

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

1. Introduction

St Chad's is committed to providing Careers Education, Advice and Guidance to all students through the PSHE curriculum, independent provider Career Connect and a number of organised activities both in school and at various business and education providers. We are committed to achieving the 8 Gatsby Benchmarks and delivering quality careers provision.

Careers Guidance will focus on the specific needs of the individual student to promote self-awareness and personal development. It will aim to provide current and relevant information to enable each student to make informed decisions about their future. It will be presented in an impartial manner, be confidential and differentiated to suit the requirements of each individual student.

2. Aims

Careers Education, Information, Advice and Guidance (CEIAG) should promote the following to all students:

- Self-development – assessing their strengths and weaknesses to inform future learning and work choices and develop positive self-esteem. They will understand themselves and the influences on them.
- Career exploration through the provision of a wide range of resources: computer software, books and leaflets and access to impartial careers guidance.
- Pupils will have the opportunity to meet with employers to have a better understanding of the work place.
- Independent investigation through the use of a range of online resources such as the Get Connected Portal, icould.com and careerpilot.org.uk
- Progression planning through the provision of Information and Guidance (IAG) from external careers advisors, in the PSHE curriculum, organised activities and events and association with local colleges and businesses. Developing understanding of the changing nature of work, learning and career choices based on up to date Labour Market Information (LMI). This includes the full range of post-16 education or training options, including apprenticeships.

3. Commitment

St Chad's is committed to all providing a planned programme of careers education, information and guidance for students in all years in PSHE lessons and with Career Connect resources and staff. All students will leave school/college with the skills and knowledge required to support their entry to further education or employment. St Chad's actively promotes parent/carer involvement through the weekly Parental Bulletin, social media and text messages to promote local events, invitations to attend events in school,

surveys and ensuring access to information throughout the year on our dedicated Careers page on our Homepage.

4. **Entitlement**

Students are entitled to careers education and guidance that is impartial and confidential. It will be integrated into their experience of the whole curriculum, based on a partnership with student their parents or carers. The programme will promote equality of opportunity, diversity and inclusion, whilst promoting the best interests of the students to whom it is given.

5. **Provision**

The careers programme is managed by the SLT lead for CEIAG and the Careers Coordinator; delivered by staff and Career Connect via PSHE lessons.

Each academic year begins with a dedicated career focused lesson for each curriculum subject and each half term begins with a Curriculum Lesson involving Careers (CLiC) In these sessions teachers explicitly involve an element of CEIAG including case study videos, discussions, job advertisements, LMI information, University courses, and research homework related to their subject.

Careers resources, available in the Learning Resource Centre (LRC) for all students, are relevant and up- dated regularly. Access to online careers resources and the internet is easily accessed via the St Chad's Homepage and independent research is actively encouraged within dedicated tutor time. We use the Get Connected Portal where pupils can routinely log their skills, educational experiences, personal qualities and achievements. Staff can access these records to ensure pupils are making full use of the portal and a record of their progress can be printed off for future reference when they leave St Chad's.

Participation in activities, both in school, virtually and off-site, when possible, provide employer contact and further information. St Chad's is employing the services of an external IAG provider, Career Connect, which provides individual careers interviews for every KS4 student and careers information, advice and guidance within PSHE lessons.

Careers focused activities delivered through the PSHE curriculum are provided and managed by the Careers Coordinator and the designated PSHE team for CEIAG.

The SLT lead and Careers Coordinator will be responsible for the monitoring, review and evaluation of the programme using the Careers and Enterprise COMPASS+ facility to evaluate progress towards the 8 Gatsby Benchmarks and to plan out careers provision for the academic year. A career@st-chads.co.uk email address and Google Drive folder have been set up to enable better communication. Students voice is very important to us here at St Chad's and pupils will also be consulted on the impact of the CEIAG programme using Survey Monkey & Google Forms to inform future planning and provision.

Key Stage 3 Provision

- Allotted time through PSHE lessons for self-development, focusing on lifestyle and progression
- Access to online careers resources in the Learning Resource Centre (LRC)
- The Options Day for pupils in Year 9 guides students towards choosing the right subjects. The Year 9 pupils and their parents/carers are invited to attend an Options Evening.
- An introduction to the careers library in the LRC
- Assemblies and other information on KS4 options including vocational and alternative courses.

By the end of Stage 3 all students will have:

- A better understanding of their own areas of strength and weakness with the support to evaluate how these might inform future choices in learning and work
- A better understanding of the full range of 14-19 opportunities for progression
- An understanding of some of the qualities, attitudes and skills needed for employability
- Used online careers resources to research information about opportunities and apply their findings to help to make informed choices for Key Stage 4 Options.
- Received appropriate advice and guidance on Key Stage 4 options.
- Produced a printable record of their Key Stage 3 careers journey through the Get Connected Portal.

Key Stage 4 Provision

- Careers interview for every student with an independent Career Connect adviser.
- Information on College Open Days and visits and Taster Days at local post 16 providers.
- Information about local apprenticeships and STEM opportunities in the area.
- Visits to universities to raise aspirations with the support of Shaping Futures.
- Mock Interviews and preparation.
- Supported CV and Personal Statement sessions within PSHE curriculum.
- Parent evenings and assemblies are supported by external IAG providers.
- Close monitoring of vulnerable students.

By the end of key stage 4, all students will have:

- Enhanced their self-knowledge, career management and employability skills.
- Used ICT software and other sources of advice to investigate and explore future choices and progression routes, including apprenticeships.
- Experienced the World of Work through a work placement. This may be virtual with Q&A opportunities.
- Been given direct access to employers, colleges and training providers.
- Been given guidance to help identify a range of post-16 options and careers advice and support networks that they can use to plan and negotiate their career pathways.
- Been given information about appropriate available funding.
- Produced a challenging but realistic plan for their future learning and work, by relating their abilities, attributes and achievements to the goals they have set themselves.
- Written their first covering letter and CV during PSHE careers lessons.
- Had access to subject specific/field specific talks given by University Undergraduates
- Visited at least one University.
- Year 10 pupils will have focused sessions with Career Connect.
- Received appropriate advice and guidance on Key Stage 5 options.
- Created a printable record of their experiences, personal careers research through the Get Connected Portal that sets broad learning goals for the 16-19 phase.