

Ashfield School



CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE POLICY (CEIAG)

Date of policy:

10/10/2018

Review date:

10/10/2019

Introduction

Ashfield School delivers a comprehensive careers service to years 7 – 13. Careers Education is delivered in lesson to years 7-9, Year 10 Careers Education is delivered pastorally, through Pupil Enrichment Opportunities, Immersion Days and Work Experience. Year 11, 12, 13 access Careers Education, Advice and Guidance via their tutors, Immersion Day, Guest Speakers, trips and Miss King. All year groups have access to information advice and guidance via the portal and their careers library.

Commitment

Ashfield School is committed to providing a planned programme of careers education for all students in years 7-13 and information, advice and guidance (IAG) in partnership with the North Ashfield Partnership/ Nottingham & Nottinghamshire Futures and other relevant partners.

In a highly competitive employment market choices students make are taking on new levels of complexity. This requires:

A planned programme of careers education, information, advice and guidance that allows students to develop the skills for employability; which develops their knowledge, skills and understanding to make well-informed and realistic decisions about their future in learning and work and which encourages young people to aspire and to make successful transitions and achieve positive progression

Ashfield School endeavours to follow the Careers Education framework 7-19 (DCSF 2010) and other relevant guidance from the DCSF, DfE and more recently The Education Bill 2011 which focusses on the following 3 aims:

3 main aims of careers education:

- Understand more about yourself - To promote Self Development
- Look at options – Career Exploration
- Plan for future - Career Management Skills

The aims are underpinned within the Step Up Careers Education Booklets we use to deliver Careers Education to Year 7-13.

Ashfield School Background & Ethos

At Ashfield we aim to develop effective and independent learners who will achieve their full potential, within a positive learning environment for all, students and staff.

Careers Education, Information, Advice and Guidance (CEIAG) is key to this ethos having embedded links within the Whole School Improvement Plan. Each student at Ashfield is supported to develop crucial careers development skills in KS3 that will ensure they are independent, well informed young adults in KS4 and KS5 that can plan realistically and succeed in organising their own pathways.

Raising Aspirations

The school aims to raise aspirations of all students and sees CEIAG as playing a central role in this through:-

- Dedicated curriculum time/PSHE/tutor time
- One-one-one Guidance Interviews
- Careers Awareness raising events/trips/workshops
- Immersion Days
- Progress and Guidance activities
- Work Experience
- Mock Interviews
- Assemblies
- Career Library Tours

Links with other Policies

The policy is consistent with established development plans, and negotiated agreements with the North Ashfield Partnership. It supports and is underpinned by key school policies including those for teaching and learning, assessment, recording and reporting, citizenship, equal opportunities and PSHE Education (comprising PSHE, careers education, work related learning, enterprise and financial capability).

Development

Ashfield School is committed to working towards Career Mark 7 after recently receiving Careers Mark 6, the local quality award for careers education and IAG in recognition of its high quality CEIAG provision.

The Education Bill 2011 sets out a new statutory duty on all schools from September 2012 to secure independent careers guidance for all students in years 9 to 11. Ashfield School has already addressed this and has an Impartial Careers Advisor employed through the North Ashfield Partnership.

This policy is reviewed annually through discussions with teaching staff, the school's Impartial Careers Adviser, students, parents, governors, advisory staff and other external partners where appropriate.

As a school we aim to develop the opportunities we provide for students who are at risk of being NEET. We aim to encourage the aspirations of these students from a young age. As part of the North Ashfield Partnership we aim to work in collaboration with the D2N2 project.

Following the CQC inspection from the OFSTED review of schools in the Midlands, it is clear to see the developments needed, a vital part of this is the lack of opportunities for SEND students. Working in partnership with Quarrydale, Kirkby School and Sutton Community Academy we aim to improve these opportunities while also focussing on the reduction of 'Risk of NEET' students.

We aim to work with companies including Interserve, Work Pays, Catch 22, EYS, Eastbourne Centre, Vision West Notts and other specific employers to run specific day events to target each group. All students will have access to these opportunities, Gifted and Talented, SEND, MAT and PP, will be encouraged to attend to help improve potential opportunities for each individual future. We will use the funding from our bids to run these events starting September 2017, the funding provided will then provide us with the resources to continue these events for future academic years. Progress will be evaluated with our destination data figures to ensure we are improving the opportunities to each individual student and reducing the potential of NEET students for 15-19 year olds. Our progress will

be mapped against Ashfield Schools Self Evaluation Assessment which can be developed from each school year.

Objectives

Aims of CEIAG

The overall aim of careers education and IAG is to enable all students to make and implement well informed and realistic decisions and successfully manage change and transition. The four main themes of the CEIAG programme are;

1. Self-Development
2. Career Exploration
3. Planning for the Future
4. Decision making

Students' needs

The CEIAG programme is designed to meet the needs of students at The Ashfield School. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

Entitlement

Students are entitled to careers education and IAG that meets professional standards of practice and is personalised and impartial.

Every student has an entitlement which sets out exactly what they receive in years 7-13 with regard to CEIAG.

This entitlement is publicised and shared with students and parents through the assemblies, consultation evenings and on the school website. It will be integrated into students' experience of the whole curriculum and based on a partnership with students and their parents or carers.

Curriculum Delivery

At KS3 Careers is delivered in each year [7, 8 and 9]. It takes up a half term slot. The units of work take up 5 weeks for year 7, 6 weeks for year 8 and 8 weeks for year 9.

Year 7 is designed to raise awareness of the idea of different types of jobs and merely allow the students to appreciate that it is never too early to start planning future career paths. Also, team building skills and skills linked to jobs

Year 8 is consolidating ideas from year 7 but looking more closely at personal qualities, skills and relevant careers. There are also areas introduced such as financial capability, enterprise, networking and different jobs.

Year 9 concentrates on the importance of flexible careers plans, and who influences decision making. Plus research skills and using the Careers library; recording of achievement and career plans.

It also furthers the learners understanding of skills, mock interviews and C.V's. Session's run by Miss King specific to option choices prior to Year 9 Options.

At KS4 delivery enables students to prepare for transition from school to work/further education through CV writing and mock interviews and units of work including applying for jobs and courses. Work experience is a fundamental part of the KS4 curriculum. Students also receive support packages in tutor time and have an IAG drop in day (Thursday) available each week. Appointments are also made via tutor.

At KS5 focusses on continuing to raise students' aspirations and help prepare for transition to higher education/employment. Students access a wide variety of information sessions and events on higher education including; Finance talks, making the most of Open Days, university visits and UCAS preparation sessions from both outside agencies and Ashfield School staff. Vocational students have the opportunity to take part in a mock interview. Students receive tutor support packages and have a IAG drop in day (Friday) available each week. Appointments are also make via tutor.

Information Provision

Provision of impartial, up to date, accurate information, which seeks to challenge stereotypical views and provide equality of opportunity which is accessible to all is essential to ensuring that Ashfield School delivers a comprehensive CEIAG service.

We plan to develop students' aspirations and decision-making by developing their research skills, and understand how to use information effectively, to enable them to make well-informed career decisions about their learning and work.

There is a dedicated budget for CEIAG including information and resources. All materials are classified by the CRCI (Careers Resource Centre Standards) and labelled. The resource area has a dedicated careers area suitable for individual browsing and group work. Where some resources appear in other parts of the school (for example, leaflets on health in the nurse's office) the students are signposted appropriately. The 6th Form and the Main school both include a suitably resourced Careers Library appropriate to its audience.

The Minimum Contents List produced by Futures (Connexions Nottinghamshire) forms the basis for stock selection. The Careers, IAG and Employment Pathways Coordinator and/or the Librarians responsible for the Career Library have attended the annual Resource Fairs on a regular basis.

Any item coming in to the careers library is checked for equal opportunities by the Teaching Assistant responsible for the Career Library and there is a range of resources suitable for all needs and levels.

There is at least one dedicated computer for careers that is available for personalised learning and research. Overall responsibility for the Careers Library and resources situated around the school lies with the Careers, IAG and Employment Pathways Coordinator.

On a day-to-day basis, maintenance of the careers library is the responsibility of Miss King - Careers, IAG and Employment Pathways Coordinator who is employed full time.

CEIAG information can be accessed by parents/carers and students via School Portal and the Virtual Library.

Monitoring Review & Evaluation

Provision and delivery is evaluated with staff and students from appropriate year groups. The results of evaluation are used to inform, review, and develop CEIAG. A programme of ongoing monitoring is used as part of faculty monitoring. The results of evaluation are communicated to the team through discussion at Faculty meetings.

The overall CEIAG programme is evaluated annually by the Careers, IAG and Employment Pathways Coordinator and the PDE Coordinator using the evaluations and monitoring feedback throughout the year from the various activities and events held.

At the end of each topic/module/activity/event the lead members of staff, the PDE Coordinator or the Careers, IAG and Employment Pathways Coordinator reviews the activity. Evaluation methods include questionnaires, feedback forms and informal discussion. The results of evaluation are communicated to relevant staff by formal meeting and e-mail. Joint activities and events held through the North Ashfield Partnership are monitored and reviewed at the North Ashfield Partnership meetings.

Student Involvement

Students are involved in the planning, delivery and evaluation of the programme at Ashfield School. At the end of each scheme of work for PDE, students complete an evaluation to help inform future planning. Student evaluations are undertaken after specific careers events such as the Year 10 Enterprise or Health and Wellbeing Day's.

Equality of Opportunity

The programme promotes equality of opportunity and inclusion by providing all learners with appropriate opportunities. The school is committed in its recognition of, and challenging stereotypical views which create barriers to opportunities in learning and work. Challenging stereotypes is promoted by the school's ethos and targeted strategies such as offering personalised work experience week, using visitors/speakers from a variety of backgrounds and experience, Progress and Guidance programmes including university visits and trips to businesses. Year 10 Diversity Day also promotes students with an awareness of Equality and Diversity.

Implementation

Management

Miss King Co-ordinates careers education and IAG and is responsible to Assistant Head of Post 16, Miss Maguire and Head Teacher Mr Maher. Work experience, enterprise and employment/opportunity awareness is planned and implemented by Miss King. It is included in the CEIAG Programme and is included on the school calendar every year. Further information on Work Experience can be found in the Work Experience Policy.

The careers co-ordinator links with staff responsible for related areas of the curriculum such as PDE Education via appropriate forums including; School Improvement Meetings, Progress and Guidance meetings, Tutor briefings, Staff Training days. The first point of contact for parents and students is their tutor. They are able to support students and signpost to appropriate information, advice and guidance. Formal review meetings between tutor and student are part of the recording process and take account of CEIAG.

Staffing

All staff have a contribution to make to careers education and IAG through their roles as employees of Ashfield School. Subject teachers appreciate the link between their subject specialism and the transferable skills it enables students to develop. Students are encouraged to relate these to employability via curriculum delivered activities. Support Staff also play a vital role in delivering activities to students with a vocational element and help raise awareness of key employability skills and qualities.

The careers education and IAG programme is planned, monitored and evaluated by the careers co-ordinator in consultation with key staff including the Impartial Careers Advisor who provides specialist careers guidance and activities.

Staff Development/Training

The training and support needs of staff involved in co-ordinating, delivering and supporting careers education and IAG are identified and met through a continuing professional development programme, as well as being identified via the monitoring, review and evaluation of the programme. The school endeavours to meet identified training needs normally within a school year and links this to the Performance Management process.

Recording

Career learning is recorded based on curriculum delivery outcomes in accordance with the National Framework. The learning is recorded in faculty and Progress is measured in the form of true/false quizzes, self-evaluation documents, TAG levelled questions, mock interviews, peer assessment, clarification tasks and assessment of learning documents.

Learning is also recorded via online tools such as Kudos, Passportfolio and Unifrog.

Partnerships

We work with other providers to deliver our CEIAG Programme including Derby College, Nottingham Trent University, Loughborough University, Vision West Nott's and The North Ashfield Partnership. We are always looking to develop links with local businesses to complement and support our CEIAG Programme for example during our Year 10 Careers Fair.

Sign by: Head Teacher:

Chair of Governors:

Date: 10/10/2018

Date of next review: 10/10/2019