



Barnhill

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



“To develop aspirational learners through effective CEIAG.”
(School Priority 2014/15)

Rationale

Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned progressive programme of activities supports them in choosing 14 – 19 pathways that suit their interests and abilities and help them to follow a career path and sustain employability throughout their working lives.

Aims

Our aim is to ensure that all our students leave school as confident, aspirational learners; who value learning; have a high level of social awareness plus the key skills they need to progress the best of their ability in all areas of life.

We hope to do achieve this by:

Providing a range of opportunities that enhance the curriculum

Promoting awareness of the world of work

Promoting a range of opportunities and provisions which assist in raising aspirations and achievement

Promoting awareness and understanding of work, industry, the economy and community

Developing students’ personal and social skills to relate to the world of work

Providing informed and impartial guidance

Enabling students’ to make informed decisions with regards to future choice

Maintaining and developing effective links with key partners

Collaborating with staff from each curriculum area to help them identify appropriate opportunities to embed Careers Education elements into their area

Specifically, impartial and independent IAG is provided to students through a number of ongoing delivery methods. Examples of methods include:

The CEIAG area on the School Website

PSHE lessons across Key Stages

FE and HE tasters and assemblies

University Tasters
University student visits

Industry specific talks and presentations

One-on-one guidance with the Careers advisor

Focus groups for specific pathways such as Apprenticeships, Education or Training
CEIAG display boards

Curriculum areas promoting jobs relevant to their area

Roles, Responsibilities & Staffing

See staff structure in Appendix 1 (attached at the end)

Partnerships

A partnership agreement is ongoing with CfBT, detailing the contributions to the programme that they will make.

CfBT Careers Advisor

- Available to all students 5 days a week (they can book appointments or attend a drop-in session)
- Used for individual interviews with all year 11's and other targeted pupils throughout each year group
- Available at parents evenings, open evenings, options evenings and other careers events

Other links with local 14-19 Providers are made when required as are links with local and national businesses.

Parents & Carers

Links with parents / carers are maintained using a variety of methods (parental leaflets, letters, options evenings, parent's evenings, open evenings and other events)

Review

CEIAG reviews will be carried out during relevant school reviews throughout the year. During these times CEIAG will be analysed, evaluated and recommendations for improvement will be identified. Furthermore, each academic year the CEIAG team will write an Action Plan to be incorporated into the school SIP. The Action Plan will be reviewed annually and the provision on offer to students will

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Ratification Date: November 2015

Reviewed – Every year

Next Ratification: November 2016

Governor/Director owner: Chair of CEIAG

Lead Staff Member owner: Assistant Head teacher responsible for CEIAG

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be audited utilising an adapted version of the National Foundation for Education Research CEIAG Audit tool.

http://www.nfer.ac.uk/publications/99944/99944_home.cfm

In addition the CEIAG coordinator and careers advisor will also attend the 'Hillingdon Career forum' (a collaboration forum for schools within the Hillingdon borough) which take place once a term at various locations in the local area.

Guidance

This policy has been written with regard to the updated (April 2014) Duty on schools to provide independent and impartial Careers Guidance and Inspiration for pupils

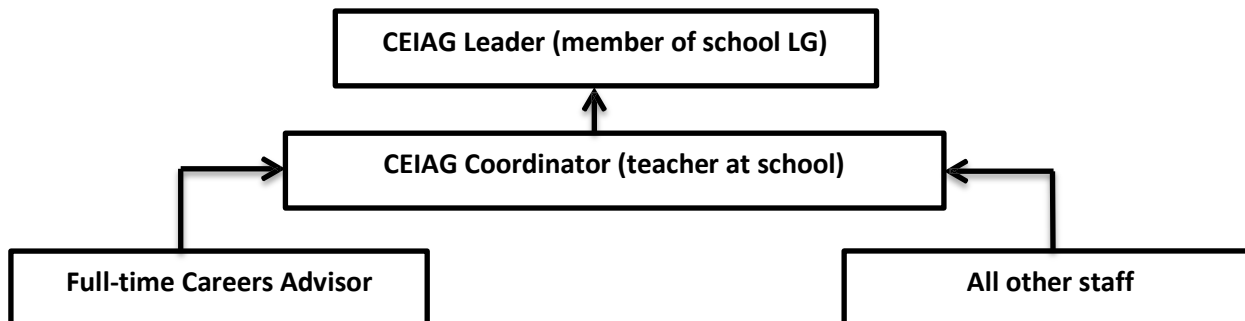
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/302422/Careers_Statutory_Guidance_-_9_April_2014.pdf

and the accompanying Departmental Advice document (April 2014)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/302424/Careers_Non-Statutory_Departmental_Advice_-_9_April_2014.pdf

Appendix 1- CEIAG Staff Structure

CEIAG Organisational Chart



The CEIAG leader, coordinator and careers advisor

The management and co-ordination of the various aspects of CEIAG, overseeing CEIAG strategies and implementation techniques in Curriculum Areas and Key Stage Teams, monitoring and evaluating CEIAG provision within school and liaising with LG, governing Body and school partners.

All other staff

Members of Staff from curriculum areas are responsible for identification and implementation of work related elements into their areas which should be promoted to students. Key stage teams which include directors and form tutors are responsible for delivering Careers lessons during PSHE lessons.