

# Careers Education Information Advice & Guidance Policy

“What does the Lord ask of you? To act justly, to love  
mercy and to walk humbly with your God.”

(Micah 6:8)

## Contents

Statement of Intent

1. Key roles and responsibilities
2. Statutory Duties
3. Student Entitlement
4. The Careers Education Programme
5. Assessment, Recording and reporting
6. Monitoring
7. Organisation and Management
8. Resources
9. Parental Links
10. Work Experience for all pupils in year 10
11. Equality of Opportunity

**Date Agreed** 13th July 2017  
**Date Reviewed** 10<sup>th</sup> October 2019  
**Review Date** October 2021

## Statement of Intent

In our school, our Christian vision shapes all we do. All members of the school community are committed to upholding the St Michael's Church of England Christian values:

- to show love, care and kindness to all in our community
- to value what we have and to share with others
- to enable everyone to achieve their full potential

St Michael's 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 information advice and guidance (CEIAG) will prepare all 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 Citizenship programme. Emphasis will be upon impartial, confidential and informed advice, delivered within a framework of equal opportunities.

This policy is underpinned by Sections 42A and 45A of the Education Act 1997, and has regard to the DfE's statutory guidance, 'Careers guidance and inspiration in schools', which was last updated in March 2015.

The main aims of careers provision at St Michael's Church of England High School are to:

- prepare pupils for life post-education
- develop an understanding of different career paths
- develop an understanding of the differences between school and work
- inspire pupils to chase and achieve their dreams
- help pupils to access information on the full range of post-16 education and training opportunities
- support pupils after leaving school
- offer targeted support for vulnerable and disadvantaged young people
- instil a healthy attitude towards work

Signed by:

\_\_\_\_\_ Headteacher Date: \_\_\_\_\_

\_\_\_\_\_ Chair of governors Date: \_\_\_\_\_

**Date Agreed** 13th July 2017  
**Date Reviewed** 10<sup>th</sup> October 2019  
**Review Date** October 2021

## 1. Key roles and responsibilities

- 1.1 The governing board has overall responsibility for the implementation of the Careers Policy at the school.
- 1.2 The governing board has overall responsibility for ensuring that the Careers Policy, as written, does not discriminate on any grounds, including but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 1.3 The governing board has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 1.4 The careers curriculum is managed by the headteacher.
- 1.5 The headteacher is responsible for the day-to-day implementation and management of the Careers Policy at the school.
- 1.6 This policy will be delivered in conjunction with the following policies and procedures:
  - More Able and Talented Policy
  - PSHE and Citizenship Policy
  - SEND Information
  - Child Protection and Safeguarding Policy

## 2. Statutory Duties

- 2.1 St Michael's Church of England High School ensures that all registered pupils are provided with independent careers advice and guidance from year 8 to year 13.
- 2.2 The school will 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 . will promote the best interests of the students
- 2.3 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 2016/17.
- 2.4 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 governors 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 board.
- 2.5 Our student entitlement further outlines the CEIAG offer the pupils from St Michaels can expect to receive from us.

## 3. Student Entitlement

- 3.1 Aims and Objectives of the CEIAG program:
  - 3.1.1. 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

**Date Agreed** 13th July 2017  
**Date Reviewed** 10<sup>th</sup> October 2019  
**Review Date** October 2021

their strengths, limitations and Potential to facilitate sensible decision-making.

- 3.1.2 Career exploration: to access and examine sources of information so that students are aware of the range of courses and progression routes open to them at 16+. This will involve group and individual guidance and students will be encouraged to use a range of websites and use an online psychometric careers assessment tool from the fast tomato website.
- 3.1.3 Career Management: students will create a career action plan with smart targets. This will enable them to negotiate key transition.
- 3.1.4 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, year 13 onwards.

#### **4. The Careers Education Programme**

4.1 The programme will be delivered by the careers/PSHE lead, Connexions Sandwell and form tutors. The following mechanisms will be used to deliver the programme:

- Through PSHE lessons in Years 7, 8, 9, 10 and 11 with emphasis on group work, on aspects of developing self-awareness and decision making especially prior to choice of options in Year 9.
- Through literacy with emphasis on building a curriculum vitae, practice in writing letters of application and preparing for interviews.
- Through ICT with emphasis be on an introduction to ICT Careers programmes such as the Fast Tomato.
- Students will also be able to use ICT in Future Zone based in the library during lunch and after school. This will also give them the opportunities to research career pathways.
- Through occasional, stand-alone careers lessons every two weeks for Year 11
- Through tutor time in years 9, 10, 11 with emphasis on planning and developing careers knowledge. Year 11 students will have a 'next steps' planner that they will work through.
- Through individual careers guidance interviews in Years 9, 10, 11.
- Through the introduction to the Future Zone for the whole school. Emphasis will be on individual research and careers familiarisation
- Through careers conventions, the 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 Year 11. Students will also be encouraged to attend sixth form and college open days, which will be advertised on the careers notice board in the careers hub, school website.
- Through talks to identified groups of pupils by outside agencies/post 16 & 18 providers.

#### **5. Assessment, Recording and reporting**

- 5.1 Year 11 students to complete next steps planners in the autumn term.
- 5.2 Students to keep a record of any meetings with the careers advisor, employers or college placements.
- 5.3 Students from Year 11 will receive written action plans from the careers advisor during their 1:1 meetings and these should be kept with their action planner and discussed with parents/carers.

#### **6. Monitoring**

Date Agreed 13th July 2017  
Date Reviewed 10<sup>th</sup> October 2019  
Review Date October 2021

- 6.1 The careers lead & form tutors will monitor delivery of careers focused lessons and make sure that they are up to date and being completed effectively by students.
- 6.2 St Michael's CEIAG 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.
- 6.3 Destination figures for school leavers will be produced by careers advisor.

## **7. Organisation and Management**

- 7.1 Careers lead will organise and manage all planning and resources and report to line manager.
- 7.2 Consultation with the Connexions advisor will take place on a termly basis.

## **8. Resources**

- 8.1 Future Zone: St Michael's has a space in the library for a full careers library and some of the most up to date resources will be housed there.
- 8.2 PSHE Programme: Using tutor time to relate the core themes of the wider world and the skills required for the world of work and training.
- 8.3 Days/assemblies: group work, careers fair, guest speakers, guest visitors.
- 8.4 ICT: Fast tomato/E-Clips careers software package purchased on a yearly subscription.

## **9. Parental Links**

- 9.1 Parents and carers have a vital role in the process of careers guidance. Parents/carers are therefore invited to make appointments at Year 9, 10, 11 Parents' Evenings with the careers officers to discuss careers plans.

## **10. Work Experience for all pupils in year 10**

- 10.1 All Year 10 pupils will have the opportunity to secure a 1 week work experience placement to experience the world of work for "real".

## **11. Equality of Opportunity**

- 11.1 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.