

**St Gabriel’s R.C. High School**

**Careers Education, Information, Advice and Guidance (CEIAG) Policy**

**Updated: November 2022**

**Governors: To be passed by governors**

**Context and ethos**

St Gabriel’s considers CEIAG as a crucial area of each child’s personal aspirational and educational development in preparation for their future career post 16. The Mission Statement acknowledges our aim in achieving this through the phrase: -

“We strive to use our God-given talents to serve others and **succeed**. The Lord is our strength, which inspires us to make positive contributions to our school community and be **valued members of our global society**”.

**Aims**

Consequently, the school provides a comprehensive, thorough and structured CEIAG programme that helps pupils in terms of:

* Self-development and an understanding of themselves and the influences on them.
* Career exploration/investigate opportunities in learning and work.
* Career management and employability skills, make and adjust plans to manage change and transition.

Furthermore, we adhere to the Statutory Guidance to schools (2018) including the updated guidance on 1 January 2023 due to the passing of the Skills and Post 16 Act 2022, the inspiring IAG Code of practice and we are working towards the Quality in Careers Standard Stage 2.

**Policy and Principles**

St Gabriel’s ensures that our CEIAG provision is personalised but also provides independent and impartial advice enabling students to achieve their aspirations.

* Meet the needs of all pupils from Year 7 upwards, and target activities and interventions in an effective way.
* Link effectively with Work Related Learning, PHSE Education, vocational areas and the National Curriculum to maximise student learning and ensure coherence and a whole school approach to CEIAG.
* Provide pupils with access to impartial, independent and up to date information about all the post-16 pathways through collaboration and partnership with ‘careers influencers’ such as the external IAG service, employers, training providers and FE and HE institutions.
* Challenge stereotyping and encourage pupils to widen their career ideas and empower pupils to deal with prejudice and discrimination.
* Reflect the true nature of today’s and tomorrow’s world of work, providing up-to-date information about the labour market.
* Continuously aim to improve the CEIAG provision and work towards the Inspiring IAG quality award

**Delivery and content**

**Curriculum**

St Gabriel’s CEIAG provision is delivered in a range of ways and formats. Throughout the school curriculum students are encouraged to tackle real life challenges which requires them to build up skills in problem solving, managing risks, making decisions and team building activities, giving our students confidence, setting high standards and overcoming barriers to success. Advice is given regarding the importance of achieving good GCSE’s with emphasis on English and Maths as well as a holistic approach of a good balance of GCSE programmes.

This is further supplemented by the schools PSHE provision during form time and personal development lessons.

**SEN provision**

Working with the Special Educational Needs Co-ordinator, the most vulnerable and disadvantaged students are given targeted support with extra opportunities either with Connexions or within the school. This includes pupils on Alternative Provision and those who are identified as disadvantaged. Those with specific educational needs or disabilities are cared for.

**Partnerships**

Our partners also include **FE/HE colleges and training providers** with whom we hold regular meetings to review our CEIAG programme, keep up to date with Curriculum changes on both sides and plan for effective pupil transition. There is a close partnership with the Local Authority, National Citizen Service and GM Higher.

**Parents/carers** are vital to pupils understanding of career choices and the decisions they make. We provide all parents/guardians with up-to-date information on choices at 14+ and 16+ and arrange parents’ information sessions. They are also encouraged to make appointments to talk to a personal adviser or the CEIAG Leader to discuss individual concerns.

To supplement the students in Year 10 and 11 they receive a face-to-face interview with

feedback and further opportunities to access advice.

Careers choices are further enhanced through extra-curricular activities such as coding and STEM club.

**Roles and responsibilities**

* The CEIAG programme is planned, co-ordinated and evaluated by Mr Killion, Assistant Headteacher for Personal Development.
* Operationally CEIAG is led by the Careers Lead (Mrs Nelson), responsible for day-to-day CEIAG activities and liaison with external partners; the Careers Lead reports to the Deputy Headteacher. Also, the careers leader ensures we are working towards the careers quality standard by covering all the Gatsby Benchmarks (see appendix).
* There is a link governor for CEIAG, Jennifer Walsh.

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* PSHE teachers and form tutors are responsible for teaching and giving feedback on the taught aspects of the CEIAG programme.
* All staff that are in a position where they may be providing careers information and advice are expected to contribute to the implementation of the CEIAG aims within the CEIAG policy through cross-curricular teaching and assessment, are expected to keep up-to-date broadly with careers and access any CPD opportunities to update their knowledge.
* We work very closely with our link external personal adviser and members of the 14-19 Team in the Local authority
* The CEIAG Manager (Mrs Nelson) provides support, training and briefing sessions for staff on CEIAG.

**Resources**

* There is a confidential room for one to one interviews that also has a range of career information material; this is used by the external IAG provider for interviews.
* The budget for CEIAG is negotiated annually in line with the CEIAG improvement plan and the need to update materials.
* The Careers Compass tool is used to audit against the Gatsby benchmarks.
* Staff are required to link each new curriculum topic to careers on that topics LTTL sheet
* The provision of one to one careers advice in conjunction with Positive Steps.
* Provision of a careers fair, annually in Year 9 to link with options choices, in partnership with the LEA and external colleges and universities as well as Apprenticeship providers and employers.
* Regular GM Higher meetings with GM link to keep up to date with resources and events available to school
* Careers Café happen termly, which link pupils with real life experiences and talks from individuals in

the current labour markets which is linked to student’s employment sector interests.

**Monitoring and evaluation**

All activities that form the CEIAG programme are evaluated and information is used to inform planning for the next year.

Our Partnership Agreement with the external IAG provider is reviewed on a termly and annual basis.

All external partners are asked for feedback following any delivery or participation in CEIAG activities.

The delivery of PD lessons, including careers and work-related topics, are monitored by Heads of Year and Assistant Head for Personal Development to ensure content is being delivered.

The CEAIG Manager reports annually to the head teacher and governors. The CEIAG policy is reviewed annually.

**Date policy agreed: November 2022**  **Date to be reviewed: Nov 2023**

Signed:

**Appendix**

**Offer for each year group**

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| **Year** | **Offer** |
| 7 | In Year 7 we aim to start students thinking about careers alongside their subjects, making links to jobs and labour markets from different curriculum areas. The main careers focus in Year 7 is looking at a broad range of careers and the skills needed for them. This culminates in them entering the Step into NHS competition. A contest based around researching the job requirements for different roles in the NHS, Europe’s largest employer.  Other CEIAG links in Year 7  Careers Week resources  Green Careers week  Apprenticeship week resources  Personal Development Lessons:   * Self esteem * Researching careers * Writing a job description * Writing a job advert * Barclays Money Skills (3 lessons in HT6) |
| 8 | In Year 8 we get students to think about their own skills and strength and how these can be useful in the career’s arena. Using resources created by industry, we use Barclays life skills programme to look at enterprise and careers. Students reflect on transferable skills they may never have thought of that could be useful in businesses and workplaces.  Other CEIAG links in Year 8  Careers Week resources  Green Careers week  Apprenticeship week resources  Personal Development Lessons:   * Being Enterprising (2 lessons) * Putting Enterprise into action (2 lessons) * Protecting your online profile |
| 9 | In Year 9 student’s study the first 2 modules in GCSE citizenship. Within this they are exposed to the structure of wider government and the roles MPs, Lords, Advisors, Civil Servants and beyond working together to form our democratic system. As well as this they access a careers fair with multiple external providers from FE, apprenticeships and employers to help them make informed choices when selecting their GCSE options.  Other CEIAG links in Year 9  Careers Week resources  Green Careers week  Apprenticeship week resources  Options meetings  Careers fair  Careers advisor at parent’s evening  Personal Development Lessons:   * Rule of law * Legislation * Local Government * Local services * Westminster Parliament |
| 10 | In Year 10 we encourage students to engage in work related learning through work experience placements or school-based work related learning. This real-life experience of employers is vital in their development and in raising future aspirations. Students also study modules from the IDEA award, an international award winning programme to help demonstrate digital, enterprise and employability skills.  Other CEIAG links in Year 10  Careers Week resources  Green Careers week  Apprenticeship week resources  1:1 Independent IAG appointment  CV and Application Support  College Taster Days  Work Experience (out of school/virtually/in school)  Personal Development Lessons   * IDEA award – Digital enterprise and employability skills modules * CV writing basics * Fine tuning your CV * Budgeting * Debt and borrowing |
| 11 | In Year 11 the focus is on supporting them in the choices about their next steps. All students receive 1:1 appointments with a dedicated careers advisor. Personal Development lessons focus on them accessing local colleges and educational establishments through talks or visits, allowing them to make informed decisions on their choice of establishment and courses. As students become of age to get part time jobs, we also cover employee rights and discrimination to make sure they are prepared and protected for any workplace.  Other CEIAG links in Year 11  Careers Week resources  Green Careers week  Apprenticeship week resources  1:1 Independent IAG appointment  GM Higher FE activities  College Visits  CV and Application Support  Interview Support  Personal Development Lessons   * Writing personal statements * Workplace rights and responsibilities * Workplace discrimination. |

Tracking

Compass Plus is used to track and monitor Gatsby Benchmarks through all areas of school. SIMs marksheets are also used to track and monitor the uptake and engagement of some activities.

Work Experience

Where appropriate, St Gabriel’s aims to provided work experience for targeted students who have difficulty in maintaining mainstream education and who are often vulnerable to permanent exclusion. The work experience is very appropriate and personalised to their needs, whilst continuing with their basic education.

**Gatsby Benchmarks**

The eight Gatsby benchmarks of Good Career Guidance are identified as;

1. A stable careers programme

2. Learning from career and labour market information

3. Addressing the needs of each pupil

4. Linking curriculum learning to careers

5. Encounters with employers and employees

6. Experiences of workplaces

7. Encounters with further and higher education

8. Personal guidance