manage the transitions from one stage of their education, training and work to the next.

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## Objectives

- To ensure that students develop the skills and attitudes necessary for success in adult and working life.
- To make students aware of the range of opportunities which are realistically available to them in continued education and training at 14+, 16+ and 18+.
- To equip students with the necessary decision-making skills to manage those same transitions.
- To develop in students an awareness of the wide variety of education, training and careers opportunities locally, nationally and internationally.
- To encourage students to make good use of the paper-based, virtual and staff resources available to them, in order that they can make informed and appropriate choices throughout their learning journey.
- To foster links between the school, local businesses and further/higher education establishments.
- To ensure there is an opportunity for a range of education and training providers to access registered students during the relevant phase of their education, for the purpose of informing them about approved technical education qualifications or apprenticeships (the Baker Clause, 2<sup>nd</sup> January 2018).

Invitations are issued to all local providers inviting them annually to Year 11 Parents' Evening, St Hilda's College Open Evening and any further appropriate events run by the school. If the provider cannot attend, then they are welcomed to deliver information in the form of leaflets to be handed out by an alternative body. This is recorded and monitored on school systems.

- Requests for access will be directed to the Careers Leader and appropriate times agreed, where all students will be able to access the provider. In most cases this will be a whole year group assembly.
- To enable students to experience the world of work and develop transferable skills, for example; independence; resilience; personal learning and thinking skills.
- To ensure that wherever possible, all young people leave the school to enter employment, further education or training.
- To maintain a culture of high aspirations.
- To promote equality of opportunity, embrace diversity, challenge stereotypes and ensure all students who require any extra assistance and guidance to reach their potential, such as SEN students or students eligible for Pupil Premium.

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## Learning Outcomes

Students should be able to:

- Assess their achievements, qualities and skills;
- Present this information as appropriate;
- Use this information for personal development;
- Set career and learning targets. Recognise and deal accordingly with influences on their attitudes, values and behaviour in relation to work;
- Recognise the value and impact their activities at school can have on their future.

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## Implementation

The school guarantees impartial and independent advice via:

An independent Careers Adviser, employed by St Hilda's CE High School, who attends school 1 day a week. Appointments can be through student referral, tutor referral and parent referral. Maintained schools are obliged to provide independent careers advice as outlined in section 29 of the Education Act 2011;

Independent Careers guidance must:

- Be presented in an impartial manner;
- Feature information on the range of education or training options, including apprenticeships and other vocational pathways;
- Promote the best interests of the students to whom it is given;
- Access for all students and staff to 'Unifrog website and other appropriate sources of guidance;
- Promote the National Careers Service Website and Helpline;
- Promote independent websites relevant to all career needs, from choosing a university or apprenticeship to pursuing a career;
- Access to relevant external speakers offering independent sources of information including local and national employers, representatives from professional bodies and organisations including, representatives of higher education establishments and former students, who are a valuable resource.

All staff have a part to play in the implementation of this policy through their role as teachers/tutors and as subject specialists. Careers information and resources are located in the Careers Library, which contains up-to-date, impartial information presented in a variety of media. It is reviewed and renewed on a regular basis by the Careers Coordinator. College and University prospectuses are current and visual displays on the notice boards are kept current in both the Main and Sixth Form libraries/areas. The careers library can be accessed by students before school, during break and lunch times and after school. Form tutors can also book time to use it during registration slots and students have some of their timetabled Personal Development/Careers lessons based there.

Throughout KS3, 4 and 5, independent learning providers and local colleges, will be invited to attend St Hilda's CE High School, in order to have the opportunity to speak to students/parents/carers/staff. If the organisation cannot attend, then representation will be visible at events in order to advertise local opportunities. St Hilda's CE High School has published a policy statement on provider access and published it on the St Hilda's CE High School website.

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## Monitoring, Review and Evaluation

A report will be published on an annual basis, including an account of activities, a review of progress and an evaluation of pupil responses to provision. This policy will be reviewed annually as part of the whole-school self-assessment process, informing the COMPASS SEF and will be reviewed by the Governors. Parents are welcome to give feedback on any aspect of the CEIAG programme to the

Careers Coordinator, via the school website. Student voice activities are conducted with students from various year groups at least once a year.

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## Recording, Assessment and Reporting

Students' progress is monitored on their student profile, and remains with them for their entire duration at St Hilda's CE High School. The work is individual and personal to the student and is a log of activities completed and employability skills gained - these skills are not graded. A report on the careers programme is presented to the governors annually.

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## Entitlement

Every student at St Hilda's CE High School is entitled to a thorough, personalised and aspirational programme of careers events throughout their time at the school. They are given support to whichever route they choose, whether this occurs at the end of KS4 or the end of KS5. An Entitlement Statement is published on the school website Careers area.

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## Students will come into contact with Careers, Employability and Enterprise in the following ways:

- Through a variety of year group assemblies;
  - Through their Personal Development and Careers lessons, which are timetabled for half a term, one hour per week, each academic year;
  - Parents/carers are welcome to speak to the extended careers team, which includes: their child's form tutor, Head of Year, a member of the sixth form team, SENCO or the Careers Coordinator, Careers Adviser if they have any questions or concerns about their child's progress and their child's participation in careers events;
  - Students, parents/carers are entitled to have access to information about the options processes - provided via letter, on the school website and on information evenings;
  - Each KS4 student will have at least one individual careers interview with an independent, qualified careers practitioner by the end of KS4;
  - Each KS5 student also receives at least one interview with a member of the St Hilda's College Team, and those with any concerns or queries can either self-refer or be referred for an additional interview with the independent Careers Adviser.
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## Partnerships

The CEIAG programme is greatly enhanced through links with several partners who ensure the students' learning is up to date and relevant. We strive constantly to expand and improve links with employers and other local groups, including the Careers and Enterprise Company's Enterprise Adviser Network.

Parental involvement is encouraged at all stages. St Hilda's CE High School recognises that parents/carers remain the biggest influence on a young person's career choices and as such we offer parents help and guidance at critical stages in the students' time with us; for example, with KS4 options decisions, Year 11 with 16+ choices and Years 12 and 13 with UCAS and other applications. Parents also have the opportunity to speak to the Careers Coordinator by phone, by appointment or at any Year 9 to 13 parental consultation events. We also have a dedicated section for parents on our school website on Careers, Employability and Enterprise. The school also provides signposting to the National Careers Service.

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## Links with the Local Authority

The Local Authority has a duty under section 68 of the Education and Skills Act 2008 to encourage, enable and assist the participation of young people in education or training. In addition, the Education and Skills Act 2008 placed two new duties on local authorities from June 2013 for 16-18 year olds in relation to the raising of the participation age:

- To promote the effective participation in education and training of young people covered by the duty to participate;
- To have in place arrangements to identify those who are not participating.

St Hilda's CE High School works with the Local Authority, including sharing information, to support the above. In particular, in accordance with Section 13 of the above Act, the School will notify the Local Authority whenever a 16 or 17-year-old leaves an education or training programme before completion.

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## Links with the Governing Body

There is a named link Governor responsible for Careers and Enterprise education. All changes to the Careers Policy are approved by the school Governing Body and they are regularly informed about the progress of the careers programme via visits to the school and reports/presentations delivered by the Careers Coordinator.

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## Resources

Funding is allocated in the annual budget planning. This is planned around the level of funding related to whole school priorities and particular needs in the CEIAG area. The Careers Coordinator is responsible for the effective deployment and monitoring of resources.

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## Staff Development

Staff training needs are identified and make use of the Training Needs Analysis for CEIAG. The CPD at the School makes every effort to meet training needs within an agreed period of time.

The annual CEIAG improvement plan is connected to the School Improvement Plan and takes account of the CEC's Careers and Enterprise Strategic Plan. It is reviewed termly by the Careers Coordinator and annually by the Senior Leadership Team. The Quality in Careers Standard Award also helps to identify desirable improvements.

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