

ST. EDMUND ARROWSMITH CATHOLIC CENTRE FOR LEARNING



CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE POLICY

RATIONALE

Careers Education, Information, Advice and Guidance (CEIAG), helps young people to achieve their potential and prepare them for a successful transition into adult life. Effective CEIAG can excite young people about their future, widen their horizons, challenge stereotypes and raise aspirations. It enables young people to make sense of how their educational attainment relates to their career aims and encourages social mobility by improving awareness of opportunities for all. It supports and empowers students by equipping them with the skills required to manage their progression and overcome any barriers to learning / training and employment they may encounter along the way.

PURPOSE

To ensure students make well informed and realistic decisions by providing access to impartial and independent information advice and guidance about the range of education and training options so that that each individual chooses the most suitable pathway to realise their career ambitions.

BROAD GUIDELINES

The provision of CEIAG at St Edmund Arrowsmith Catholic Centre for Learning follows the 'Statutory guidance for governing bodies, school leaders and school staff' (DfE, January 2018) which refers to Section 42A, 42B and Section 45A of the Education Act, 1997 & Section 72 of the Education and Skills, Act 2008. Our duty is to provide independent, impartial careers guidance from Years 7 to 11 which includes information on the range of education and training options (including apprenticeships and technical education). It must promote the best interests of each individual student.

19 April 2018

WHAT WE ARE AIMING TO ACHIEVE

St Edmund Arrowsmith Catholic Centre for Learning is committed to ensuring our students are aware of all options available to them regarding education, training and apprenticeships and that the CEIAG given meets their individual needs.

Our aim is to prepare students for the next stage of education, training or employment by ensuring they have the ability to plan their progression into learning and employment and make informed choice. We will use the Gatsby Benchmarks (2014) to develop and improve our CEIAG provision at the Centre to:

- Raise students motivation, attainment, personal development and self-awareness
- Develop students' confidence and ability to successfully navigate and manage the transition from Year 11 into employment, education or training opportunities and beyond
- Assist students to choose pathways that are appropriate to their needs and suited to their learning style and ability
- Improve their understanding of the ever-changing world of work
- Ensure access to appropriate and timely provision and guidance is in place for ALL students
- Provide impartial information, advice and guidance tailored to the individual
- Actively promote equality of opportunity and challenging gender stereotypes
- Create awareness of employability skills sought by employers and developing those skills
- Facilitate the exploration and examination of students' individual strengths, decision making skills and likes and dislikes

HOW WE ARE PLANNING TO ACHIEVE IT

- Via increased exposure to employers to enhance students' awareness of current and future LMI and employability skills
- Through promoting a variety of post 16 academic and vocational opportunities via the school's website, curriculum time, registration and assemblies, TV screens and the Careers Convention
- Through a timely and relevant careers programme within the Citizenship Curriculum and cross-curricular learning throughout KS3 and KS4 (Yrs7-11)
- Through promotion of external careers-related websites such as National Careers Service, Mersey Interactive, e-clips, i-could and UCAS
- To offer a drop-in Careers Clinic for advice and CV help, apprenticeship workshops through JCP to assist with vacancy search, application process and interview techniques
- To ensure a designated employer representative is a member of the school governing body
- Via timely, face-to-face guidance interventions (pre-arranged and self-referrals) tailored to the needs of the individual from an Independent Careers Guidance Practitioner (QCF Level 6) which are offered to all students from Years 8-11
- Through Mock Interview Days which enable students to experience the interview process, increase self-awareness, develop interview skills and raise awareness of employer expectations regarding employability skills
- By inviting in representatives from Colleges, Training Providers, business, Voluntary and Personal Development Organisations and past pupils to provide information and share career experiences

- By developing and nurturing effective relationships with FE and training providers, HEIs, employers and alumni to provide information and support to students and parents / carers on different vocational areas and pathways
- Through proactively establishing contact with employers through an Enterprise Adviser from the Careers & Enterprise Company(DfE initiative) and developing existing employer relationships
- Taster days / visits to a number of local colleges, HEIs and UTC for Year 10 and 11 pupils
- To maintain and develop links with various colleges' Learning Support Departments to ensure transition plans are put into place for young people with SEN / LDD where appropriate
- Through continuing to work closely with Knowsley Local Authority in identifying NEET and those at risk of becoming NEET, providing them with intensive support and monitoring their destinations
- By monitoring progress and outcomes for those students in Year 11 in receipt of Pupil Premium
- Raising students' awareness of a wide range of post 16 academic and vocational options and providers via Careers Convention, presentations at Assemblies and promotion of Open Evenings for colleges and independent training providers

HOW AND WHEN WE WILL EVALUATE IT

We will evaluate the policy annually. In addition to this we will:

- Continue to gather and analyse Year 11 destination data to monitor the choices made and determine the effectiveness of the programme – (annually)
- Liaise with the Local Authority to monitor the destinations of students who have Special Educational Needs (during and after transition each year)
- Through monitoring by the School Governor with responsibility for CEIAG
- Analyse pupil and parental questionnaires to identify and inform best practice (after Careers Events)
- Self- Evaluate (termly)

COMMITMENT TO STAFF DEVELOPMENT

St Edmund Arrowsmith Catholic Centre for Learning and the Careers Guidance Practitioner are fully committed to CPD and any training which will enhance the service given to students.

This CEAIG policy has been written, discussed modified and implemented with contributions from the following members of staff:

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| • Mrs Andrea Cleary | Careers Coordinator & IAG Adviser |
| • Mrs Helen Charnley | SLT Lead for CEIAG |
| • Mrs Kay Goulding | Citizenship Coordinator |
| • Mr C Horrocks | Executive Principal |

Approved by Governors at Curriculum and Pupils Committee on 28.03.18

Next review: March 2019

Signed: S. Lyon

19 April 2018