

Belmont School Careers Education Information, Advice & Guidance Policy



Authorised:
(Headteacher)

Authorised:
(Chair of Governors)

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INTRODUCTION

The purpose of Careers Education, Information, Advice and Guidance (CEIAG) is to help all students to apply relevant knowledge and understanding, experience, skills and qualities to their own particular circumstances, when choices have to be made.

Careers Education, Information, Advice and Guidance is a statutory requirement for all students in Key Stages 3 and 4. (Careers, Guidance & Inspiration in Schools April 2017) The Careers Education Information, Advice and Guidance programme at Belmont School is an integral part of our commitment to preparing all students for the opportunities, choices, changes, challenges, and transitions affecting their future education, training and life as adult members of society.

The planned programme of CEIAG at Belmont School conforms to statutory guidance for Education and Training providers (January 2018)

AIMS

CEIAG supports the aims of the school, in particular to help all students:

- to develop knowledge, skills, personal qualities & practical abilities, and the will to use them;
- to gain understanding of the social, economic and political order;
- to prepare for their adult lives as members of society
- by delivering a planned programme of study using the Gatsby Benchmarks

The broad aims of Careers Education and Guidance are self development, career exploration and career management. The programme emphasises individual participation and has the following aims:-

- to contribute to strategies for raising achievement, especially by increasing motivation
- to support inclusion, challenge stereotyping and promote equality of opportunity
- to encourage participation in continued learning including further education & training
- to develop enterprise and employment skills
- to reduce drop out from and course switching in further education and training
- to contribute to the economic prosperity of individuals and communities
- to meet the needs of all our students through appropriate differentiation
- to focus students on their future aspirations
- to involve parents and carers

SELF DEVELOPMENT

- to develop understanding of themselves and the influences on them
- to develop student self esteem, self confidence and self awareness
- to enable students to identify their own interests, strengths, experiences
- and preferred approaches to learning and working
- to learn about the attitudes, skills and abilities valued in the world of work
- to develop attitudes, skills and abilities necessary for success in the adult world
- to raise levels of aspiration and motivation
- to make all students aware of all the options available at key transition points (Y9, Y11)
- to plan and prepare for transitions and challenges in school and the world of work
- to encourage flexibility, adaptability and self reliance
- to gain awareness, understanding and direct experience of the world of work
- to develop the wider key skills of Communication, Working with Others and Problem Solving

CAREER EXPLORATION

- to experience, locate and use different types of information
- to raise awareness of the local and national labour market and its requirements
- to enable students to relate learning and experiences to future opportunities in education, training and employment

CAREER MANAGEMENT

- to have access to relevant adults and other resources for information, advice and guidance
- to help students develop skills which lead to success in education, training and employment
- to enable students to acquire career management skills which they can use in future decision making and problem solving
- to set targets to gain experience of the world of work and future opportunities

EXTERNAL PROVIDER ACCESS

Pupil Entitlement

All pupils in Years 8-11 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options as they approach transition at the end of KS4.
- To hear from a range of local providers about the opportunities they offer, through subject course work, assemblies and group discussions and taster events;
- To understand how to make applications for the full range of academic and technical courses.

Management of provider access requests: Procedure

A provider wishing to request access should contact Mr Shand
Telephone: 01242 216180 Email: pshand@belmont.gloucs.sch.uk.sch.uk

Opportunities for Access

A number of events that are integrated into the school careers programme and wider curriculum will allow providers an opportunity to come into school to speak to pupils and/or their parents/carers. Please do not hesitate to make contact to identify the most suitable event for you. Some of the events on offer are illustrated below:

- Whole school assemblies, weekly throughout the year
- Parental conversation meetings, twice a year
- EHCP transition meetings, specifically for pupils in KS4 and Y9 transition
- Annual whole school National Careers Week activity, March
- Careers/Skills for Independence and Work and PSHCE lessons, throughout the year
- Independent guidance and advice is accessed through Glos Special Schools Challenge and Support Subgroup – Careers, Employability and Enterprise.
- Pupils meet employers during mock interviews through our close working relationship with GFirst LEP
- Pupils meet employers through Enterprise training activities with GFirst LEP
- Pupils in Y11 have a two work experience placements
- Pupils are invited to College Link days Y9-Y11

Premises and facilities

The school will make the main hall, classrooms or separate meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available technical equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Key Stage Leaders or senior members of staff. Providers are welcome to leave a copy of their prospectus or other relevant course literature at school.

Safeguarding

In all areas of school life safeguarding is a high priority. All aspects of careers education and work related learning are organised with an accredited provider and include activity and pupil risk assessment. All visitors are made aware of and agree to Belmont School safeguarding procedures. This ensures the best outcomes for Belmont pupils and ensures everybody stays safe. For more information please refer to the school's safeguarding policy which is available on the school website.

ROLES AND RESPONSIBILITIES

All members of the school are committed to CEIAG at Belmont.

The Head Teacher/SLT will:

- ensure that the curriculum, timetable and staffing structure allow for the delivery of effective CEIAG with appropriate resources;
- agree a named member of staff and governor with responsibility for CEIAG;
- support appropriate staff INSET.

The Leader of CEIAG will:

- plan, co-ordinate and implement the CEIAG element within the taught Careers/PSHCE curriculum;
- prepare students for the Work Experience Programme including briefing and de-briefing;
- advise SLT and Governors on policy and practice;
- encourage staff development, and support INSET;
- support links with employers, FE colleges, , GFirst LEP Learning Support Services etc;
- monitor, evaluate and review policy and practice of CEIAG within the curriculum.
- be the Belmont link and provide first contact with bodies such as GFirst LEP regarding CEIAG;
- provide student destination and post 16 tracking information to the Headteacher and SLT
- organise the Belmont Work Experience and College Links Programmes
- liaise with employers and training providers to co-ordinate visits for Belmont students;

- organise and accompany students to careers taster events.
- prepare, support and write student references, as appropriate;
- work with parents and outside agencies in support of Careers Education
- provide opportunities for external providers to access all pupils in Y 8-11

Students in KS4 will have access to at least one (usually two) Industry/Enterprise Skills Day/s and school and two Mock Interview exercises, organised by the GFirst LEP

Students in KS4 will be offered the opportunity to participate in up to two work experience placements during their final year at school, each of one week's duration. Opportunities for extended work experience placements, of up to a maximum of three days per week, for students in either Y10 or Y11 will be arranged as appropriate. Students will also make visits to local colleges of further education and will be offered opportunities to attend link days.

The programme of Careers Education and Guidance in Belmont School will include a range of activities that encourage the active involvement of students through:

- Regular classroom based learning
- Whole class discussions or group work in the classroom
- One to one discussions with the Careers Co-ordinator and Form Tutor
- Experience of the work environment or the workplace through participation in visits to local businesses, industry, training providers and work experience placements
- Exercises to develop knowledge of Key Skills, Team Building & Enterprise Skills

Teaching in the Careers programme will be:

- Based on sound and up to date knowledge and understanding of careers development
- Challenging for students to widen their knowledge and understanding
- Designed to meet the needs of students and actively engage them in their own learning
- Will use current and well organised resources, including computer software and Database programmes
- Based upon clear outcomes so that student's experience, knowledge and understanding can be assessed

CROSS CURRICULAR LINKS

Cross-curricular links and themes are central to the implementation of the Careers Education and Guidance Policy.

Emphasis is placed throughout the curriculum upon the importance of acquiring the necessary skills for success within the adult and working world: communication skills, literacy, numeracy and ICT skills, social awareness, good citizenship and moral values. In the programmes of study for Science, Literacy, Numeracy, ICT, DT, and PSHCE there will be frequent overlap in the acquisition of relevant knowledge and skills and students will be able to undertake and accredit work related achievements.

Promoting other aspects of the School Curriculum:

In Careers Education and Guidance there are opportunities for students to develop knowledge and understanding of economic concepts, topics relating to consumer affairs and issues concerned with the inter- relationship of government, economy and society. Students will be helped to understand their own and others' needs and to consider the wider impact of their decisions on their future, the future of other individuals, groups, families and communities. Students are encouraged to develop confidence, self-reliance and a willingness to embrace change in preparation for the demands of adult life, they are helped to recognise and develop those skills through experiences of work situations.

LINKS WITH OTHER POLICIES

This policy for Careers Education supports and is underpinned by key school policies including those for Teaching and Learning, Assessment for Learning, PSHE, Work Related Learning, Equality & Diversity, Health and Safety.

CITIZENSHIP

Careers Education and Guidance supports the delivery of Citizenship, it will include opportunities for students to prepare to play an active role as citizens (KS1 and 2) and provide the knowledge and understanding about becoming informed citizens (KS3 and 4). It will give contexts in which all students can move from a personal view of themselves and their immediate world, towards a much wider perspective

ASSESSMENT, RECORDING and REPORTING, (incl. monitoring, evaluation and review). There are no requirements for Careers Education and Guidance to be formally assessed. The school record keeping system will be used, in order to provide consistency and continuity for students as they progress through the programme.

Individual work experience placements will be assessed and evaluated through questionnaires, oral and written feedback by students, parents and employers.

LINKS WITH OTHER AGENCIES

GFirst LEP: There is regular contact between the school and the GFirst LEP. Staff work together to co-ordinate events organised by the GEBLC in support of the delivery of careers education to students in Belmont School.

Local Businesses: The school will liaise with local businesses to offer information and experiences to students and raise awareness of local opportunities for work experience, work visits and other projects

Colleges of Further Education and Training Providers: The school will invite a range of FE Colleges and Training Providers to offer information to students about local opportunities in training and further education via presentations and link days. Students in Years 10 and 11 will have access to short college link placements, in order for both students and the colleges to assess their suitability of provision post 16 and support the Transition process. The Transitions Co-ordinator from relevant colleges will be invited to attend the Annual EHCP Review meeting for students in Key Stage 4.

MONITORING and REVIEW

This policy was drawn up by the Careers Education Information Advice and Guidance Co-ordinator, working in consultation with the whole staff.

Its implementation is seen as the responsibility of all staff. Its use and effectiveness will be supported and monitored by the Careers Education Information Advice and Guidance Co-ordinator, on behalf of the Headteacher and Governors.

The policy will be reviewed every two years and in line with any operational or statutory changes.

