

## CAREERS EDUCATION INFORMATION ADVICE AND GUIDANCE (CEIAG) POLICY FOR NESTON HIGH SCHOOL

### 1. Rationale

This policy is underpinned by the strategic goals:-

*Strategic Goals of Neston High School – Goal 1*

*“To ensure students can access a range of curriculum options that enable them to continue into high quality education, training and employment.”*

*Goal 3 – “To equip students with the personal, academic and practical skills required for the next stage of their learning and development.”*

Neston High School is committed to providing high quality destinations for all of our students in a timely manner and at the point of need. Throughout their time in our school, from Year 7 to Year 13, students are provided with high quality, independent and impartial advice and guidance. We understand that the provision of such Careers Education Information And Guidance is a statutory requirement, as outlined in the Dept for Education “Statutory Duty to secure independent and impartial careers guidance for young people in schools” (March 2013).

We aim to provide a comprehensive programme of learning opportunities for students in every year group in a spiral curriculum which builds progressively year on year. Students are encouraged to explore their aspirations and follow suitable educational and careers pathways, using the Association for Careers Education and Guidance framework for careers and work-related education.

This Careers Education Information and Guidance Policy is based upon the Dept. for Education requirements in the documents listed below, and the Association for Careers Education and Guidance framework for Careers and Work Related Education:

- DfE Statutory Duty to secure independent and impartial careers guidance for young people in schools (March 2013)

- DfE Careers Guidance and Inspiration in schools (March 2015) – both statutory and non-statutory guidance
- Department for Education Securing independent careers guidance (April 2014)

The **ASSOCIATION FOR CAREERS EDUCATION AND GUIDANCE framework** provides the basis for this policy and the essential components of the framework focus on three main areas:

- Self-development through careers and work related education
- Finding out about careers and the world of work
- Developing skills for career wellbeing and employability

## 2. Aims and Objectives

### Aims:

- ✓ To prepare our students for the unpredictable and challenging world of work, within a local and national context, through the use of local and national labour market information.
- ✓ To enable students to develop employability and enterprise skills, including attitudes and abilities sought by employers, to enable them to be effective in the variety of adult roles and occupations that they are likely to encounter.
- ✓ To encourage self-development to enable students to learn how to understand themselves and develop their aspirations and capabilities.
- ✓ To provide a range of experiences of increasing complexity designed to teach individuals how to investigate careers and opportunities, including working with a range of industry partners, local employers and our increasing alumni network.
- ✓ To contribute to the wider aims of PD, as set out in our differentiated PD framework and individual careers advice.
- ✓ To support inclusion, challenge stereotyping and promote equality of opportunity.
- ✓ To encourage participation in continued learning, including higher education, further education and apprenticeships.
- ✓ To ensure students are provided with the best possible advice, to achieve successful completion of future courses and reduce course changes and non-completion of courses.
- ✓ To contribute to the economic prosperity of individuals and communities.
- ✓ To involve parents and carers in all aspects of careers decision making and advice.

## Objectives:

To embed aspects of CEIAG within the PD curriculum throughout each year group, building on knowledge and skills year on year.

## PD curriculum

This changes on a yearly basis. This can be found on the school website:-

<http://www.nestonhigh.cheshire.sch.uk/Personal-Development>

We have attained Stage One 'Inspiring IAG' The Careers Education, Information, Advice and Guidance Quality Award and we are now working towards Stage Two.

## **3. Implementation and Delivery**

The course is delivered by tutors through a series of structured lessons as detailed in the scheme of work for PD. This can be found at:

<http://www.nestonhigh.cheshire.sch.uk/Personal-Development>

Pupils keep a record of their CV and their plans for future destinations which are updated on a yearly basis. This provides a firm foundation for decision making.

In addition, a series of outside speakers and events are regularly programmed.  
e.g. Breakout mornings cover different aspects of careers education and readiness for work, pupils complete work experience preparation with Mploy

Y12 and 13 pupils are provided with detailed UCAS and VTAS (vocational training) support. By covering both the university and vocational pathways the needs of all students are met.

Information is collected in Y12 to establish whether parents have been to university, and where additional support and guidance may be needed.

Y10 pupils all go on work experience placements, which are followed by interviews/

We hold a yearly careers fair with a range of employers and educational institutions, to which Y8 – Y13 pupils are invited.

Pupils are prepared for option choices in Year 9 through information in PD lessons. A detailed options booklet is prepared for parents, and an information evening is held to ensure parents and pupils are fully informed about appropriate pathways. All pupils are interviewed in relation to option choices to support their decision making.

We strive to develop the range of speakers and events through our links with universities and by using alumni contacts developed through the charity *Future First*.

An independent careers adviser is available on a weekly basis, with appointments being available to all students as required and coordinated by Mrs H Little.

We also have a dedicated area on the school website which gives information on a range of destinations, including careers and educational establishments providing further and higher education. This also contains information on various opportunities for pupils as they arise. We also have a link to 'Careers Explorer' which includes local labour market information, links to FE and HE providers and up to date apprenticeship and job vacancies. All of this information is available to teachers, pupils and parents.

Information about our alumni is added to demonstrate the successes of past pupils and offer inspiration to those still at Neston High School.

Destinations data is collected and analysed to ensure our pupils go on to a range of appropriate destinations with a range of providers.

### **Equality and Diversity**

Careers education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated. Healthcare plans provide further information and guidance for pupils with additional needs, and further support is provided where necessary.

### **Staffing**

All staff contribute to CEIAG through their roles as tutors and subject teachers.

The Careers programme is planned, monitored and evaluated by the Head of PD, Mrs H Latham.

Mr A Hickman co-ordinates options choices and the careers fair.  
Mrs M Anson co-ordinates UCAS and VTAS programmes, alongside the Head of Sixth form.  
Mrs H Little co-ordinates work experience, careers appointments and related activities.  
Mrs P Owen, independent careers adviser (Mploy), is available one day per week.  
CEIAG is overseen by Mrs K Costello, Assistant Headteacher

## Partnerships

A partnership agreement is ongoing with MPloy Solutions, with whom we work closely. This is reviewed bi-annually.

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|------------------------------|----------------|
| Name of Policy               | Careers Policy |
| Name of lead member of staff | KCS            |
| Committee & Date of Review   | Curriculum     |
| Date of next planned review  | 2017/18        |
| Chairs Signature             |                |