

OUSEDALE SCHOOL

CAREERS EDUCATION INFORMATION, ADVICE AND GUIDANCE (CEIAG) POLICY

1.0 INTRODUCTION

- 1.1 The work of Careers Information, Advice and Guidance is seen as an important part of a student's entitlement. Ousedale School believes in the importance of fostering strong links with Careers Advisory Services, institutes for further education, business and industry in order that all students have a broad information base from which to make decisions about career pathways. The School encourages close links with parents ensuring they share in establishing a partnership in which students will be able to make sensible, informed career choices. It is recognised that Careers Information, Advice and Guidance occurs across the whole curriculum and as such involves all staff.
- 1.2 Careers Information, Advice and Guidance are primarily delivered during PSE period in Years 8 to 11. Further information is available from the school's Careers Co-ordinator.
- 1.3 Careers Information, Advice and Guidance is provided in the Sixth Form with particular emphasis on Further and Higher Education, Apprenticeships and employment opportunities.
- 1.4 The Assistant Headteacher along with PSE co-ordinator + Careers Co-ordinator and Careers Advisor work to provide students with their Careers Information, Advice and Guidance entitlement.

2.0 AIMS AND OBJECTIVES

- 2.1 The school aims to provide a structured and coherent course to prepare students for the choices, changes and transitions affecting their future education and continued education and training.
- 2.2 The School aims to:-
- a. help students understand their individual strengths and weaknesses, aspirations and potential and to identify their personal career targets, skills, interests and values by recording and building on achievement
 - b. develop in students an appreciation of the rapidly changing world of work and what it offers, and to develop an understanding of the range of opportunities and levels of entry available

- c. ensure students acquire an understanding of the structure of the decision-making process so enabling them to make realistic and informed decisions
 - d. enable students to make a smooth transition from school to Further or Higher Education, Apprenticeships employment or voluntary work.
 - e. provide all students with the opportunity and skills to make confident, informed choices about lifelong learning. The school's careers led programme should improve employability, increase social mobility and raise achievement.
- 2.3 All students will be given specific core careers information and knowledge, and opportunities to develop related skills and positive attitudes.
- 2.4 Careers Information, Advice and Guidance also aims to support the school's Equal Opportunities Policy, which commits staff to a balanced and impartial approach.
- 2.5 The Careers Information, Advice and Guidance process derives purpose and direction from recording achievement and the development of individual Action Plans as a basis of preparing students for progression, next steps, working in tandem with curriculum developments at local and national level.

3.0 METHODS OF DELIVERY AND IMPLEMENTATION

- 3.1 At Key Stage 3 and 4 delivery is mainly by tutors within PSE programme – following a carefully tailored scheme of work to ensure progression across Year 8 to Year 11. When appropriate Careers Information, Advice and Guidance can be delivered through assemblies and off timetable occasions to enable opportunities for trips and visiting speakers etc. All students in Year 8 – 11 will receive a one to one careers interview.
- 3.2 Besides working with Curriculum Middle Leaders, Pastoral and Academic Leaders and Form Tutors, the Careers Co-ordinator also maintains contact with students via e-mail, Assemblies, notices in registers, noticeboards, posters and displays.
- 3.3 The Head of Sixth Form, working with the Careers Co-ordinator, is responsible for post-16 Careers Information, Advice and Guidance with emphasis on routes into Further and Higher Education and further careers advice for the workplace.
- 3.4 The Careers Co-ordinator and Careers Advisor, report to the Assistant Headteacher on careers matters.
- 3.5 A wide range of material is available on the School website and some literature is available from the Careers Library in the School Libraries. Substantial Sixth Form

provision is also held in the Sixth Form Centre.

- 3.6 Where work experience is integral to a course or can be used to enhance and develop a student's future pathway choice, opportunities will be provided on a relevant work placement.
- 3.7 Links are maintained with local firms and businesses through local Educational Business Partners (EBPs), which involves the Milton Keynes Business Partnership, Chamber of Commerce and other bodies. Individual contacts will provide for the exchange of information through visits, talks, work shadowing, business games etc.
- 3.8 The school attempts to inform and involve parents on careers matters and invites them to attend interviews and information evenings.
- 3.9 The Special Needs Department and the Careers Co-ordinator will give support to students with learning and other special needs.
- 3.10 Support is available to all staff involved in Careers Information, Advice and Guidance via Twilight and INSET courses to enhance their continuing professional development.
- 3.11 Students have access from school to on-line advice, including the National Careers Service and National Apprenticeship Service Websites.
- 3.12 The School has a paid subscription to allow students to access on-line web based careers advice and guidance software. These are available to all students.
- 3.13 Interviews with the Careers Co-ordinator and Careers Advisor.

4.0 EVALUATION AND MONITORING

- 4.1 The following are some of the ways used to assess the Careers Information, Advice and Guidance Programme:-
 - a. **Curriculum Review.** This is a regular responsibility of the Assistant Headteacher and SLT and will be used to inform on the content of Careers Information, Advice and Guidance.
 - b. **Careers Co-ordinator and Assistant Headteacher.** Both will continue to evaluate the effectiveness of the delivery of Careers Information, Advice & Guidance and its integration within the wider PSE programme.
 - c. **Information from Staff and Students.** Meetings take place with teachers in departmental and pastoral groups. Students will also comment upon their Careers Information, Advice and Guidance. Selected students will be asked to complete questionnaires to monitor knowledge acquired, delivery, access and retention of detail.

- d **Destinations.** First destinations of leavers will also be monitored as will statistics relating to students in the Sixth Form and those progressing into Further Education and Higher Education.

4.2 The Governors' Learning & Curriculum Committee, on behalf of the Governing Body, will monitor and undertake a triennial review of this policy.

4.3 Link Governor to work with Careers Co-ordinator/Careers Advisor and Assistant Headteacher to review careers led education within the School.

OTHER POLICIES

Specific policies which cover further aspects or expand in more detail the principles and processes in this document are currently:

- Aims of the School
- Curriculum
- Equal Opportunities
- Personal Social & Health Education
- Special Educational Needs.

Revised by Learning & Curriculum Committee March 2015
To Full Governing Body March 2015
Date of Next Review March 2018