

# **Carr Manor Community School**

## **Careers Education Information, Advice and Guidance Policy**

**Adopted by the governing body: March 2019**

## **Introduction**

Careers education, information, advice and guidance (CEIAG) is an essential part of the support we offer to pupils at Carr Manor Community School. Effective careers support can help to prepare young people for the opportunities, responsibilities and experiences of life; it can help them to make decisions and manage transitions as learners and workers. As options for young people become more varied and complex, it is vital that we support them to develop the knowledge and skills they need to make informed choices for their future. As a result, the careers programme has a whole- school remit designed to complement the rest of the school curriculum.

This policy sets out how careers activities are delivered at school and explains what pupils, parents/carers, staff and governors can expect from the careers programme.

## **Aims and objectives**

Carr Manor Community School's careers programme aims to:

- encourage pupils to be ambitious, broaden their horizons and explore their own career aspirations throughout their life at school;
- ensure pupils' readiness to take their next step in their learning or career.

Carr Manor Community School follows the principles of the Gatsby Benchmarks (see references). The objectives for the careers programme are as follows:

- helping pupils to understand the changing world of work;
- facilitating meaningful encounters with employers for all pupils;
- supporting positive transitions post-16;
- enabling pupils to develop the research skills to find out about opportunities;
- helping pupils to develop the skills, attitudes and qualities to make a successful transition into the world of work;
- encouraging participation in continued learning, including further and higher education and apprenticeships;
- supporting inclusion, challenging stereotyping and promoting equality of opportunity;
- contributing to strategies for raising achievement, particularly by increasing motivation.

## **Pupil entitlement**

All pupils are entitled to be fully involved in an effective CEIAG programme.

Pupils are encouraged to take an active role in their own career development, so the careers programme emphasises pupil participation with a focus on self-development, learning about careers and the world of work and developing career management and employability skills.

During their time at school, all pupils can expect:

- three 'Coaching' sessions a week focusing on their personal development and well-being and personal, social, health and citizenship education;
- the support they need to make the right option/careers choices in Years 7-11;
- access to up-to-date and unbiased information on future learning and training, careers and labour market information;
- support to develop the self-awareness and career management skills needed for their future;
- career sessions during Coaching and Coaching Plus time from Year 1 to Year 12 covering options after school, the world of work, the job market and the skills needed for the future;
- at least four meaningful encounters with representatives from the world of work: this could be through work experience, assemblies, careers talks (in or outside lessons), interviews, projects and visits;
- to hear from a range of education and training providers, including colleges, universities and apprenticeship organisations; this could include visits and taster days, as well as assemblies, talks and meetings at school;
- the opportunity to relate what they learn in lessons to their life and career beyond school;
- the opportunity to talk through their career and educational choices with staff including Coaches and the careers team;
- access to one-to-one guidance with a trained, impartial careers adviser, by appointment; this is available to pupils of any year group;
- the school to keep parents/carers informed of their child's progress and provide them with information to support pupils' career planning and decision-making. Parents/carers can attend careers meetings, by prior arrangement.
- to be asked their views about the service they have received to ensure that the service continues to meet the needs of the pupils.

### **Parental involvement**

Young people do not make career decisions in isolation and parents/carers can have a substantial impact, as well as a clear interest in the right outcomes for their young person. The school is keen to foster parental involvement in the careers programme, wherever possible.

### **Events for parents and carers**

Parents/carers are invited into school to discuss their child's progress, on Parents' Evening and Meet Your Coach events. In readiness for these events, pupils will hold one-to-one or group discussions to set agreed targets related to academic and character development. These targets will link to career aspirations where possible.

The Careers Lead, as well as education and training providers, attend events for specific year groups.

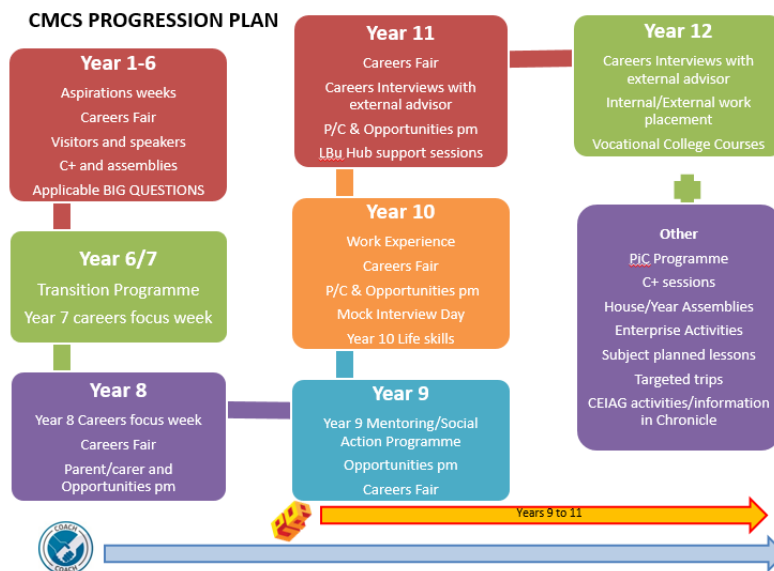
In addition, specialist events for parents/carers include Years 8 and 9 Opportunities Evening, along with our annual parent/carer evenings.

Parents/carers are kept up to date with career-related events and activities affecting their son/daughter via letters and texts home, the school website/portal and social media.

## Delivery of the careers programme

### The school progression plan

This is an overview of the CEIAG plan by year or Key Stage. It does not contain every activity that will take place but shows the regular and embedded items of the programme.



## EYFS, KS1 and KS2

### Key activities:

**Aspirations Week and Careers Fair** – The Primary Phase CEIAG Leader organises this yearly event where pupils have the chance to meet a wide range of current professionals and education providers.

**Coaching + and assemblies** – PSHCE and Citizenship sessions are planned termly and use the PSHE Association programme of study as an outline including the ‘Living in the Wider World’ topics at least once every term.

**Applicable BIG QUESTIONS** – Classroom teachers plan suitable ‘BIG QUESTIONS’ that help pupils better understand how their skills and knowledge can be used in a wider context than school work.

### **Years 7, 8 and 9**

Key activities: Year 8 Opportunities Evening; School Careers Fair; Social Action Projects. Pupils at Carr Manor Community School have the opportunity to select two areas of the wider curriculum that they wish to further investigate to help them narrow down their future GCSE options. These 'Study Schools' are selected at the end of Year 8 and then studied for a full day each week.

#### **By the end of Year 9, all pupils will have had the opportunity to:**

- be introduced to career resources to help them understand their preferences and the options open to them;
- develop their self-awareness;
- receive support to make the right KS4/GCSE choices, including assemblies, parent/carer events, meeting with staff at school and the option of a careers meeting.

### **Year 10**

Key activities: School Careers Fair; work experience; Year 10 Life Skills and mock business interviews.

Sessions and assemblies include preparing to find and carry out work experience placements; CVs, applications and interview technique in preparation for mock business interviews; understanding post-16 options.

#### **By the end of Year 10, all pupils will have had the opportunity to:**

- develop their self-awareness and career management skills, including writing a CV;
- experience at least two weeks in the workplace;
- be interviewed;
- experience a taster day in a sixth form or college setting;
- learn about the different post-16 pathways.

### **Year 11**

Key activities: Careers meetings; School Careers Fair; post-16 applications.

Pupils will learn how to write a personal statement for post-16 applications; get support to apply through UCAS Progress; attend group sessions discussing the different post-16 pathways and key considerations when choosing post-16 options.

#### **By the end of Year 11, all pupils will have had the opportunity to:**

- use a range of sources of information (with support, as required) to explore post-16 options;
- attend events in school and out of school where they can speak to employers, colleges, training providers and universities;
- develop their self-awareness and career management skills;
- apply for post-16 options and back-up plans, as necessary;
- continue to develop the skills needed for a successful transition;
- have at least one meeting (small group or one-to-one) with a Careers Adviser.

### **Post-16 and Careers Events**

Each year, the school gives pupils of all year groups the chance to meet and talk to employers and learn more about what work is like and what it takes to be successful in the workplace. This day also gives an opportunity to interact with all the local colleges and sixth forms to see what courses are on offer.

### **Career guidance meetings**

Pupils are entitled to appropriate guidance to meet their individual needs. All pupils at school can request an appointment with the Careers Adviser but, in practice, Y10s and Y11s, are most likely to access the service.

Pupils are identified for careers meetings based on need and through self-referral.

### **Needs-based referral**

The referral procedure works as follows:

- Heads of Year, Coaches, SENCo Team identify pupils who would benefit from early intervention, for example: pupils with a lack of direction or lack of motivation; pupils with SEND; certain pupils receiving pupil premium funding; those who have potential to become NEET (Not in Employment, Education or Training).
- At the end of Year 10, Coaches priority rate any pupils based on their readiness to make post-16 decisions and the support they might need throughout the post-16 options process.
- Pupils complete their own careers questionnaire late in Year 10 where they are asked about their career and post-16 ideas.

The outcome of all these activities allows the Careers Adviser to prioritise pupils for interviews, helping to ensure that pupils of all abilities can access the support they need.

For those pupils identified as being at risk of NEET, further interventions are arranged as appropriate for each pupil. This support could include a personalised curriculum in KS4, visits to colleges and training providers, contact with parents/carers, support from other agencies and on-going contact as the pupil leaves school.

### **Self-referral**

Pupils may refer themselves for a careers meeting at any point, directly via their Coach or Year Manager. An appointment with the Adviser will then be arranged. Pupils are made aware of the careers adviser through assemblies and via Coaching sessions.

The Careers Adviser will record action plans - pupils and Coaches will receive a copy and parents/carers and staff have the option to see this information so they can support the process. If a pupil is away or fails to attend, an alternative time will be arranged.

### **Career information**

Career information is available through the school Coaching Chronicle, Carr Manor TV, careers library (in the Hub), through relevant displays and noticeboards or cascaded via

Coaches or through year group assemblies. The careers library includes a range of university and college prospectuses, career guides, apprenticeship and employer information, as well as guides on job-search activities.

Start - This free and comprehensive digital platform, offers a single starting point to help pupils, staff and parent/carers. The platform caters for all pupils helping them to make more informed decisions about future study and career options.

<https://www.startprofile.com/>

### **External providers**

A range of external providers are invited into school to support the careers programme. These might include local colleges, universities, training providers, apprenticeship organisations, employers, school alumni, or staff from various projects. In all cases, such staff and organisations will be vetted for suitability by the relevant staff at school.

### **Management and staffing**

The Careers Lead is responsible for taking a strategic lead and direction for careers work in the school; working under the direction of the Senior Assistant Principal with responsibility for careers.

Due to the whole-school remit of careers work, the range of staff involved in supporting careers activities is large and includes all Coaches.

### **Staff Development**

Coaches are introduced to the concepts, aims and programme for CEIAG at Carr Manor Community School during INSET days. This staff development is further enhanced at compulsory and voluntary CPD sessions and during Monday morning staff meetings. The Careers Lead attends conferences and network meetings to keep up to date with best practice and legislation.

### **Resources**

The school is committed to providing the resources to enable an effective careers programme, including adequate staffing, staff training and resources.

### **Employer links**

Links with employers, businesses and other external agencies continue to grow - by building on local community connections as well as through the support of the school's Enterprise Adviser (brokered through Careers & Enterprise Company).

### **Equal opportunities**

The school is keen to promote equal opportunities, challenge stereotypes and address limiting beliefs. All pupils can access advice and guidance tailored to their needs with support to explore options that suit their preferences, skills and strengths. The team work on the early identification of pupils requiring additional support, with no limit placed on

how many times a pupil might see a careers adviser. The careers advisers work with the SENCo to support Education, Health and Care planning.

The destinations of school-leavers are monitored and trends identified.

### **Monitoring and evaluation**

When monitoring the success of the careers programme, the school considers formal and informal measures, qualitative and quantitative data and hard and soft outcomes for pupils.

The careers programme is evaluated in a number of ways, including:

- pupil feedback on their experience of the careers programme and what they gained from it;
- staff feedback on careers lessons, mock interviews etc;
- gathering informal feedback from external partners and from parents/carers;
- quality assurance of careers sessions as part of the Coaching Plus programme;
- pupil destination figures post-16.

Carr Manor Community School is committed to achieving the Quality in Careers Standard, a dedicated quality award for careers programmes. The Careers Team are beginning the process of working towards this award.

### **References**

The Gatsby Benchmarks <http://www.gatsby.org.uk/education/focus-areas/good-career-guidance>

The Career Development Institute Careers Framework <http://www.thecdi.net/New-Careers-Framework-2015>

Careers guidance and access for education and training providers  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/672418/Careers\\_guidance\\_and\\_access\\_for\\_education\\_and\\_training\\_providers.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/672418/Careers_guidance_and_access_for_education_and_training_providers.pdf)

Careers strategy: making the most of everyone's skills and talents  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/664319/Careers\\_strategy.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/664319/Careers_strategy.pdf)

***If you would like this in a different format please contact the school***

***Reviewed and amended by Matthew Skinner***

***Reviewed – January 2019***

***Ratified by governors – March 2019***

***Next review due – March 2020***