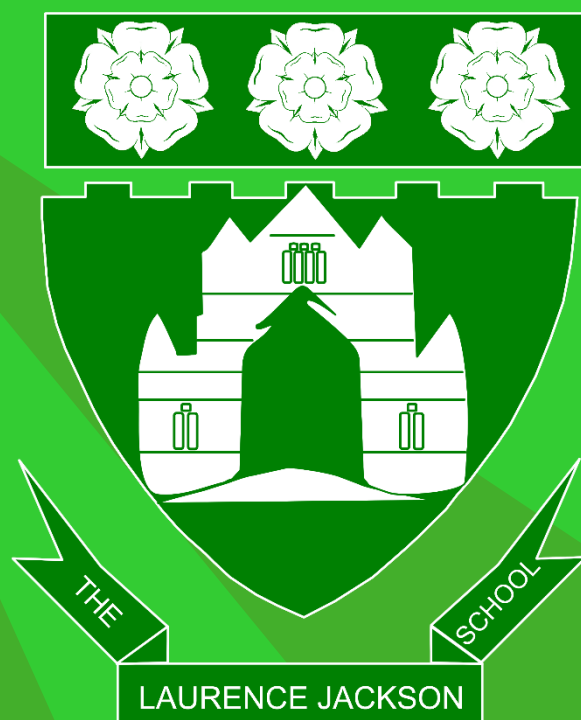


CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE

Next Review: July 2019



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1. Careers Education, Information, Advice and Guidance

The Education Act 2011 inserts a new duty, section 42A, into Part VII of the Education Act 1997, requiring schools to secure access to independent careers guidance for students in years 8-13. Careers guidance must be available to students to understand the full range of opportunities available to them and be presented in an impartial manner tailored to the interests of the students. Careers guidance must include information on all options available in respect of post-16 education or training, including apprenticeships and other work-based education and training options.

a) **Aims**

To provide outstanding careers education, information, advice and guidance in order to ensure that each student has high aspirations and is fully prepared for their Post-16 education, training or employment.

b) **Context**

“Everyone must be given the chance to get on a clear path to a skilled job. That could be an academic path – but it could also be a more practical, technical path. We need to make sure that all young people get the advice and guidance they need to make choices about their future.” **The Rt Hon Damian Hinds MP, Secretary of State for Education**

c) **Commitment**

The school is committed to developing a whole school approach to CEIAG by providing a planned programme of activities within and outside the curriculum and in partnership with Redcar and Cleveland Borough Council, Careers Inc., and other external agencies by:

- Providing a comprehensive curriculum programme relating to clear learning outcomes for career education, defined by the CDI framework
- Provide an integrated careers programme which is designed to enable all students to develop the skills necessary for the world of work and identify their next steps at each main transition point through years 7 to 11
- Allowing access for all students to independent and impartial careers guidance from a matrix accredited external organisation
- Ensuring support for all students to make a successful transition through tutorial and mentoring systems
- Managing and coordinating external services to ensure best use of resources
- Achieving and maintaining a nationally accredited Quality in Careers Standard.

The school endeavours to follow guidance in relation to:

- Careers guidance and access for education and training providers (Dfe 2017)
- Careers Strategy: Making the most of everyone’s skills and talents (Dfe 2017)
- CDI Framework for careers, employability and enterprise education (2018)
- Any other relevant guidance from DFE and Ofsted as appropriate.

2. Student Entitlement

Laurence Jackson School employs a Careers Education Coordinator to:

- Support the SLT Careers Lead using the named Dfe Gatsby confidences to guide the careers provision offered to students
- Support the SLT Careers Lead to fully audit careers provision across the school
- Liaise with external organisations to support the delivery of careers provision to the highest standard for all year groups
- Support the SLT Careers Lead with applications for external awards and verifications.

The school works closely with a large number of Post-16 FE Providers, Training Providers and Employers to ensure a broad and balanced range of information and opportunities are available to students.

In addition, Teachers will support students' career development in various ways by:

- Form Tutor Group
- Assemblies
- Disseminate information in Form groups
- Discussions in lessons
- Support students to access 1:1 careers interviews in teaching time
- Students will also benefit from initiatives such as:
- Access to a range of activities that inspire them including employer talks, careers fairs, motivational speakers, college and university visits
- Links with employers to develop employability skills and explore roles and the opportunities available
- Engagement with local employers supporting meaningful Work Experience activities
- Advice on Post-16 options including Further Educations and Apprenticeships
- Impartial 1:1 Careers Interview (Y10 & Y11)
- The opportunity to access an impartial 1:1 Careers Interview (Y7-Y9)
- A range of activities (including drop-in sessions, careers conferences, making opportunities events, Post-16 provider presentations, sector specific and employability workshops
- Coordinated support from the local authority and other agencies for vulnerable and SEN students and those at risk of becoming NEET
- Tailored support for all statemented and EHCP students through careers interview, Post-16 application, transition and progression
- Post-16 financial information and support
- LMI from a range of agencies and websites supporting a smoother transition between education and employment.

3. Parent / Carer Entitlement

Support for parents is available in a variety of ways:

- Careers Convention
- Information, Advice and Guidance from the Careers Education Coordinator
- Parents Evenings
- School, Careers Inc. and Redcar and Cleveland Borough Council websites

4. Staffing

All staff contribute to CEIAG through their roles as form tutors, subject teachers, learning managers and learning support staff.

All staff have access to a minimum of 1 hour per year through CPD time to update themselves in relation to current developments in careers pathways. Specific needs are identified in conjunction with the school CPD Coordinator and are reviewed on an annual basis.

5. Independent Careers Services

The school has formed partnerships with independent and impartial careers guidance services. Pauline Leach (Careers Inc.) and Julie Snelson (Redcar and Cleveland Borough Council) contribute to supporting students to aim high in their career goals and aspirations. Individual action plans are completed with each student and tracking systems are in place to identify individual careers support.

Other informal partnerships include those with Post-16 Providers, FE Colleges and Sixth Forms, Employers, Higher Education Establishments, the Tees Valley Learning Provider Network and the Tees Valley Combined Authority.

6. Information Resources

The school Careers Library holds information on local Post-16 Providers (FE Colleges, Sixth Forms, Apprenticeships, Training Providers and Higher Education establishments) alongside information from the National Citizens Service.

Students are encouraged to access the Careers Library as part of their research into their Post-16 Education and receive regular notifications via their school email address regarding career interview appointment, Open Events and Apprenticeship opportunities.

A Careers notice board situated within the Library provides up to date information on Post-16 Providers, Open Events, Resources, useful websites and announcements.

7. Curriculum

All staff contribute to Careers Guidance through their roles as tutors and subject teachers. Specialist sessions are delivered on request by local Employers and Post-16 Providers. Work experience is planned and implemented by the Careers Education Coordinator who liaises with the Head of Year 10, Student Managers, Form Tutors and SENCO team.

The Careers Programme is reviewed annually by the Careers Lead and the Senior Leadership Team.

8. Monitoring, Review and Evaluation

The school's Careers Programme is planned, monitored and evaluated by the Careers Lead in conjunction with the Careers Education Coordinator.

The policy is reviewed by the Senior Leadership team and submitted to the Board of Governors annually in July.

A formal contract review of the Careers Inc. services takes place twice per year.

The review of the Redcar and Cleveland Borough Council takes place annually.

Amendments to the policy are to be directed to the Careers Education Coordinator for update.

9. Supporting Policies and Related Information

The policy for Careers Education, Information, Advice and Guidance should be read in conjunction with:

- a) The Gatsby Benchmarks
- b) Curriculum Policy
- c) Careers Inc.
- d) Redcar & Cleveland Borough Council
- e) Work Experience Policy
- f) Safeguarding and Child Protection
- g) Equal Opportunities and Diversity
- h) General Data Protection Regulations (GDPR) Policy