



De La Salle School

CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE POLICY

Status	Recommended
Responsible Governors' Committee	Curriculum Committee
Responsible Person	J Wellens
Ratified Date	June 2019
Review Date	June 2020

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Aim

Careers Education, Information, Advice and Guidance provides a bridge via which students' move not only to further education, vocational training or employment, but to the next stage of their development as members of society.

Lifelong learning is a key concept for all students leaving De La Salle School and this includes providing opportunities to develop key employability skills which are highly valued by employers, colleges and universities. By engaging parents, employers and the local community our aim is for every child to fulfil their potential and be inspired to achieve a successful future, develop high aspirations and be ambitious. It is with this objective that our CEIAG programme has been developed.

Introduction

This policy statement sets out the schools arrangements for managing the access of providers to students at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Legislation Update January 2018:

*'The statutory guidance reflects policy changes announced in the Government's **Careers Strategy: Making the most of everyone's skills and talents** (DfE, 4th December 2017). It updates and replaces the statutory guidance issued in March 2015 and re-issued in April 2017. It is 'framed' around the eight **Gatsby Charitable Foundation's Benchmarks** of good practice in careers provision, with information about what schools need to do to meet each one.'*

The school has an embedded CEIAG programme across all subjects on the curriculum, each one signposted against the relevant benchmark and how they fulfil that criteria. There is a comprehensive timetable of activities and events for students to access both within and outside of curriculum lessons. This is further enhanced by holistic events that are combined alongside the school's PSHCE (personal, social, health and emotional education) programme. Heads of departments are encouraged to provide work related contexts for their students' learning which are signposted within their schemes of work.

All students are provided with access to high quality, impartial and unbiased careers information and equal opportunities for work-based learning. Effective delivery of CEIAG, which includes provision for self-development, career exploration and career management, will enable students to have a greater understanding of the requirements for their career interests. It is intended that this will have an important impact in terms of raising their aspirations and help students make challenging but realistic plans for their future career progression.

Management of Provider Access Requests

The CEIAG programme of delivery, the content and evaluation is co-ordinated and managed by the designated Careers Leader.

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers (please see website for details). Anyone wishing to request access should contact the Careers Leader to inform them of their needs.

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Objectives

At De La Salle School we help students to achieve the following outcomes:

All students in Years 7 – 11 are entitled to:

- A better understanding of their strengths, achievements and weaknesses and support to evaluate how these might inform future choices in learning and work.
- Opportunities to develop LORIC (leadership, organisation, resilience, initiative and communication) skills.
- Find out about technical education qualifications and apprenticeship opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events.
- Understand how to make applications for the full range of academic and technical courses.
- Know how to access unbiased, impartial, up-date CEIAG (Careers Education, Information, Advice and Guidance).
- Have opportunities to learn about STEAM related careers (science, technology, engineering, art and maths).
- Been given direct access to employers, colleges, universities and training providers.
- Been given guidance to help identify a range of post-16 options and careers advice and support networks that they can use to plan and negotiate their career pathways.
- Been provided with the resources to complete the post-16 application procedures, including CVs, personal statements, and preparation for interview.

Provision

Departmental Careers Displays & Resources: Displays will be eye-catching and regularly updated within each area to include pathways to jobs, careers with subject sectors and links to Further/Higher Education information.

ICT/Website: all students will be encouraged to develop ICT skills and impartial research into post 16 options via the Careers on-line portal (www.careerconnect.org.uk). All resources and the yearly activities programme will be available on the school website for students and parents to access.

External Providers: De La Salle currently employs Careers Connect to deliver a comprehensive programme of CEIAG to students, looking at specific needs and the provision available for Further Education. Programmes such as Business Mentors (year 8) by St Helens Chamber are also delivered alongside careers Connect. Additional CEIAG is delivered via assemblies, PSHCE Lessons, presentations, college visits, taster days, careers fayre, parent evenings and mock interviews.

Activities: In school and off- site activities are planned for students, these provide information and guidance on Further and Higher Education, Apprenticeships, job opportunities and personal experiences through visiting speakers. College visit and taster days are arranged for students and events such as 'What Career Live' and 'LCR Skills Show'.

Interviews: Careers Connect will carry out interviews and small group sessions with a wide range of students; from almost all of year 11 to identified students with specific needs or potential NEETs across the four year groups. The head of year 8 and SENCO will prioritise students for more 1:1 guidance around option time. All year 8 students have the opportunity to attend a subject breakfast fayre and options evening to assist with option choices.

Premises and facilities

The careers room is available for students in a morning during form time, break and lunchtime for drop ins. Classrooms are used for 'opt-in' talks by visiting speakers.

The careers room has the PCs available for student use, information can be found about apprenticeship, HE and FE, help with application forms and information about employability skills.

Providers are welcome to leave a copy of their prospectus or other relevant literature which will then be made available for students to access in the careers room.

Review and evaluation

The Careers Leader, Head Teacher and Governing Body will be responsible for monitoring, reviewing and evaluating the programme of activities through a range of methods:

- Regular meetings for informal feedback and discussion with the Headteacher.
- Teacher, student and parental responses to events and activities.
- Analysis of the destination data and student tracking documentation.
- Career guidance interviews and mentoring feedback with Career Connect.
- Formal meetings with external agencies – Career Connect, Employers and other school contributors.
- A students' feedback, which allows students to review and comment on the CEIAG programme.
- Year 11 questionnaire
- Big Ask

The CEIAG policy will be reviewed annually by the Careers Leader in accordance with school policy and to reflect future statutory requirements and recommendations.

Approval

Approved June 2019 by Governors at Curriculum Committee

Next Review: June 2020

Signed: Teresa Sims
Chair of Governors

Andrew Rannard
Head teacher