

Cranford Community College Careers Education, Information, Advice and Guidance Policy

Introduction

At Cranford Community College Careers Education, Information, Advice and Guidance (CEIAG) is given high priority as it is important in preparing students for the opportunities and challenges of further education, training and adult working life. CEIAG is seen as important in motivating our students to maximise their academic and personal achievement whilst at school and to be successful in their adult life

Rationale

A young person's career is the progress they make in learning and work. All young people 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 and sustain employability throughout their lives. Schools have a statutory duty to provide CEIAG in Years 7-11 (1997 Education Act, 2003 Education Regulations) and to give students access to careers information and impartial guidance (1997 Education Act, 2008 Education and Skills Act).

Aims of CEIAG

To provide opportunities for pupils to:

1. Develop self-awareness; that is to be aware of their individual abilities, skills, qualities, needs and values.
2. Become aware of the full range of opportunities available and develop the skills required to access and evaluate information and opportunities.
3. Acquire the skills to make reasoned and informed decisions about their future for themselves.
4. Succeed in education and make the transition to further education, training or employment.
5. Develop interpersonal skills so that they become effective and assertive communicators.

Commitment

Cranford is committed to providing a planned programme of CEIAG for all students in Years 7-13 in partnership with Connexions. High quality CEIAG is an integral part of every students' education. We will seek to ensure that the provision is appropriate to the age, ability and educational needs of the individual and is underpinned by equality of opportunity. This policy is also designed to ensure that the CEIAG programme contributes to the effectiveness of Cranford Community College, and is responsive to the needs

of the local community and economy as well as the wider economy and society.

Cranford endeavours to follow the National Framework for CEG 11-19 in England (DfES, 2003), the Young People's IAG Standards (DCSF, 2007) Statutory Guidance: Impartial Careers Education 2009, the statement of careers education principles (DCSF, 2008) and other relevant guidance from DCSF, QCDA and Ofsted that appears from time to time.

Cranford is committed to gaining Investor in Careers Award

Development

This policy was developed and is reviewed regularly in discussion with teaching staff; the school's Connexions personal adviser, students, parents, governors and other external partners.

Links with other policies

The policy for CEIAG supports and is itself underpinned by a range of key school policies especially those for teaching and learning, assessment, recording and reporting achievement, citizenship, PSHCE, work related learning and enterprise, equal opportunities and diversity, gifted and talented, looked after children and SEN.

Objectives

The careers programme is designed to meet the needs of all students at Cranford. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

Entitlement

Students are entitled to CEIAG which meets professional standards of practice and which is person-centred, impartial and confidential. It will be integrated into students' experience of the whole curriculum and be based on a partnership with students and their parents or carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

Implementation

The PSHCE and Work Experience Co-ordinator plans the careers education programme and is responsible to the Assistant Headteacher who oversees PSHCE and CEIAG. This is supported by the Connexions personal advisor. Work experience is planned and implemented by the PSHCE and Work Experience co-ordinator.

Delivery

All staff contribute to CEIAG through their roles as tutors and subject teachers. Careers lessons are delivered by tutors through PSHCE lessons. The CEIAG programme is planned, monitored and evaluated by the PSHCE co-ordinator in consultation with the Connexions personal adviser who provides specialist CIAG. Careers information is available in Careers section

of the LRC and 6th Form study centre which is maintained by the school librarian.

The careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities and individual learning planning/portfolio activities. Other focused events take place throughout the year such as Aim Higher Events, transition evenings, Parent Engagement Evenings, Higher Education day and theatre companies.

Work experience preparation and follow-up takes place in PSHCE lessons and other appropriate areas of the curriculum.

Students are actively involved in the planning, delivery and evaluation of activities.

Additional support is provided for students with additional education needs to ensure that all students have equal access to CEIAG.

Assessment

The intended career learning outcomes for students are based on the National Framework and are assessed using assessment for learning (AfL) techniques. The Preparation for Employment Certificate is taken by some students at Key Stage 4.

Partnerships

An annual Partnership Agreement is negotiated between the school and the Connexions Service which identifies the contributions to the programme that each will make. Other links are being developed, e.g. *with local 14-19 partners*.

Resources

Funding is allocated in the annual budget planning in the context of whole school priorities and particular needs in the PSHCE area. The PSHCE co-ordinator is responsible for the effective deployment of resources. Sources of external funding are actively sought.

Staff development

Staff training needs are identified as part of the Partnership Agreement process with the Connexions Service and in conjunction with the school INSET co-ordinator. Funding is provided both from Connexions and from school funds. Staff training is delivered at the start of every term.

Monitoring, review and evaluation

The Partnership Agreement with Connexions is reviewed termly. The programme is reviewed annually by the PSHCE co-ordinator, the AHT and the personal adviser using the Young People's IAG Standards (DCSF, 2007) to identify areas for improvement. Parents, students and staff also contribute to the review of the programme. A report is submitted to the senior leadership team and governors. Action research evaluation of different aspects of CEIAG is undertaken regularly.