



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

Adopted by Governing Body: 3rd JULY 2014

Reviewed and Readopted date: November 2017

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1. Rationale

Careers education and guidance at Golborne High School actively encourages young people to take ownership of their future careers and to consider all options so that they are able to select the best way forward for their interests, motivations, learning styles, abilities and aspirations. A planned programme of activities, meetings and events supports them in choosing relevant pathway.

2. Aims

- 2.1 To contribute to strategies for raising achievement and by increasing motivation.
- 2.2 To support inclusion, challenge stereotyping and promote equality of opportunity.
- 2.3 To develop enterprise and employment skills through mock interviews, world of work days and inspiring the future events.
- 2.4 To involve parents and carers.
- 2.5 To build on the successful links between Golborne High School and the local Colleges and providers – Wigan and Leigh College, St John Rigby College, Winstanley College, Warrington Collegiate and other providers.
- 2.6 To meet the training needs of staff delivering CEIAG.
- 2.7 To provide planned CEIAG programmes in school as part of the tutor time provision for Years 7 to 11.
- 2.8 To provide all students in years 10 and 11 with an interview with the Careers Advisor.
- 2.9 All pupils to have the opportunity to self-refer for a careers interview or careers advice.
- 2.10 To provide up to date information on educational, vocational and training opportunities to include information on apprenticeships.
- 2.11 To work closely with Wigan Careers Service – Aspiring Futures.
- 2.12 To adopt a culture of high expectations to help every young person realise their potential.
- 2.13 To develop a positive self-image in relation to future learning and work roles based on an accurate assessment through recording their abilities and aptitudes.
- 2.14 To provide relevant and up to date material in the library, careers office, notice boards, careers newsletter and school bulletin.
- 2.15 To use destination measures to assess the school's success in supporting students to take up education or training that offers good long term prospects.
- 2.16 To work closely with the local authority to identify young people in need of support, SEND or at risk of disengaging, to reduce the risk of NEETS.
- 2.17 To ensure that young people are aware of the value of English and Maths, the diversity of Science, Technology / Engineering and Mathematics (STEM) careers.

- 2.18 To audit provision on a regular basis and to ensure that the CEIAG Gold Award standards (awarded 2015) are continually reviewed and developed.
- 2.19 To make students aware of out of school opportunities that could help them with their career aspirations such as the National Citizen Service – (NCS) - The Challenge and other voluntary and community activities.

3. Student Entitlement

3.1 Every student is entitled to Careers Education and Guidance which:

- meets recognised professional standards of practice
- includes Years 8 to 11
- is respectful of personal information
- is integrated into students' experience within the whole curriculum.

3.2 Ensuring adequate support of pupils with special educational needs or disabilities:

- high aspirations for all pupils with SEND and support them in preparing for the next phase of educational training and beyond into adult life.
- To receive independent and impartial advice on all mainstream education, training and employment opportunities plus providing a full range of specialist provision and support to help them access this provision.
- To work closely with the local authority
- Students with an Education Health and Care Plan should include a focus on preparing for adulthood including employment, independent living and participation in society .

4. Implementation

- 4.1 Library – a range of materials – college prospectus, application forms, University prospectus, careers information.
- 4.2 Careers Office – college open evening dates/times displayed, college application forms and prospectus.
- 4.3 Careers Advisor – available every Monday and Friday in the Careers Office. Used for individual Year 10 and 11 interviews, support in lessons, careers events, parents' evenings, individual interviews with vulnerable students, support with SEND pupils.
- 4.4 Careers Evening – opportunity for a wide range of providers to deliver information for students and parents.
- 4.5 Tutor time Careers delivery to Years 7 to 11.
- 4.6 IT software packages - UCAS Progress and Icould.
- 4.7 Aspirational visits to local colleges for Year 10.

- 4.8 Across all subject areas – posters with subject specific jobs and through the curriculum.
- 4.9 Visiting groups / drama productions/ lunchtime college drop in sessions.
- 4.10 'World of Work' drop -down day – all year groups.
- 4.11 Year 11 students take part in The Challenge (NCS) over the summer.
- 4.12 Year 10 and 11 Apprenticeship evening.

5. Delivery

- 5.1 Careers is delivered in many ways but mainly during tutor time. The tutor groups follow relevant careers booklets called 'STEPS'. This is delivered by tutors and there is also on line materials to support delivery. Year 11 have a separate Careers package. it is delivered as follows:
 - **Year 7** – the focus is about personal finance and money matters, citizenship and children's rights.
 - **Year 8** – the focus is on conflict resolution and careers using 'Doddle' linking it to careers.
 - **Year 9** – the focus is on 'You and the World of Careers'
 - **Year 10** – the focus is on business and enterprise, finance and decision making.
 - **Year 11** – the focus is on applications for college, CV writing and personal statements.

6. Links with Other Policies

- Equal Opportunities
- Child Protection
- Teaching and Learning
- Assessment
- Health and Safety
- Gifted and Talented
- SEND

7. Monitoring, Review and Evaluation of the CEIAG Policy

- 7.1 Schemes of work and resources in tutor time will be reviewed by the member of SLT responsible as necessary.
- 7.2 Pupil feedback and tutor feedback will be considered and work reviewed as necessary.
- 7.3 Library and resources updated by the Careers Advisor and SLT responsible.
- 7.4 Partnership Agreement with Wigan Careers Service – Aspiring Futures will be reviewed annually.

- 7.5 Progression data and NEETS will be reviewed annually and reported to Governors.
- 7.6 This policy will be reviewed and approved every 2 years by Governors, or sooner if required.