



# LAURENCE JACKSON SCHOOL

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## CEIAG POLICY

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Date of Next Review: September 2024

Responsible Officer: Associate Head Teacher

## Rationale for Work-related learning

A young person's career reflects the progress they make in learning and work.

It is part of the vision and mission of the school that all students need a planned programme of activities to help them choose 14-19 pathways that are right for them and to be able to manage their careers, sustain employability and achieve personal and economic wellbeing throughout their lives.

### Laurence Jackson School Vision Statement for Work Related Learning

*“All young people will develop the skills needed to make a successful transition from Education into the Workplace”*

## Commitment

Laurence Jackson School recognises that it has a statutory duty to provide independent guidance in Years 8 to 12 (Careers Guidance and Inspiration in Schools, May 2015). Laurence Jackson School policy is committed to providing a planned programme of impartial Careers Education, Information and Guidance (CEIAG) for all students in Years 7 to 11.

Laurence Jackson School endeavours to follow best practice guidance from the career's profession, from other expert bodies such as Ofsted and from Government departments that might appear from time to time. CEIAG is much about aspiration and inspiration as it is about advice. Laurence Jackson School believes in every student considering a broad ambitious range of careers and in developing high aspirations.

## Aims

The CEIAG policy aims to meet all students' needs at Laurence Jackson School. Activities are adapted and personalised to ensure progression in their career learning and development and to strengthen their motivation, aspirations and attainment at school.

[The CDI's Career Development Framework](#) describes the six career development skills which people need to have positive careers. Laurence Jackson School observes the learning aims outlined in this framework and aims to help students grow throughout their lives, explore

their possibilities, manage their career, create opportunities, balance their life and work and see the big picture.

### Careers Entitlement

All students at Laurence Jackson School will have access to a minimum entitlement of CEIAG. This will be supplemented and enhanced by 'ad-hoc' activities that will be planned as and when opportunities arise.

Year Group	Minimum Entitlement	Implementation
7	CEIAG Programme	Form Time Programme Learning4Life lessons Assemblies
8	CEIAG Programme	Form Time Programme Employer talks External Careers Initiatives and Events Workplace visits Assemblies
9	CEIAG Programme	Form Time Programme Careers Convention Options Information External Careers Initiatives and Events Assemblies
10	CEIAG Programme	Form Time Programme Making Opportunities Conference Work Experience Programme External Careers Initiatives and Events Assemblies
11	CEIAG Programme	Form Time Programme Careers Convention Post-16 Information, advice and guidance (IAG) Post-16 Transition Visits External Careers Initiatives and Events Assemblies

## CEIAG for Specific Student Groups

Laurence Jackson School is committed to ensuring all students progress into their chosen career path. We acknowledge that certain groups of students may need extra help and / or guidance and these groups will be targeted and given differentiated CEIAG as appropriate. Groups may include pupil premium; those in danger of not being in education, employment or training (NEET); most able; students who learn English as an additional language (EAL); looked after children; young carers and students with special educational needs and disabilities (SEND) / learning difficulties and disabilities (LDD).

Laurence Jackson School works to address stereotypes and inequalities that could exist across different courses and jobs, by offering targeted activities which actively challenge stereotypical thinking and raise aspirations. This is to ensure that students from all backgrounds, gender and diversity groups consider the widest possible range of careers.

Specific activities targeted at specific groups take place throughout the year, for example:

- Apprenticeship Assembly and IAG sessions
- Higher Education (Universities, degree apprenticeships) / College / Training Providers Open Events and Visits
- Individual Careers appointments with a qualified, independent and impartial Careers Advisor (Progress Careers)
- Visiting Speakers
- Employer Visits
- Career Convention
- Mock Interviews
- Extra-Curricular
- STEM Events

## Curriculum

The careers programme includes careers education sessions, career guidance activities (e.g. group work and individual interviews), information and research activities, work-related learning and individual learning planning / portfolio activities. Focused events, e.g. the Careers Convention and Making Opportunities Conference are provided at different times of the year giving students the opportunity to 'Learn about the World of Work'. The Year 10 Work Experience Programme launch, preparation and follow-up takes place within assembly, form time and Learning4Life lessons. Students are involved in the evaluation of activities.

All subjects are encouraged to deliver work-related aspects of their curriculum, giving real world career examples of the subject content.

## **Management and Staffing**

The Careers Education Co-ordinator co-ordinates the careers programme, careers administration and the work-related learning programme and is supported by and responsible to the Careers Lead (member of the Senior Leadership Team). This area is supported by a link governor.

All staff contribute to CEIAG through their roles as tutors and subject teachers. Specialist sessions are delivered by external organisations. The CEIAG programme is planned, monitored and evaluated by the Careers Co-ordinator, supported by the Careers Lead in consultation with the Senior Leadership Team. Careers information is available in the Careers Office, the Careers Section of the Learning Resource Centre and from the Careers Education Co-ordinator, Careers Leader and Careers Advisors through Progress Careers.

## **Tracking and Monitoring**

The Careers Leader will track all CEIAG activities. All groups and year groups will be tracked to ensure all students and groups of students receive quality CEIAG.

Termly progress reports will be produced to give an overview of the CEIAG activities.

RONI data (produced by Progress Careers) will be used to help target students in danger of becoming NEET.

Destination data will be used to help target activities and future planning of CEIAG activities.

## **Enterprise / STEM Activities**

Enterprise and STEM activities will run alongside all other career activities to ensure students get as much information and advice from as many different sources as possible. Activities will be planned as they arise and may include:

- External speakers
- Enterprise competitions
- Young enterprise
- Liaising with companies to work specific projects
- Specific STEM related career events

## DfE and Gatsby Benchmarks

The Department for Education (DfE) provides [statutory guidance](#) for schools and colleges on providing careers guidance. The guidance outlines the benefits of using the Gatsby benchmarks as a framework to help schools plan their Careers Education. Laurence Jackson School uses the Gatsby benchmarks to evaluate the CEIAG programme. The Gatsby benchmarks form the basis of our provision and we endeavour to ensure we meet all requirements and set targets, based on areas for development.

The Gatsby benchmarks are:

Benchmark 1	A stable careers programme
Benchmark 2	Learning from career and labour market information
Benchmark 3	Addressing the needs of each pupil
Benchmark 4	Linking curriculum learning to careers
Benchmark 5	Encounters with employers and employees
Benchmark 6	Experience of workplaces
Benchmark 7	Encounters with further and higher education
Benchmark 8	Personal guidance

## Work Experience Programme

The Work Experience Programme is designed to meet the needs of students at Laurence Jackson School and is planned and implemented by the Careers Education Co-ordinator who works closely with external agencies and employers.

All students regardless of culture, gender, social background or physical ability have equal access to the work experience programme.

Work Experience at Laurence Jackson School enhances the Careers / Work-related Learning Department aim of preparing students for the opportunities, responsibilities and experiences of adult life.

Work Experience is an important part of education for students in Key Stage 4 as it is regarded as a means of achieving the following learning outcomes:

- Developing self-confidence
- Developing employability skills
- Careers education and guidance
- Personal and social education
- Developing relationships outside of school

Students will be briefed on the programme in particular; how to find and organise their placement and what will be expected from them during their placement.

It is the responsibility of the student (supported by parents/carers) to seek and secure their work placement employer. Students are prepared for work experience through the Year 10 Making Opportunities Conference involving careers sessions and Learning4Life lessons focussing on letters of introduction to employers, CVs, interview techniques, preparing for the placement and how complete the Work Placement Diary. Following their placement, students will evaluate their experience and they are expected to thank their employer by writing a letter of thanks.

The work experience programme is compulsory for all Year 10 students.

## Health and Safety

To ensure all placements are safe, the following procedures take place:

The School will ensure:

- All placements are age appropriate
- Each student has parental consent to attend the placement
- Safeguarding procedures are explained to students prior to attending

The Employer will:

- Provide consent for a student to attend
- Provide details of the placement (including any PPE requirements)
- Provide a copy of their valid Employer Liability Insurance certificate
- Conduct a health and safety induction on the morning of their first day of the placement and ensure the student completes and signs this section of their placement diary
- A Supervisor and point of contact is provided for the student

Students will:

- Locate and secure a suitable work placement
- Ensure all relevant forms are completed and returned within set deadlines
- Follow health and safety instructions issued by the employer and the school
- Conduct themselves in a professional manner and act as an Ambassador for the school



Parents will:

- Support their child with sourcing and securing a placement
- Oversee their child's organisation and completion of the appropriate paperwork, ensuring this is returned by set deadlines
- Ensure the school's online visits consent form has been completed and submitted, declaring any health conditions which may pose a limitation to be disclosed to the employer
- Be responsible for the travel arrangements to and from the work placement

**Provider Access Policy**

Schools have a duty to provide pupils in Years 8-13 with access to providers of post-14, post-16 and post-18 education and training. They also have a duty to publish a statement on their website explaining how they manage access requests from providers.

[Provider Access Policy](#)