



KINGSTONE ACADEMY TRUST
APPROVED POLICY DOCUMENT

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

Relevant School/s:	KHS
Policy Officer:	Sally Spreckley
Approval:	Delegated
Date of Review:	February 2018
Next Review:	3 years or upon legislative change
Distribution:	Public, on website

1. Introduction and Context

Careers Education and guidance (CEG) is an important component of the 14-19 Curriculum and at Kingstone High School we fully support the statutory requirement for a programme of careers education in Years 8 – 11. (Careers guidance and access for education and training providers. Statutory guidance for governing bodies, school leaders and school staff. DfE. January 2018)

Kingstone High School offers a planned programme of activities to support students in choosing 14 – 19 pathways that suit their interests and abilities and which will help them to follow a career path and sustain employability throughout their working lives.

2. Definition

Careers Education - helps young people develop the knowledge and skills they need to make successful choices, manage transition in learning and move into work, Further Education or Higher Education.

Careers Guidance - enables young people to use the knowledge and skills they develop to make informed decisions about learning and work.

3. Aims

Careers education is provided to all students and provision is made to allow 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.

Kingstone High School will provide students with a programme of careers education, information, advice and guidance.

Our aim is:

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

3.1 Overview of Careers Education

The Careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, and individual learning activities.

Key Stage 3

A careers, work related learning and enterprise programme will be delivered during tutor time and collapsed timetable days, for example PHSE and STEM days.

Year 8 will investigate their skills, interests and work preferences to match against suitable occupations. They will also research into the labour market and their expectations of job availability and salary, and the training required.

Year 9 will explore KS4 and KS5 options with a focus on individual career paths, via a Career Detective Day and Option Choices activities.

Key Stage 4

Students in Year 10 will have exposure to visits and external speakers to provide impartial careers advice and options. Careers interviews will be available for those who require it. Year 10s have recently attended the Three Counties Career Fair at Malvern Showgrounds, which focused on careers available in the three local counties of Herefordshire, Gloucestershire and Worcestershire such as: engineering and manufacturing, cyber security, construction, food production and the land based industries. The aim of the trip was to support student's aspirations and make them aware of some of the employment opportunities available to them post Kingstone High School.

Students in Year 11 will focus on Post-16 personal statements, CV writing, mock interviews and applications to colleges and apprenticeships. Individual interviews with the careers officer will be available for all students. Progressive pathways Post-16/18 and after, such as Higher Education or Apprenticeships where appropriate, will be explored and explained.

Other events and activities are planned and organised separately throughout the year.

4. Actions and Responsibilities

A named member of staff, Mr L Butler, Deputy Headteacher, co-ordinates the Careers Programme. Mrs D Waters is the Careers Officer. Administrative staff are assigned to support the Careers officer as and when required.

Careers Guidance will be available to students in the following ways:

- Careers material available in the careers office and library
- Extra support where appropriate: students in Year 9, Year 10 and Year 11 who require additional help are targeted by the SENCO, and Pastoral lead for KS3 and KS4

- Parental involvement is encouraged at all stages. Online resources have been specifically chosen to help parents become more involved. All online resources are easily accessed through the links on the school website. Parents are kept up to date with careers related information through letters and at open evenings.
- All staff contribute to CEG through their roles as tutors and subject teachers.
- Kingstone High School works in partnership with the National Outreach Programme. The National Outreach Programme is delivered by Aimhigher Plus; a partnership of regional universities and colleges, and is being coordinated locally by Herefordshire and Ludlow College and Hereford College of Arts.

5. Monitoring and Review

Careers Education is monitored and evaluated annually. Careers Guidance is monitored and evaluated annually through discussion with key staff and students and appropriate observation of activities by the Senior Leadership Team. When reviewing the programme, the School Improvement Plan (SIP) is used to ensure that the Careers Education is fully supporting whole school aims.

Appendix 1 Statement of Entitlement

As a student of Kingstone High School you are entitled to receive a programme of careers education, advice, information and guidance

Your CIEAG programme will help you to:

- Understand yourself, your interests, likes and dislikes, what you are good at and how this affects the choices you make
- Find out about different courses, what qualifications you might need and what opportunities there might be
- Develop the skills you may need for working life
- Make realistic, but ambitious, choices about courses and jobs
- Develop a plan of action for the future
- Understand the different routes after Year 11 including training, further and higher education and jobs
- Be able to make effective applications for jobs, training and further and higher education
- Write a CV
- Develop your interview skills
- Improve your confidence

You will receive:

- Careers lessons
- Collapsed timetable activities
- Guided tutor time
- Access to careers information: books, videos, leaflets and websites - ask for help
- Interviews with the Careers Officer
- Interviews with the College and Business Personnel
- Other subject lessons linked to careers

You can expect to be:

- Treated equally with others
- Given careers information and advice that is up to date and impartial
- Treated with respect by visitors to the school who are part of the careers programme
- Given extra help if you have special needs

Appendix 2 Provider Access Statement

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purposes of giving them information about the provider's education or training offer.

This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Management of Provider Access Requests

Opportunities for Access: our provision includes various opportunities for students to access a range of events. These are mainly integrated into the schools careers programme and curriculum. These events are therefore delivered internally, with contribution from external providers where appropriate.

Procedure

A provider wishing to request access should contact Mrs D Waters, Careers Officer, via the school contact details.

Local providers are invited to key relevant events, in addition, external providers interested in coming into school should speak to Mrs D Waters to identify the most suitable opportunity.

The Visitor's Policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students.

Resources

Once visits have been agreed, the school will provide appropriate rooming to facilitate the visit, along with any equipment requested by the provider, where it is available.

Providers are welcome to leave a copy of their prospectus or other relevant course literature in the Careers Office and /or Library. The library is available to students at break and lunchtimes.