CAREERS EDUCATION INFORMATION ADVICE AND GUIDANCE POLICY

Commitment to Learning
High Expectations
All Can Succeed
Confidence and courage
Everyone valued equally

Introduction

Statutory guidance published by the government in March 2015 with subsequent updates in April 2017, gives schools a duty to 'secure access to independent careers advice for all year 8-13 pupils' and to present careers guidance 'in an impartial manner' so that they are inspired and motivated to fulfill their potential. The programme we have developed will provide our students with the self-awareness, experience, knowledge and confidence to make informed future choices and to move on successfully within Chace and to other institutions.

Principles

At Chace we are committed to providing excellent impartial careers education and guidance to all of our students. Our programme is designed to:

- promote equal opportunities and in so doing raise the aspirations of our students so that they can have the highest possible expectations of themselves and their future careers;
- make use of our knowledge of students' abilities and interests so that advice and guidance can be personalised, specifically tailored and delivered by the appropriate professionals, both within the school community and from outside;
- provide experience of work and learning experiences within the curriculum which will enable them to understand the skills, knowledge and experience necessary for success within the workplace;
- provide particular and appropriate support for those with special needs or identified as in danger of becoming NEET;
- provide support to students who are moving on from school at 16, 17 and 18 to ensure that they are able to be successful in their transition to other institutions;
- To support students to develop high aspirations and to consider a broad range of career opportunities;
- To inspire students through more real-life contacts with the world of work as well as develop an understanding of how different pathways can take them in different directions in the future.

The Role of the Governing Body

The Governing Body will ensure that the school leadership team are raising the aspirations of all pupils, encouraging them to overcome barriers to success and to do what it takes to fulfil their potential. They should also be ensuring that head teacher is basing their strategy for advice and guidance in line with the schools legal requirements.

Life Skills

The careers programme in Life Skills at Key Stage 3 and 4 aims to provide a progression in students' thinking about possible careers and pathways from Year 7 through to Year 10. We also aim to have students consider an initial career plan with the support of their tutor where can record their possible career interests so that we can tailor individual advice and guidance throughout the student's school career.

In Life Skills lessons, students will study a range of topics and will complete activities that will help them produce CVs and letters of application and to practice interview techniques as they explore the world of work. In year 10 they will also focus on preparation for work experience as well as a focus on the application process for sixth form and college.

At Key Stage 5 all students will participate in Key Skills where they will be looking at Careers further as well as the UCAS application process. All students are actively encouraged to complete volunteer hours as part of the YAVE initiative as well as seek further work experience.

Careers Day

In the autumn term year 12 students will all take part in a "Be Career Ready" event

This event enables all year 12 students to explore a broad range of career options available to them in the future. They will also look at the range of routes and pathways into these employment opportunities through fun and interactive question and answer processes. Through the event students will be able to network and meet a range of different employers as well as participate in interview style practical activities that they will likely face in the near future.

Further to the Be Career Ready events, all students will gain the opportunity to take part in other career day activities. These activities range from College and University taster days through to employer engagement activities, work place visits, internships, and work experience.

The options process

Year 9 students will become familiar with the options process during Life Skills lessons and will be helped to make their decisions in various ways. They will have the opportunity for careers interviews on request – see below; there will be talks about 'new' subjects in assemblies; taster lesson in school time as well as the 'Planning for the Future' evening provides an opportunity for parents and students to listen to a talk about the options process and to hear presentations about the optional subjects.

Individual Careers interviews at KS3

Before they make their option choices in Year 9, all students will be offered a careers interview on request. However, career interviews will continue for any targeted to the students' with specific individual needs as part of the EHCP and Annual Review Process. The SENCO and her team, as well as parents, will be involved in these interviews. An independent local authority careers adviser will be invited to the Annual Review meetings of students that have an EHCP.

Individual careers interviews and targeted advice at KS4

- In term 1 of year 11 students will be offered individual careers interviews to help them look at career opportunities that interest them as well as the career pathways into these specific

areas of employment. This is also to help student prepare to transition and gain support in the application process to sixth form or college.

- In year term 2 all year 11 students will be mentored by SLT and other experienced volunteers from the school staff to ensure that they are making positive plant into education or training after moving on from school. At part of this students will gain further advice and preparation for interviews as part of their application to further education or training. Parents will be informed about this mentoring scheme and students will be seen at least twice and given help with any applications as necessary. As a final safeguard against students being left without plans, the HOL will speak to any students and their parents, who are still causing concern after this process.

Individual careers interviews and targeted advice at KS5

- In term 2 of year 12 students will be offered individual careers interviews. These interviews will focus students at looking at University, Apprenticeships as well as employment opportunities. Students at the end of these sessions should have a firm and clear career plan. All of these career interviews will be shared with the tutors so that any follow up conversations can take place.

In addition to targeted advice offered by the school, all students and parents will be offered the opportunity of a careers interview with an independent consultant careers adviser. These careers advisers will come in to school to introduce themselves to students and to offer advice at appropriate times in the year.

Work experience

At Chace we organise our own work experience placements. All students in year 10 will be offered a placement for up to two weeks at the end of the summer term. In addition to these placements, students on BTec courses in years 12 and 13 will be on work experience on two different two week block placements throughout out their course. The Level 1 Hair students will participate in a long term work placement throughout their course.

Staff are trained to undertake the necessary Health and Safety checks in accordance with Health and Safety Executive requirements and our procedures have been assessed as exemplary by an external consultant. About 80% of students will find their own private placements and the remainder will be found placements at organisations with whom we have contacts. We are able to use our knowledge of students' interests, attainment and personalities to allocate suitable quality placements for our students.

Students on work experience are closely monitored. In year 10 the employer will be telephoned by a member of staff during the first week of the placement and visited during the second week. Post-16 attendance is monitored by telephone and visits are made once a term. Students are encouraged to complete a blog during their work experience. This will enable them to keep a record of the experience.

On their return in year 11, a debrief is organised. This provides an opportunity to reflect and learn from the placement.

Post – 16 information evening for year 11 students and parents

The Post-16 information evening in November is designed to offer advice and guidance about Chace Sixth Form as well as other opportunities which are available in the local area. Colleagues from other educational establishments as well as other organisations offering apprenticeships will be invited to offer advice to students and their parents.

A second information evening will be held in February to offer further advice to the mentored 0 – 6 group (see above). Local colleges and providers of apprenticeships will be invited to this evening, to meet the targeted group of students and their parents.

Post – 16 CEIAG

In the Key Skills programme in year 12, we aim to provide students with the skills necessary to make application for courses and for jobs – writing CVs, interview technique, writing personal statements. Students will also be encouraged to register with UCAS and write their personal statements and will be guided through the UCAS website. All students are invited to attend a UCAS convention and to attend a trip to Queen Mary University. In addition to this students are encouraged to apply for summer schools and study days at universities all over the country. For students interested in applying to the top universities, we organise talks and a workshop in school. Students can also visit Oxford University. Talks on student finance are also offered. University open days are publicised in the sixth form area and many students attend these.

During year 13 students are guided in their applications for higher education by their form tutors, the head of sixth form and the member of staff who is an expert in this area. They are given help in choosing suitable courses and in compiling their personal statements.

Students who so not wish to attend higher education will be guided in applications for apprenticeships or for work.

Throughout year 12 we monitor student progress and identify, as early as we can, any students who might be at risk of failure at the end of year 12 or for whom progression to year 13 might not be the best course of action. In these cases, we will see parents and students and offer advice and guidance on next steps.

Working with the Local Authority

The Local Authority maintains a statutory duty to provide advice and guidance to students with a Statement of Special Educational Need and to those at risk of becoming NEET (Not in Education, Employment or Training). We work with the learning Difficulties/Disabilities Team and the Learner Progression Team at the Local Authority to provide the best help and support to these groups of students.

Monitoring and reviewing careers provision

The school's Careers provision is reviewed by independent consultants at three points during the academic year. Any recommendations for improvement can then be incorporated into our programme.

A review process will take place each year. Information about destinations and students who remain NEET, which is provided by the LA, will also inform our review process.

This policy is monitored and reviewed every two years by SLT and Governors through the Governors' Teaching and Learning Committee.

This Policy should be read in conjunction with the Spiritual, Personal and Social Development and Equality Policies.

Appendix 1

Summary of CEIAG provision

	Term 1	Term 2	Term 3
Year 7			'Living in the wider world' in L4L
Year 8	Careers interviews on request	'Living in the wider world' in L4L	Year 8/9 careers day
Year 9	Careers interviews on request	Careers/options process in L4L Year 9 Planning for the future evening	Year 8/9 careers day
Year 10	Preparation for Working Life exam prep in L4L Preparation for work activities in L4L Careers interviews on request		Work experience
Year 11	individual careers interviews* Post-16 information evening BEE Mentoring	0 – 6 mentoring scheme and Moving On evening	Post 16 Taster Sessions
Year 12	Key skills interview preparation, CV writing BEE Career Ready Event	UCAS convention trip Individual careers interviews	Queen Mary Univeristy trip UCAS registration/writing personal statements
Year 13	UCAS applications/personal statements finalised		

*At each stage, students will be offered interviews with an independent adviser.