

Great Baddow High School



Careers Education Information Advice And Guidance Policy (CEIAG) incorporating Provider Access Policy

Effective from: May 2019

Updated and reviewed by Governors' Curriculum Committee: May 2019

To be reviewed: Summer 2020

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Rationale for Careers Education Information Advice and Guidance (CEIAG)

The school is committed to working towards meeting the Gatsby Benchmarks by 2020.

Careers Education, Information Advice and Guidance makes a major contribution to preparing young people for the opportunities, responsibilities and experiences of life, in order to help them make a successful transition to adulthood:

- preparing students for the opportunities, responsibilities and experiences of life;
- supporting young people to achieve their potential;
- empowering young people to plan and manage their own futures;
- providing comprehensive information on all options;
- raising aspirations;
- promoting equality, diversity, social mobility and challenging stereotypes; and
- enabling young people to sustain employability and achieve personal and economic wellbeing throughout their lives.

Purpose

Great Baddow High School is committed to career learning and development and to fulfilling its statutory obligations. Careers Learning supports the school's overall vision and is linked to the School Development Plan. Governors and senior leaders have a key role in developing and approving the policy and this process ensures a high profile and a secure place for CEIAG within the school curriculum.

This policy is linked to other school policies including Equalities and Health & Safety.

Commitment

The school is committed to providing all its students with a planned programme of careers education activities throughout their school career, with opportunities at key transition points to access impartial information and expert advice and guidance. It is also committed to maximising the benefits for students by using a whole school approach involving parents, external IAG providers, employers and other local agencies.

Management

This area is supported by a link governor. Members of the SLT have specific strategic responsibility for CEIAG/work experience and Personal Development (PD) with access to administrative support. A TLR allowance is provided to a middle-leader who has day-to-day responsibility for careers activities including co-ordination of the Careers Fair. The school has responsibility for securing its external careers guidance service.

The senior leaders will also oversee the structure for delivery by members of staff who have access to relevant training.

The senior leaders and CEIAG Team will review and evaluate the provision with all stakeholders including young people and the external IAG service, taking into account the school's destination measures.

Curriculum Provision

There is a planned programme of learning experiences with learning outcomes for Year 7 to Year 13¹ which enable young people to:

- develop themselves through career, employability and enterprise education;
- learn about careers and the world of work;
- develop career management and employability and enterprise skills; and
- undertake a two-week work experience placement in Year 12.

Personal Provision

Elements of the above will require access to individual information advice and guidance through:

- internal staff, external careers adviser, visitors and mentors; and
- external sources using email, telephone, web chat and forums via websites, including the National Careers Service and specialist face to face careers guidance.

The school will secure additional access to face to face external specialist careers guidance as stated in the Education Act 2011 for our vulnerable students as defined by the school's governing body.

Resources

The school will provide resources for the successful implementation of this policy through securing:

- an annual budget to cover internal needs, CPD opportunities and commissioning of external sources;
- adequate staffing with appropriate training;
- student and staff access to information (electronic and hardcopy); and
- designated space for individual, group and research sessions

Partnerships

The policy recognises the range of partners that support the CEIAG offer within our school. These include:

- formal arrangements with our external provider of careers guidance and others;
- liaison with post 16 providers and higher education institutions;
- employers and training providers;

- parents; and
- others specific to our school.

Provider Access Policy ²

This policy statement sets out the school's arrangements for managing the access of providers to students at the school for the purpose of giving them information about the providers' education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Pupil Entitlement

All students in Years 8*-13 are entitled to:

- find out about technical education qualifications and apprenticeship opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events; and to
- understand how to make applications for the full range of academic and technical courses.

**although this is statutory for Year 8 onwards, Great Baddow High School also provides opportunities for Year 7.*

Opportunities for Access

A number of events, including a careers fair, mock interview day and sixth sense lectures (sixth form), integrated into the school careers programme, offer providers an opportunity to come into school to speak to students and/or their parents:

Premises and facilities

The school will make a hall, classroom or private meeting room available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Adviser or Careers Leader, to be displayed in the Careers Area in the library and in The Cube. Students can pick up information from these areas at lunch and break times.

Approvals and review

Effective from: June 2015

Updated and reviewed by Governors' Curriculum Committee May 2019

To be reviewed: Summer 2020

Prepared by Deborah Anderson

This policy was originally developed by the Eastern Region CEG network August 2012

¹The CDI Framework for careers employability and enterprise education

² - Statutory guidance for governing bodies, school leaders and school staff October 2018