

MAYFIELD GRAMMAR SCHOOL, GRAVESEND

Careers Education, Information, Advice and Guidance and Work-related Learning Policy

Introduction

Through a planned programme of activities, Careers Education, Information, Advice and Guidance (CEIAG) and Work-related Learning (WRL), Mayfield Grammar School, Gravesend seeks to help all students take their place as suitably qualified and responsible adults within society. The focus is upon career and option choice, raising the aspirations and achievement of individual students and equipping them with skills, attitudes, knowledge and understanding as a foundation for managing their lifelong career and learning.

Commitment

Mayfield Grammar School, Gravesend is committed to:

- Providing a planned programme of activities to which all students from Years 7 – 13 are entitled which will help them to plan and manage their careers
- Providing IAG which is impartial, unbiased and is based on their needs

Ensuring that the CEIAG and WRL programme follows local, regional and national frameworks for good practice and other relevant guidance, such as Section 19 Education Act (2011), April 2014 Statutory guidance: Careers guidance provision for young people in schools (2014), as well as guidelines from Ofsted and the Career Development Institute

- DfE Careers strategy: making the most of everyone's skills and talents December 2017 – Gatsby Benchmarks
- Careers guidance and access for education and training providers January 2018
- Demonstrating a commitment to raising, achieving and continuously improving provision

Links with other policies

The policy for CEIAG supports and is itself underpinned by a range of key school policies especially those for teaching and learning, assessment, recording and reporting achievement, citizenship, PSHE Education, work-related learning and enterprise, equal opportunities and diversity, gifted and talented, looked after children and special needs/ASD.

Entitlement

Students are entitled to CEIAG which meets professional standards of practice and which is person-centred, personalised and impartial. It is integrated into students' experience of the whole curriculum and based on a partnership with students and their parents or carers. The programme is structured to deliver explicit learning outcomes, raise aspirations, challenge stereotyping and promote equality and diversity.

The careers programme is designed to meet the needs of the students at Mayfield Grammar School, Gravesend. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. The primary aims of the Careers Education and Guidance programme are to:-

- Prepare young people at Mayfield Grammar School, Gravesend for the opportunities, responsibilities and experiences of adult life;
- Help young people develop an understanding of their own and others' strengths, limitations, abilities, potential, personal qualities, needs, attitudes and values;
- Help young people investigate opportunities for further learning and employment, make decisions and manage transitions across the three stages at 13+, 16+ and 18+;
- Ensure that, wherever possible, all young people leave Mayfield Grammar School, Gravesend able to access employment, further education or training.

The programme also:-

- Contributes to improving achievement, by raising aspirations and motivation;
- Supports inclusion, challenges stereotyping and promotes equality;
- Encourages participation in education and/or training beyond 16+ and 18+;
- Develops enterprise and other skills valuable in the world of work;

The CEIAG programme provides pupils with a wide range of experiences to help them progress effectively through their education and on to successful careers. The intended career learning outcomes for students are based on the National Framework and can be found in (Appendix 1).

Assessment

All Year 11 students sit the Preparation for Working Life AQA L2 qualification, which is assessed.

Implementation: Management

The Careers Leader plans, co-ordinates and evaluates the careers programme and is responsible to the Assistant Headteacher Post-16. Work experience is planned and implemented by the Careers Leader. The Careers Leader works closely with the Assistant Headteacher Post-16 and Assistant Headteacher – pastoral care (Years 7 to 11) and the Learning Leaders for each year group. Applied subjects across the school have a focus on career development and work-related learning.

Implementation: Staffing

All staff contribute to CEIAG through their roles as tutors and subject teachers. Specialist sessions are delivered by the PSHE team in all year groups. The CEIAG programme is planned, monitored and evaluated by the Careers Leader. Careers information is available in the Careers Library, on the VLE, on the computer network and through the MGSG Careers Twitter account.

Implementation: The CEIAG Programme

The careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work-related learning (including work experience) and individual learning planning/portfolio activities. Careers lessons are part of the school's PSHE programme and the Preparation for Working Life qualification. Other focused events, e.g. a higher education evening are provided in Year 12 and Work experience takes place at the beginning of Year 12 and students prepare for work experience in Year 11 PSHE lessons. Students are actively involved in the evaluation of activities including work experience through lessons and in written and verbal feedback. Additional work experience and voluntary work is undertaken in the Sixth Form around timetable and holiday commitments.

The Careers Programme at Mayfield Grammar School, Gravesend is distinguished by the personalised nature of the support given to each student. All students receive at least one careers interview with the Careers Leader in Years 11, 12 and 13. Additional intervention strategies are introduced for those students who may find processes such as securing Work Experience placements particularly challenging. The Careers Leader is central to providing guidance to students on pathways beyond school and those students who are unsure of their destination after Year 11 are given further support in groups or as individuals to provide the best possible guidance. In addition, the Careers Leader provides an important contribution to the planning, design and delivery of all aspects of our careers education including PSHE and Parent Meetings, allowing for current labour market intelligence to inform these processes. All students are able to request a careers interview at any time during their school education by emailing the Careers Leader.

Careers Education helps young people to develop the knowledge and skills they need to make successful choices, manage transition and between education and the world of work.

Careers Guidance enables them to use the knowledge and skills to make decisions about education and the world of work that are appropriate for them.

The programme is provided to pupils and students through:-

- The PSHE curriculum via targeted lessons;
- Tutor and mentoring activities;
- Careers interviews;
- Careers presentations and activities;
- Careers activities with employers;
- Enterprise activities including guest speakers;
- The Work Experience programme;
- Attendance at a UCAS Fair;
- University Visits;
- Apprenticeship talks

Staff Development

Staff training is identified by a needs analysis and planned for in the SIP.

Employment partnerships:

Firm links have been established with a wide range of employers, particularly through the provision of work placements. Employers visit the school to run work related activities with pupils and to speak to pupils about a range of employment sectors. Pupils take part in employability and enterprise competitions run and judged by local and national employers, eg, NHS, Consumer of the Year, Young Masterchef. Pupils are also encouraged to volunteer within the local community and links exist in the local centre for voluntary services and local businesses.

We have careers speakers visit, covering a wide range of careers and occupations, making use of alumni and friends of the school.

Local employers and academics visit the school and interview Year 13 students in the autumn term. Students provide CV and covering letter to the interviewers, who give them feedback on the quality of paperwork and of the presentation of themselves at interview.

Apprenticeships

Students are able to access guidance via the MGSG Apprenticeships booklet and Twitter feed. They also receive one-to-one advice through their Careers Interview.

Further and Higher Education Links:

Strong links exist with local further education colleges and universities throughout England. Year 12 students are encouraged to visit universities prior to application. Universities also come into school to work with pupils. We attend the annual Oxbridge Conference and visit an Oxbridge college every year. We mentor students to help them prepare for their Oxbridge interview day.

Students are alerted to the many lectures and events held by local and London universities and all Year 12 have the opportunity to visit a Higher Education Convention at the University of Kent.

Resources

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the CEIAG area. The Careers Leader is responsible for the effective deployment of resources.

- Accommodation – a resource area is located near the Learning Resource Centre. We have an extensive Careers Library, PCs and prospectuses for the UK universities as well as for local colleges. We have a designated careers conference room where students can have one-to-one advice and guidance interviews.
- Access to ICT for staff – a selection of careers resources are available on the school network and the VLE.

- The Careers Leader and the Assistant Headteacher Post-16 update careers and HE information via the MGSG Twitter account.
- Budget provision – funding is provided annually from the School budget.

Monitoring, review, evaluation and development of CEIAG

Our partnerships are reviewed regularly. The following provision is reviewed by the PSHE Coordinator and the Careers Leader:-

- Lesson and tutor observations within PSHE lessons as part of School Self Evaluation
- Developmental activity is identified annually in the SIP.
- Feedback on the effectiveness of the CEIAG programme is sought through student groups, questionnaires and focus groups. Resulting action points then feed into the following year's planning process to ensure they are addressed.
- Review of Investor in Careers, portfolio to ensure School is best placed to meet the requirement of this kite mark.

Assistant Headteacher Post-16

Head of Careers

Policy Reviewed: February 2018

Next review date: February 2019

Appendix 1

Work-Related Learning and Careers Education, Information Advice and Guidance Statement of Entitlement

As a pupil at Mayfield Grammar School, Gravesend, you are entitled to receive a programme of work related and career related learning, careers information and impartial advice and guidance, designed to help you to recognise and develop your skills and abilities, know what opportunities are available in the world of work and to make plans to help you achieve your education and career goals.

All students can expect ...

- access to a planned programme relevant to your year group
- access to a qualified impartial and independent careers adviser for personalised advice and guidance
- help to recognise your likes, dislikes, influences, strengths and preferences in relation to career decisions
- information about the world of work and how the labour market is changing
- information about further and higher education, training and apprenticeships and employment routes
- to take part in activities which challenge stereotyping and raise your aspirations
- to develop skills and qualities to improve your employability
- to develop enterprise skills
- to be well prepared for different transitions
- help to develop financial capability skills
- to develop and strengthen your personal presentation skills for selection processes
- sign posting to relevant up-to-date and impartial sources of careers information and advice

Also, to not have limitations imposed on your aspirations based upon your social, economic or ethnic background.

ALL STUDENTS WILL:

By the end of Lower School:

- Begin to develop an awareness of your individual skills, strengths and preferred learning styles in relation to post 16 pathways and future career goals
- Be able to access careers resources via the LRC and the Careers VLE.
- Be set targets and review progress through Academic Tutoring.
- Receive careers information and on-going support from staff such as your Tutor

By the end of Upper School:

- Experience careers education, focused on your development, labour market awareness, educational pathways and employability skills, as part of a Spiritual, Moral, Social and Cultural education programme, through tutor group time and one-to-one interviews.
- Be offered at least one individual appointment with a qualified, independent, impartial careers advisor
- Devise an action plan towards your career goals
- Have taken part in an enterprise activity
- Have listened to talks on different careers
- Have been given the opportunity to speak to representatives from various sectors of the world of work
- Have developed financial capability skills
- Have produced and reviewed a curriculum vitae
- Have written a formal letter, e.g. covering letter
- Been given impartial advice and guidance on post-16 education, employment and training and apprenticeship options
- Develop presentation and interview skills
- Be able to access careers information and resources via the LRC and the Careers Departmental Website
- Be offered the opportunity to take part in taster days/ sessions
- Have visited or spoken to representatives of further or higher education institutions, such as universities
- Have opportunities to evaluate individual achievements e.g. Academic Tutoring Day, rewards assemblies, enterprise activities
- Be given the opportunity to take part in work experience

By the end of Sixth form:

- Be offered at least one individual appointment with a qualified, independent, impartial careers advisor
- Be given the opportunity for further work experience
- Participate in an enrichment and tutorial programme focused on your personal development

- Have had the opportunity to set targets and review your progress through Academic Tutoring and on-going support from your tutor and subject teachers
- Develop independent research skills
- Have had the opportunity to meet university representatives
- Have had the opportunity to meet apprenticeship providers
- Have been given the opportunity to visit universities
- Have been given the opportunity to volunteer or take part in work experience
- Have received information, containing up-to-date information on higher education taster days, apprenticeship and job opportunities
- Understand the UCAS process and be able to research different universities and courses using online resources
- Have information and support with financial planning for university, work and training
- Write a personal statement for a UCAS or job application
- Have been mentored through the university application process or supported with job or training applications
- Have access to information on how to apply for internships, sponsorships or Gap Year placements
- Be given the opportunity to take part in enterprise and challenge activities

