



Staff Member Responsible:	ARO
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St Helena School

Careers Education Information Advice and Guidance Policy

Introduction

Our aim is to support our students to achieve their potential and make successful transitions to adult life.

Careers Education Information Advice and Guidance (CEIAG) is accorded a high priority, in preparing students for the opportunities and challenges of adult and working life. CEIAG plays an important role in motivating our students, promoting equality of opportunity and maximising their academic and personal achievement whilst at school and beyond.

Aims

At the end of the programme our students should be able to:

- Understand their potential and the influences on their decision making.
- Investigate opportunities in learning and work.
- Make and adjust plans to manage change and transition.
- Have the basic skills necessary for further education and the world of work.

The learning outcomes for the CEIAG programme are in line with those provided in the "Principles of Impartial Careers Education" set out in the Statutory Guidance defining expected outcomes of Careers Education Programmes at the end of Key Stage 4.

Entitlement

The Careers Education, Information, Advice and Guidance entitlement at St Helena School consists of four elements, which together, provide a coherent and progressive programme for all students at each stage of their career. The four elements are:

- A quality careers education programme from years 7 to 11.
- An opportunity to learn about the world of work from years 7 to 11.
- Impartial information and advice about learning and career options in KS4.
- Formal guidance and next-steps action planning.

Students and parents are made aware of this entitlement via the Careers notice board, school website, assemblies, trips and visits from outside speakers.

Programme Delivery

Programme delivery can change depending on the availability of services, resources or emerging needs, however, student entitlement is usually delivered in the following ways:

- Careers advice from an Independent Careers Adviser based in the school 1 day per week.
- In house Careers Co-ordinator 3 days per week.
- Local employers and training providers delivering information and skills via mock interviews, careers fairs.
- Visits to and by post 16 education providers.
- Annual Reviews for students with Education, Health and Care Plans to support students with special educational needs.

Guidance

Careers guidance is provided by staff from external agencies employed by the school to ensure independent advice. From Year 9 onwards, students can self-refer for a careers guidance interview with our 1-1 advisor and through Pastoral staff. All students in Year 11 have careers advice from the Careers Co-ordinator and 1-1 support with our impartial Careers Advisor. To support Key Stage 4 option choice, all students have an interview with the 1-1 adviser and attend Careers Conventions and Options Evening.

One-to-one help is provided for all students at key decision making points, in Years 7 to 11, Form Tutors, Heads of Year, the SENCO and the Leadership Team as appropriate.

Impartial information and advice is provided on all potential post 16 routes.

In accordance with the SEND Code of Practice the SENCO will ensure that reviews of Education, Health and Care plans from Year 9 onwards include a focus on preparing for adulthood. More information can be found at <http://www.essexlocaloffer.org.uk/>

Roles and Responsibilities

The Headteacher ensures that adequate resources are made for the provision of CEIAG and that our school conforms to local quality standards for CEIAG.

Governors with responsibility for CEIAG ensure that the school meets its statutory requirements for the delivery of CEIAG.

An SLT member, along with the CEIAG development group has responsibility for ensuring the following:

- The management and co-ordination of CEIAG and work experience.
- The production and updating of the CEIAG policy, schemes of work, lesson plans and materials.
- Managing the careers information part of the school, including purchasing new resources and the production of a Careers Information Policy.
- Identifying the career guidance needs of students and making appropriate referrals.

Our Careers Co-ordinator is responsible for maintaining the Resource Library and signposting students to careers resources.

Form Tutors provide guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions.

The SENCO oversees the individual support needs of students with Education, Health and Care Plans.

Monitoring and Evaluation

- Destination data is provided by the Careers Adviser and is used to monitor the number of students who progress into various post 16 opportunities. This serves to track rates of success to further education or employment destinations. These factors are taken into consideration when reviewing the programme annually.
- Parents are encouraged and welcomed to give feedback on any aspects of the CEIAG programme to the Careers Co-ordinator and Head of Upper School – both of these staff attend Parents' Evenings.
- Feedback from students is sought annually regarding the quality of the CEIAG they receive.
- The policy for CEIAG is reviewed annually. This review involves all key stakeholders, including curriculum focus. The policy review contributes to the school development plan to ensure annual incremental improvements, to the provision for all students across all year groups.