

The Wordsley School - Specialist Business & Enterprise and Music College

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

1. Introduction

(a) Rationale

The ethos of The Wordsley School is 'High Expectations + Challenge = Success'. This statement is underpinned through offering all young people from years 7 - 11 a planned programme of activities relating to CEIAG. We operate in a diverse culture and equipping our young people to make informed future choices is essential. The continuing developments within 14 - 19 pathways means that our pupils need to be able to make decisions through having the ability to explore career pathways relevant to them. IAG is critical to pupils in developing their life choices, enhancing their life chances and developing independent learners.

Schools have a statutory duty to provide careers education in years 7 -11. Pupils across school require a planned programme of careers education giving them access to careers information and impartial guidance. Information, advice and guidance is the responsibility of staff across the school, from teachers to support staff and outside agencies.

This policy underpins the 5 strands of the Every Child Matters Agenda.

(b) Commitment

This policy outlines The Wordsley School's commitment to provide high quality careers information, advice and guidance, in line with statutory guidelines. The school aims to fulfil the 3 aims of the Careers Education and Guidance in England - A National Framework 11 - 19 (DfES 2003) which are:

- ❖ Self development: understanding themselves and the influences on them
- ❖ Career exploration: investigating opportunities in learning and work
- ❖ Career management: making and adjusting plans to manage change and transition.

The Wordsley School is committed to meeting the requirements of the newly published Careers Education Framework 7-19. We also fully support the Statutory Guidance: Impartial Careers Education 2009, Quality Standards for Young People's Information, Advice and Guidance (IAG) and also the Career, work-related learning and enterprise 11-19 guidance (A framework to support economic wellbeing). We aim to assist our pupils through best practice outlined in the Quality, Choice and Aspiration: A strategy for young people's IAG 2009.

The school is committed to gaining the Black Country Quality Award for careers education, information, advice and guidance.

2. Objectives

Pupils' needs

Each school is different and each pupil has differing needs. The CEIAG programme at The Wordsley School aims to recognise this and fully support pupils in the most appropriate way. The diversity of our pupils is acknowledged by offering a variety of support systems through CEIAG, pastoral support, support from outside agencies such as Connexions, industry partners and mentoring. The establishment of 'IAG Champions' across school (teaching and non-teaching staff and pupils) will further support the school's work with a wide range of pupils including vulnerable groups as identified through initiatives such as the HAPP¹ project. Identification of vulnerable groups aids the provision of extra support to pupils who face challenging circumstances outside of school. We positively aim to assist pupils in overcoming barriers they face, promoting high self esteem.

Pupil Entitlement

All pupils are entitled to CEIAG which meets professional standards of practice. The CEIAG programme at The Wordsley School aims to build and enrich each pupil's experience throughout years 7 - 11. CEIAG is tailored to the individual, it is impartial and where appropriate, confidential. We recognise the importance of partnerships between pupils, parents/carers and providers of CEIAG, including the Connexions Service.

We actively challenge stereotyping, and fully promote equality. Impartiality of advice is paramount in helping young people to progress. Pupils will receive comprehensive information and advice which aims to raise their aspirations and empower them to plan and manage their own future. Pupils can expect key members of staff across school to provide IAG support to them, from form tutors to subject teachers to support staff.

3. Implementation

Management

Linda Parry is the appointed Careers Co-ordinator who is responsible for planning the careers programme for pupils from years 7 - 11. The Careers Co-ordinator has the responsibility for maintaining up to date information regarding developments in Careers IAG to ensure the school fulfils its responsibilities to all young people. The position is line managed by Maggie Lambert - Assistant Headteacher. Our link governor for CEIAG is Mr M Johnson. Administrative support is provided by Tracy Clarke and Heather Howarth the school librarian. The librarian also offers developmental support, advice to pupils and maintains a comprehensive careers library. Both members of staff work closely with the Careers Co-ordinator.

¹ Hawbush Pupils Project

Staffing

PSHE staff deliver part of the CEIAG entitlement to pupils through a planned PSHE programme. Other parts of this entitlement are delivered by the Careers Co-ordinator by means of group sessions, workshops and enterprise days. The Connexions Personal Adviser - Graham Downing, provides careers guidance to groups and individuals as guided by the Careers Co-ordinator. Industry partners also play a part in delivering CEIAG to pupils through work placements (as part of project work and the year 10 work experience programme) and also through the provision of workshops offering IAG on such things as apprenticeships and interview skills.

All staff have a responsibility for CEIAG. Form tutors play a very important role in providing individual support to their tutor group. Each subject area is responsible for delivering CEIAG, providing specific information about careers related to their subject area. Heads of House have a duty to identify pupils who require support, this would include disaffected groups who could benefit from a tailored careers programme. Support staff across school are aware of their duty to provide IAG, particularly staff in roles such as the attendance officer, pupil and parent support worker, and pupil mentors.

Pupils also have an evolving role to play across school with the opportunity to discuss their own experiences with peers via the vertical forms system.

The Careers Co-ordinator is responsible for the regular review of CEIAG to ensure the school fully meets its statutory requirements. A yearly development plan is implemented to promote continuous improvement of CEIAG.

Curriculum

The careers programme is varied and different for each year group². Pupils are encouraged to develop their careers research skills from year 7 through planned research activities. This is built upon further in year 8 with the addition of an enterprise day which focuses on skills and qualities employers look for. Working with volunteers from industry adds an extra dimension to this experience. A comprehensive careers library has been established and continues to flourish. A developing area of the school intranet site (via Kaleidos Portal) hosts a variety of careers information for pupils to navigate. A discrete Careers Module is studied as part of Year 9 Business & Enterprise lessons and as part of this pupils create a Career Plan. The school has a comprehensive Work Related Learning (WRL) provision (see separate policy). This links in closely to the CEIAG provision in school. The Enterprise provision across school also plays a large part in the CEIAG provision (see separate enterprise policy).

² Careers Programme Years 7 - 11 doc.

Partnerships

An Annual Partnership Agreement is negotiated between the school and the Connexions Service which identifies the contributions to the CEIAG programme that each will make. Partnerships also exist as part of the Dudley West Consortium which aims to provide a wider, collaborative curriculum offering more choice at 14 for pupils entering KS4. Other partnerships are evolving with the developments for the diplomas within the authority. The school has two well established industry partners

- ❖ HMRC - Her Majesty's Revenue and Customs - based at The Waterfront, Merry Hill. A project has been run with groups of year 10 pupils. This project supports many of the principles of CEIAG.
- ❖ Mansell Plc - Mansell has provided work experience placements for pupils, they have worked on a Pond project with the School Council and delivered an apprenticeship workshop to pupils considering working in the construction industry. Mansell has also made a commitment to deliver interview workshops for pupils in years 10 / 11.

Resources

An annual budget is allocated for CEIAG. This is managed by the Careers Co-ordinator. The budget is used for priority areas of development which help to enrich resources and raise awareness. Allocation of funds is linked to whole school CEIAG developments as highlighted in the CEIAG Improvement Plan and Whole School Improvement Plan.

Staff Development

Staff training needs are identified as part of the Partnership Agreement process with Connexions Service and in conjunction with the school inset co-ordinator. The Careers Co-ordinator attends termly Careers network meetings which are hosted by the Connexions service. This enables the school to keep up to date with new developments. The school is a member of ACEG - The Association for Careers Education and Guidance. Other training events are also hosted via Connexions. Any training needs will be identified by the Careers Co-ordinator in consultation with Maggie Lambert, Assistant Headteacher.

Over the forthcoming year the school aims to establish a rolling programme of training for teaching and non-teaching staff regarding the provision of high quality IAG. Initial work will involve the establishment of a working party to disseminate good practice.

4. Links with other policies

This policy links in closely with the following policies:

- Enterprise Policy
- Work Related Learning Policy
- Every Child Matters Policy

5. Review of policy

Policy to be reviewed in March 2012 by the Careers Co-ordinator and Assistant Head.

Signed: _____ Careers Co-ordinator

Date: _____

Signed: _____ Head Teacher

Date: _____