



New Horizon Community School

CEIAG Policy 2018/19

Updated: January 2019

Date of next Review: November 2019

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All students have an equal entitlement to high quality Careers Education, Information, Advice and Guidance at New Horizon Community School that helps to prepare them for choices and transitions affecting their future education, training and employment.

AIMS

- * To help students develop an understanding of themselves and others as individuals including their own and other's strengths and limitations, abilities and potential, personal qualities, needs, attitudes and values.
- * To enable students to develop a knowledge and understanding of education, training and employment through investigating opportunities available to them at a local, national and international level.
- * To support students in developing and implementing action plans to enable them to take ownership of their own future at and beyond Key Stage 4.
- * To provide opportunities to develop enterprise and employment skills.
- * To promote equality of opportunity, challenge stereotyping and support inclusion.

PRINCIPLES UNDERPINNING IMPARTIAL CAREERS EDUCATION

- * Empowers young people to plan and manage their own future.
- * Responds to the needs of each learner
- * Provides comprehensive information and advice
- * Raises aspirations
- * Actively promotes equality of opportunity and challenge stereotypes
- * Helps young people to progress.

3. OBJECTIVES FOR CAREERS EDUCATION AND GUIDANCE

- * **By the End of Key Stage 3 students will have the opportunity to:**
 - Consider their own qualities, skills, interests and academic potential
 - Understand the options/choices open to them at the end of KS3
 - Discuss their choices with their teachers and tutors
 - Investigate knowledge and skills people need at work
 - Make decisions about their own learning and the curriculum
 - Access relevant up to date careers information.

- * **By the End of Key Stage 4 students will have the opportunity to:**
 - Consider their own qualities, skills, interests and academic potential
 - Participate in work related activities

- Understand the importance of key skills – communication, application of number, information technology, improving their own performance, problem solving and working with others
- Investigate the knowledge and skills people use at work through work related simulations
- Understand the options open and available to them at the end of KS4, where to get information and how to apply – College, Apprenticeships, Employment

DELIVERY OF CAREERS EDUCATION

Careers Education is delivered through the Dream Believe Achieve Programme at KS3 and KS4 (as Careers focussed topics within the rotation programme). Both KS3 and KS4 Programmes will be supported by additional days and event focuses and assemblies.

ROLES AND RESPONSIBILITIES

- The CEIAG programme is overseen by the Deputy Headteacher. This will feature as a performance target for that appointed person.
- The programme is delivered through tutors. Tutors, along with Heads of Year have responsibility for individual reviews with students to assist with key transition stages.
- Individual Careers Guidance is provided by the external accredited guidance provider, who holds appropriate professional qualifications.

EQUALITY AND DIVERSITY

Careers Education is provided to all students and provision is made to all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

RESOURCES TO SUPPORT CAREERS EDUCATION AND GUIDANCE

- Careers Library: Laptops with internet access, careers literature, prospectuses, application forms...
- Careers Adviser
 - : Available to all students from Year 8-11 via an appointment.
 - : Used for one-to-one interviews for all Year 11 students and other targeted students throughout the year.
 - : Available at Options Evening, Parents' Evening: Years 9,10,11, Careers Events and activity days.
 - : Suitable, confidential interview facilities.
- Additional support where appropriate. Students in Years 8, 9, 10 and 11 are targeted for additional help by and Form Tutor
- Taster Days at College, Visits to HEI, involvement with Aim Higher, Attendance at post-16 Open Day events, Careers Fairs etc.
- Appropriate IT resources to support Careers programme.

PARTNERSHIPS

The CEIAG programme is greatly enhanced by our links with several partners. In addition to our Careers Guidance provider, we will work with employers, training providers and FE/HE institutions.

Parental/Carers involvement is encouraged at all stages. This is promoted through the distribution of information highlighting key events and the school website.

Parents/Guardians are welcome to attend career interviews. All students from Year 7-11 are entitled to receive a programme of careers education and from Year 8 professional careers guidance, as appropriate to meet student needs.

STUDENT ENTITLEMENT

MONITORING, REVIEW AND EVALUATION OF CEIAG PROGRAMME

The Deputy Headteacher with responsibility for Careers and Work Related Learning is responsible for ensuring the CEIAG programme is reviewed and evaluated in line with school monitoring processes and this will help inform planning and future provision. Evaluations will include feedback from students, staff, stakeholders (visiting colleges, agencies), parents. The process of review and evaluation incorporates the following:

- Learning Walks; work scrutiny; lesson observation; pupil/staff/stakeholder evaluations of CEIAG programme/activities and CPD; use of the careers resource facilities and review of contents to ensure relevant/up-to-date; analysis of destination data to monitor the number of students who progress into training, education and work in relation to labour market trends

This policy should be read in conjunction with other policies which The policy for CEIAG supports:

1. Behaviour for Learning:
2. Teaching and Learning.
3. Assessment, Recording and Reporting.
4. Citizenship.
5. Pastoral.
6. Work-Related Learning.
7. Equality and Diversity.
8. Gifted and Talented.
9. Looked After Children.
10. Special Educational Needs and Disability Equality.

Delivery and content

Year 7

Students work to develop a better understanding of themselves as learners and have some understanding of what the world of work may require of them. They focus on the transition from primary school and on understanding their own skills and abilities. This is taught through Social Education (PHSE) which is delivered by a team of teachers.

Specific units focus on such topics as

1. Learning and thinking skills
2. Time management
3. Dealing with people outside school. (This includes members of the school community talking to students about their jobs and career choices).

Year 8

Students continue to work on developing understanding of themselves as learners and what the world of work may require of them.

focus on Enterprise – working in teams to develop and market a product and understanding roles in business and industry .

Our representative runs a 1 hour workshop for all students on using CASCAID, and the skills employers need. The aim is partly to raise aspirations.

Year 9

Students will have a greater understanding of how KS4 choices affect their aspirations and will be able to match skills/abilities to the changing world of work. Students use internet to investigate courses and potential careers.

In (PHSE) lessons students are given time to use internet to explore career pathways. There is also an Enterprise unit.

This is the starting point for the Options process, which also includes:

1. An evening for students and parents on the process, and the subjects and advice available.
2. A detailed information and guidance booklet on the options process containing all relevant information on subjects available
3. Scheduled careers interviews for Year 9 students as needed with the Adviza representative
4. Tutors runs lunchtime sessions for students.
5. Personal profiles (on Launchpad)
6. "Taster" week where students are introduced to new subjects by subject specialists.

All Pupil are guaranteed a one-to-one interview with the HOY or Deputy head and the Advise representative early in the year.

Year 10 and 11

1. One week's work experience in Year 10 and a programme of preparation and

debriefing to maximise learning. A trip to Colleges for Year 11 to see what university life offers

2. Assemblies and talks to Year 11 by representatives from the Apprenticeship team, and a representative from colleges such as AWC and OCV about apprenticeships and courses.
3. An assembly on sixth form applications and sixth form provision
4. Year 11 students have one-to-one Interviews with the senior leadership team on current progress and aspirations.
5. Advise actively involved at all stages, giving group talks, individual interviews, drop in sessions and providing individualised information.

All are guaranteed a one-to-one interview with the advise representative early in Yr11