



ENDON HIGH SCHOOL Careers, Information, Advice and Guidance Policy

Principles

All maintained secondary schools are required to provide a planned programme of careers education in Years 7 to 11 (1997 Education Act, 2003 Education Regulations). Schools are encouraged to build on the good practice of beginning careers education early.

An additional Section 29 of the Education Act 2011 places schools under a duty to secure access to independent careers guidance for their pupils in school years 9 to 11. Careers guidance secured under the new duty must:

- be presented in an impartial manner;
- include information on the full range of post-16 education or training options, including Apprenticeships; and
- promote the best interests of the pupils to whom it is given.

Headteachers, school staff and governing bodies must have regard to this statutory guidance issued by the Secretary of State in exercising their functions under this section.

The ACEG Framework is a new framework and guidance for careers and work-related education (CWRE) in England. At its heart is a set of recommended learning outcomes for key stage 2, key stage 3, key stage 4 and post-16 education and training. The guidance includes advice on the organisation, leadership and management of CWRE.

The framework is constructed around three main areas of career and work-related learning:

- Self-development through careers and work-related education
- Finding out about careers and the world of work
- Developing skills for career wellbeing and employability

A Whole school Approach

All pupils regardless of gender, race or physical ability have equal access to work placements.

Students are encouraged to think beyond traditional gender roles.

All teaching staff are involved in the delivery of careers and guidance education, and strong links with local employers are fostered and promoted.

All available post 16 education and training providers are invited into school to offer courses to our students.

Aims

To enable pupils to:

- relate their school studies to the wider world, in the context of their personal development and career pathways.
- review their experience and achievements, plan ahead and set targets.
- have up-to-date knowledge of the range of opportunities and training beyond school and in the world of work.

- research information and guidance about opportunities in learning and work, using both paper based and ICT resources and make effective use of them.
- make well informed and realistic decisions about their future
- present themselves well on paper and orally
- prepare for the transition on to the next stage of learning and work.

The aims of the **careers education programme** are to give pupils

- knowledge of the options open to them and how to improve their chances
- knowledge of where to go for information, advice and guidance
- the ability to apply the knowledge, understanding and skills of their own decision making
- the ability to assess their strengths, weaknesses, needs and priorities in the subjects they are studying
- an awareness of their level of preparedness for the decisions and transitions ahead.

Work Experience aims to

- give pupils the experience of a work environment to develop their understanding of its demands and practices.
- develop awareness of the extent and diversity of local and national employment opportunities.
- give a taste of appropriate progression routes, where possible
- encourage pupils to reflect on their experience and develop their skills, outside the school environment.
- develop self- esteem and confidence, and to take increasing responsibility for their own learning and career development.

Additional Provision

- After consideration of individual needs, a personalised curriculum is created to reflect appropriate pathways for all students. Arrangements are made for work placements to run in tandem with the student's curriculum.
- The Work Related Learning Coordinator visits placements and supports students both in the work placement and at school, in liaison with the Deputy Head.

Practice

Leadership and Management

- The Headteacher provides leadership to the Careers coordinator. The Deputy Head teacher has oversight of Work Experience and provides leadership to the Coordinator, and Work Related Learning Coordinator. The Assistant Headteacher (Students) provides leadership to the DTL PSHE.
- Entrust Careers Service provide specific support for young people who may be in danger of not being in Education, Employment or Training (NEET) and Changing Education offer personal advice and support with careers guidance in school. They liaise with the Careers coordinator to focus support to students who need help to set appropriate targets, post 16, and work with a targeted group to ensure that they move into worthwhile training when they leave school.
- They support the School with Careers Conventions and Option Evening
- The school has four responsibility holders, covering Work Experience, Work Related Learning, DTL PSHE and Careers, who coordinate their respective areas and organise relevant activities and experiences, liaising with staff, pupils and external agencies/organisations as appropriate.

The Careers Programme is developed giving careers advice and information to all pupils in Year 7-11, delivered throughout the year at agreed times.

- There is a clearly defined programme for Year 9 focused on appropriate option choice.

- A careers convention is organised for all students and their parents. This is held in school annually and during the evening and parents and pupils are encouraged to attend.
- Staff from all local training providers are invited to come into school for scheduled sessions with our students, to offer advice and guidance on post-16 options.

Learning about the world of work forms an important part of a young person's curriculum and empowers them to make informed decision about their education and futures. The school aims to provide pupils with the information they require through curriculum links, vocational courses and through the work experience programme.

The Work Experience Programme

- All pupils in Year 10 undertake a work experience placement and evaluate their experience when they return to school.
- Students are encouraged to undertake activities outside of traditional gender roles.
- Local employers are encouraged to take part in the planning of the programme, preparation of students, evaluation and recognition of individuals' achievement.
- Members of the teaching staff, and support staff are encouraged to be involved in the delivery of this programme, through the visiting of students at placements.
- Success in this area is rewarded at the annual Prize Giving Evening.

The PSHE Curriculum is delivered to Year 7 in discrete weekly lessons and to Year 8,9,10 and 11 through the pastoral programme including the Learning for Life (L4L) weekly whole school sessions. Assemblies, Flexible Learning days and themed learning days which incorporate aspects of PSHE and Citizenship curriculum also contribute to the whole programme. The days are themed according to curriculum and citizenship themes but also themed around the school motto.

Resources and Accommodation

- A Careers Library is open at lunch times and after school, where paper- based and ICT resources are available. It is situated in the main body of the school and clearly marked to encourage pupil usage. There is a careers advice drop-in session during the lunchtimes when the advisor is in school.
- Resources to support CEIAG are provided through a dedicated budget, however further support is given through other budget lines as required.

Governor Responsibility

- Governors have a key role to play in developing careers/CEIAG Provision in their school so that it is fit for the challenges ahead.
- Comply with the ACEG Framework and to have regard to the guidance is the duty of the Governing Body and the Headteacher.
- Governors should ensure that the review of provision will be rigorous and agree arrangements for its findings to be discussed with the governing body.
- Ensure that the governing body discusses CEIAG and pupil destinations at least once a year.
- There is a dedicated Link Governor, Mrs Wallbanks who is attached to CEIAG and PSHE
- The Careers Coordinator provides a written report, on an annual basis, for CEIAG during the academic year, highlighting events and support for all pupils.

Reviewed by Governors: January 2016
To be reviewed every 3 years (January 2019)

