



# **Carshalton High School for Girls**

## ***Careers, Education, Information, Advice & Guidance Policy***

Reviewed June 2015

All young people are entitled to a planned programme of activities to inform them and help them choose the pathways that are right for them. (Appendix 1 shows Statement of Entitlement, an interactive format which is included in planners). CEIAG at Carshalton High School for Girls is delivered mainly within the tutor programme by tutors and is supported by Citizenship teachers. It is also integrated in the whole school curriculum.

The programme is co-ordinated by a non-teaching specialist who also has responsibility for managing Work Experience, the widening participation programme and ensuring that students have impartial advice at post-14, post-16 and 18.

The aims of the CEIAG Policy support, and are in line with, the aims of other school policies:

- PSHEE & Citizenship
- More Able, Gifted & Talented
- Equality & Diversity
- SEN

We have a statutory duty to provide Careers Education in Years 7-11, and to offer impartial advice and guidance to support decisions post-16. We are committed to providing a comprehensive CEIAG programme that meets these requirements and also fulfils the criteria for the Investor in Careers award.

## **Aims & Objectives**

The aims of the policy and provision at Carshalton High School for Girls reflect the four core values of the school:

**Community:** To develop an understanding of society through work related learning including work experience. Accessing support from parents, employers and community organisations with group sessions, mock interviews, mentoring, guest speakers etc.

**Harmony:** To celebrate diversity, promote equality and challenge stereotypes.

**Success:** To motivate students by building on their interests, aptitudes and prior experience to develop their personal, learning and thinking skills. Raising aspirations and encouraging high expectations whatever background, circumstances and ability. Equipping them for success in their personal and professional lives.

**Growth:** To help and support our students' progression through life towards the world of work and lifelong learning and so contribute to their future economic well-being.

They are in line with:

- Careers and Work Related Education framework (ACEG, 2012)
- Education Act (2011) and the subsequent Statutory Guidance 'Careers guidance and inspiration for young people in schools (DfE Mar 2015)
- Raising the Participation Age (Education and Skills Act 2011)
- The Career Development Institute Code of Ethics
- OFSTED & CfE framework

## **Implementation & Resources**

The Careers & Work Related Learning Manager manages the CEIAG programme, including Work Experience and widening participation programme and is responsible to the Assistant Headteacher (SLT). This area is supported by the link governor. SEN and Learning Inclusion Centre students are additionally supported by their department and resources are tailored to their needs.

Impartial careers information is available in the Careers Room and the Learning Resource Centre. The Careers & Work Related Learning Manager is responsible for the budget and the allocation of resources.

Year 11 receive statutory impartial advice and guidance one to one interviews with the Careers & Work Related Learning Manager.

There are also Group sessions and 'drop in' from Year 7 – Year 13 with the Careers & Work Related Learning Manager. Students are made aware of the National Careers Service contact details and website in order that they can access additional independent advice. There is an emphasis on providing information on the range options, including apprenticeships and other vocational pathways.

The school is committed to providing impartial and independent careers guidance.

The school prides itself that each student will receive impartial advice within school not only from the Careers & Work Related Learning Manager but all staff as the needs of the individual is paramount. Students will receive a 'Moving On' interview in Year 8 for GCSE options and in Year 11 for post-16 options, with the Senior Leadership Team.

Students have access to a wide range of information resources highlighting all pathways and routes as well as access to events & activities offering contact with independent providers. This includes several free software programmes including Plotr.

The CEIAG programme consists of:

- ✓ *The whole curriculum:* Subject co-ordinators and subject area teachers are encouraged to identify CEIAG/WRE links within their subject area and contribute to the delivery through their schemes of work and lessons in all key stages, in particular citizenship. Where appropriate, partners are invited to support the careers and work related curriculum.
- ✓ *Thematic Days:* Designated immersion learning days in KS3, 4 and 5 are designed to provide CEIAG and WRE. Depending on the topic, the collapsed timetable days are delivered by appropriate partners and teachers.
- ✓ *Tutorial programme:* In KS3, KS4 and KS5, all tutors are actively involved in delivering the careers tutorial programme. This includes an introduction to careers, preparation for Take Your Daughter to Work Day; preparation and review of Work Experience, preparation for transition to post 16 and post 18 options.
- ✓ *Timetabled lessons:* Elements of subject lessons contributes towards key areas of careers education.
- ✓ *Focussed events:* other events at strategic times throughout the year are targeted at relevant students eg Next Steps Event, university taster days, trips and visits where a range of partners provide advice and guidance.
- ✓ *Parents events:* such as parents evenings, consultation evenings, academic tutoring days
- ✓ *Assemblies:* targeted year group assemblies on specific themes such as post 16 options, work experience.
- ✓ work related curriculum and enterprise education include Careers Education and the opportunity to participate in Take Your Daughter to Work Day and a work experience placement during Year 10 and Year 12.

## CPD

Staff development needs are identified through a skills audit and performance management reviews and the school endeavours to meet training needs. The Careers &WRL Manager, who holds a Certificate in Careers Education and Guidance, attends annual CPD events including National Careers Guidance Show.

## **Partnerships**

To ensure an effective career and work related programme we continue to develop and maintain close links with a range of local, national and international employers, work-based education providers, colleges and universities. CHSG works closely with the Sutton Education Business Partnership, as well as Kingston University, Royal Holloway University and Oxford & Cambridge universities. In addition a wide range of organisations, such as, Barclays, PWC, St Georges, the Rotary Club, JACE training, Carshalton College, the Student Finance Team, support our student in many ways including, workplace visits, college taster days, work experience, attendance at careers fairs and presentations.

## **Monitoring, Review and Evaluation of the Programme**

- The programme and Investor in Careers award is monitored, reviewed, evaluated and amended where appropriate annually. Investor in Careers award is held for 3 years and the school is committed to seeking reaccreditation.
- CEIAG is included in the Stakeholders voice survey.
- Student satisfaction surveys are collated after CEIAG events
- The intended career learning outcomes are in line with National Framework and are assessed using assessment for learning techniques
- Sutton Education Business Partnership is reviewed annually by the Headteacher, Assistant Headteacher, Careers & Work Related Manager and Chris Jones (Manager SEBP)

Overall Annual Review by Careers & Work Related Manager and Assistant Headteacher.

## Work Related Learning, Careers Education and Information Advice and Guidance

At Carshalton High School for Girls you are entitled to receive a programme of work related and career related learning, careers information, advice and guidance designed to help you to understand yourself, know what opportunities are available and to make plans to help you achieve your education and career goals.

### At all Key Stages you can expect ...

- access to a planned programme relevant to your year group
- access to a qualified impartial and independent careers adviser
- help to recognise your likes, dislikes, influences, strengths and preferences in relation to career decisions
- help to develop your personal story of progress and success
- information about the world of work and how the labour market is changing
- information about further and higher education, training and apprenticeships and employment routes
- to be well prepared for different transitions
- to take part in activities which challenge stereotyping and raise your aspirations
- to develop skills and qualities to improve your employability
- to develop enterprise skills
- help to develop your personal network of support and to be well prepared for different transitions
- help to develop personal budgeting skills and knowledge of financial aspects to career decisions
- to develop and strengthen your personal presentation skills for selection processes
- sign posting to relevant up-to-date and impartial sources of careers information and advice
- opportunity to individual appointment with a qualified, independent, impartial careers advisor at any time in your school journey
- to not have limitations imposed on your aspirations based upon your social, economic or ethnic background

### All Students Will

#### *By the end of Key Stage 3:*

- begin to develop an awareness and understanding of your individual skills, motivations, strengths and preferred learning styles
- identify different ways careers develop, different kinds of work and differences between business organisations and structures
- be able to access careers resources via the LRC and other career websites
- investigate choices and opportunities open to you in the worlds of education and work
- know how you can negotiate and make plans to develop your achievements, qualifications, skills and relevant experiences
- receive careers information and on-going support from staff such as your Tutor
- take part in the year 8 Pathways event where you can access information about different curriculum areas and the implications of studying specific subjects in Key Stage 4 and individual interviews between student, parent and SLT as part of the process.
- start to plan your future, setting targets and goals and recognise what can affect meeting them

#### ***By the end of Key Stage 4:***

- understand the qualities, attitudes and skills needed in the working world
- have been given the opportunity to speak to representatives from various sectors of the world of work
- understand the impact of how the world of work is changing and implications for your own career planning
- have developed financial capability skills
- have produced and reviewed a curriculum vitae
- have written a formal letter, e.g. covering letter
- been given impartial advice and guidance on post-16 education, employment and training and apprenticeship options
- develop presentation and interview skills
- be able to access careers information and resources via the LRC and career websites
- have visited or spoken to representatives of further or higher education institutions, such as universities
- have opportunities to evaluate individual achievements e.g. rewards assemblies, enterprise activities
- review targets and know strengths & weaknesses and learn how to overcome barriers
- be given the opportunity to take part in work experience
- investigate opportunities and interpret information to feel confident with their planned Post-16 options

#### ***By the end of Key Stage 5:***

- develop a C.V. and other strategies to improve your success in selection processes
- develop employability skills and an understanding of work during work experience
- participate in an enrichment and tutorial programme focused on your personal development
- review and reflect on your earlier career and work related learning activities and experiences and previous transitions to help you plan ahead
- investigate career pathways and university requirements to develop knowledge of post 18 options
- opportunity to set targets and review your progress and on-going support from your tutor and subject teachers
- recognise barriers to the achievement of your plans and know how to overcome them
- develop independent research skills
- have had the opportunity to meet university representatives
- have had the opportunity to meet apprenticeship providers
- have been given the opportunity to visit universities
- have been given the opportunity to volunteer or take part in work experience
- have received a regular information, containing up-to-date information on higher education taster days, apprenticeship and job opportunities
- understand the UCAS process and be able to research different universities and courses using online resources
- have information and support with financial planning for university, work and training
- have written a personal statement for a UCAS or job application
- have been mentored through the university application process or supported with job or training applications
- have access to information on how to apply for internships, sponsorships or Gap Year placements
- have been given the opportunity to take part in enterprise and challenge activities
- research further learning and/or work options
- reflect achievements and expand horizons