



Careers Education, Information Advice and Guidance

1. Introduction

- **Rationale for CEIAG**

The aims of Plantsbrook School may be seen in the school prospectus. The aim of this policy is to support and underpin the broad aims of the school by enabling students to increase their knowledge and develop understanding and skills relevant to life in a rapidly changing world. This policy has been written in response to the Careers Guidance and Inspiration in School document published in March 2015. This guidance refers to section 42A and 45A of the Education Act 1997. Plantsbrook School endeavours to follow the guidance in the ACEG Framework for Careers and Work Related Education.

- **Commitment**

Plantsbrook School is committed to the provision of high quality, impartial careers education (CE), supplemented by personalised information, advice and guidance (IAG) and to support young people to become everything that they can be. The Careers Learning programme is designed to meet the needs of learners at this school. Activities are differentiated and personalised to ensure progression in their career learning and development and to strengthen their motivation, aspirations and attainment at school. These aims are to enable the students to:

- a) Understand themselves and the influences on them (Self Development)
- b) Investigate opportunities in learning and work (Career Exploration)
- c) Make and adjust plans to manage change and transition (Career Management)

- **Development**

This policy was developed and will be reviewed annually through discussions with the senior leadership team, teaching staff, the school SENCO, the Sixth Form Student Adviser; students, parents, the link governor and external partners such as the independent Careers Adviser working in school.

- **Links with other Policies**

It is underpinned by the school's policies for teaching and learning, assessment, recording and reporting achievement, **Think!**, work related learning, equal opportunities, health and safety and special needs.

2. Objectives

- **Students' needs**

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

- a) Communication – Students understand that a decision has to be made, e.g. student is equipped to make a timely decision at transition points
- b) Analysis - Understanding of self/options, e.g. student is fully informed of all entry routes into chosen vocation
- c) Synthesis – working out what needs to happen, e.g. student understands possible obstacles and solutions
- d) Valuing – Choosing between alternatives, e.g. student understands own values and applies them to alternative transition options
- e) Execution - Strategies for implementation, e.g. Student has an action plan



- **Entitlement**

Students are entitled to careers education and guidance that is impartial and confidential. It will be integrated into their experience of the whole curriculum and the programme will promote equality of opportunity, inclusion and anti-racism. Students from Year 7 to Year 13 should:

- a) Learn about themselves and the influences on them
- b) Develop decision-making skills
- c) Develop skills to help them manage transition
- d) Develop skills to use and research careers information
- e) Have access to up-to-date information about opportunities in learning and work
- f) Have impartial, confidential and up-to-date guidance
- g) Learn about the world of work
- h) Experience the world of work where appropriate

- **Parents/Guardians/Carers**

Plantsbrook recognise that parents have a vital role to play in the positive decision making of their children and are therefore committed to parental consultation and sharing of information. The Achievement Co-ordinators, Leadership Team and tutors are always willing to discuss any concerns relating to careers issues.

Parents are entitled:

- To have access to information on options at 13, at 16 and during Post-18 education via evening sessions
- To have information about work experience and the opportunity to discuss work experience issues

- **Links with the Community, Outside Agencies and Businesses**

Plantsbrook School has good links with local FE and HE providers and strong links with Aimhigher West Midlands through the school buys into the Mentoring Scheme. These links are maintained via email updates and attendance at information briefings/conferences. The school is developing links with local apprenticeship/training providers through the receipt of email information; organising a Year 12 Careers Week and contacts gained from events such as the Plantsbrook Careers Fair. Information on employer links/targeted support is also received via BCC. We also have links with the voluntary/community sector such as with Sutton Coldfield YMCA and their Young Carers programmes.

Speakers are invited into school as appropriate and students are encouraged to attend college and university Open Days. In addition, information on FE/HE courses and apprenticeship opportunities is available in the LRC and on the school website. These links have been developed by the Sixth Form Student Adviser, Achievement Co-ordinators and Subject Leaders. The work with the independent Careers Adviser is negotiated by the Sixth Form Student Adviser and the Assistant Headteacher, Sixth Form and monitored/evaluated via regular meetings with staff and feedback from staff and students.

3. Implementation

- **Management**

The Assistant Headteacher, Sixth Form, is responsible for co-ordinating the careers programme which is delivered by Achievement Co-ordinators and Form Tutors. She works closely with the Sixth Form Student Adviser and independent Careers Adviser. Work experience is planned and implemented by the Sixth Form Student Adviser.

- **Staffing**

All staff contribute to the objectives of Careers Learning through their roles as tutors and subject teachers in Think!, PSHE and Citizenship lessons, tutorials and assemblies. The Assistant Headteacher, Sixth Form is responsible for planning, monitoring and evaluating the careers programme annually with the support of the SMT. The Sixth Form Student Adviser and an independent Careers Adviser provide specialist careers guidance. Specialist sessions are delivered as and when necessary by teachers and outside dedicated support agencies, supporting students to achieve a well-informed, realistic decision. Careers information is available in the LRC which is maintained by the LRC Manager and Sixth Form Student Adviser.



- **Staff Development**

Plantsbrook is committed to supporting its staff to achieve the aims of the programme through Continuous Professional Development. Information will be disseminated during Achievement Co-ordinator, Assistant Achievement Co-ordinator and Year Team meetings, i.e. training on careers resources, UCAS Apply, etc. Opportunities will be provided for the Sixth Form Student Adviser to attend relevant training/information sessions and conferences in order for staff and students to be given the latest local LMI, UCAS updates, etc.

- **Curriculum**

Careers education is embedded within the tutorial programme and includes sessions on skills development, Year 10 Options, FE/HE choices, apprenticeships and information and research activities in the LRC. Speakers such as employers and the Sixth Form Student Adviser are invited to year group assemblies. Other focused events are provided from time to time including the opportunity for all students to attend a school careers fair in December and university visits for students in Year 11/12. Students in Years 10-13 are targeted for careers interviews or self-refer and these are carried out by the independent Careers Adviser and the Sixth Form Student Adviser. All Year 12 students undertake a week's work experience during the last week of the summer term.

- **Monitoring, Review and Evaluation**

This takes place through normal Quality Assurance procedures.

Evaluation takes place through various methods such as:

- Lesson Observations and Learning Walks
- Student Voice
- Evaluation of work experience placements to be introduced in September 2015

- **Equal Opportunities**

The careers programme supports the school Equal Opportunities Policy and endeavours to implement it in the following ways:

- Careful selection of posters and display material
- By encouraging all students to prepare to support themselves financially
- By encouraging all students to consider all options including non-traditional careers/roles
- By avoiding the use of one gender and gender specific job titles, e.g. using he/she; son/daughter; waiter/waitress
- By making every effort to give girls and boys equal opportunities to speak, offer opinions and answer questions in lessons.
- By not arranging and by discouraging separate sex groups for group work
- Equal access to information for all students of all abilities.

We recognise that courses and employment are available and suitable for people of varying skills, abilities and personal qualities. We encourage students to consider these aspects when choosing work placements, FE and HE courses and employment. If a student does not have the academic ability for the career/course she/he has in mind, we try to help them to identify this and plan accordingly. We emphasise what they can do and the skills they do have.

- **Resources**

Funding is allocated in the annual budget planning round. Funding for developments in the school's improvement plan is considered in the context of whole school priorities. A member of Leadership Group is responsible for the effective deployment of resources. Sources of external funding for activities are actively sought.

- **Approvals**

- *Signatures of Headteacher and Chair of Governors*
- *Date of approval by Governors*
- *Date of next annual review*