

POLICY

Careers Education, Information, Advice and Guidance (CEIAG)

Date of approval by governing body:	Spring 2016
Review date:	Spring 2017
Policy Owner:	IAG & Industry Links Coordinator

The King's has a pivotal role to play in every student's spiritual, moral, social and cultural development. Through our mission to ensure that every student learns with truth and love, we ensure that we support each student through the promotion of the Christian values of justice, grace, trust, thankfulness, aspiration and celebration (as identified, by students, staff and governors). This mission and these values underpin this policy and its related practices.

Introduction

The King's School is committed to providing Careers Education, Advice and Guidance to all students through the curriculum and organised activities. It is presently working towards the CEIAG+ Quality Mark to ensure the quality of our careers' provision. We are a Careers and Enterprise Company school and are currently developing links with local and national employers to ensure our students have access to up to date information.

Careers Guidance will focus on the specific needs of the individual student to promote self-awareness and personal development. It will aim to provide current and relevant information to enable each student to make informed decisions about their future. It will be presented in an impartial manner, be confidential and differentiated to suit the requirements of each individual student.

The Careers Education Information, Advice & Guidance (CEIAG) programme at The King's School aims to make a significant contribution towards the preparation of students for the opportunities, responsibilities and experiences they will encounter at school, in further education, and working life. The programme aims to enable students to make informed choices and manage transitions as learners and workers. Alongside other related curriculum activities (in particular, PSHEE and Citizenship), CEIAG at The King's School promotes the personal and social development of the individual student.

There are 3 main objectives which run through the Careers Education Information, Advice & Guidance (CEIAG) programme for all year groups at The King's School:

- **Self-Development:** For students to be able to understand themselves and the influences upon them
- **Career Exploration:** For students to be able to investigate opportunities in learning and work
- **Career Management:** For students to be able to make and adjust plans to manage change and transition

Our strategy is based on the following:

- Work with external organisations, such as Local Enterprise Partnerships and The Careers and Enterprise Company to help develop a smoother pathway for education to work
- Providing face-to-face advice and guidance to build confidence and motivation.
- Offering pupils the opportunity to develop entrepreneurial skills
- Building stronger links with employers
- Offering quality work experience to our students
- Widening access to advice on options available post-16, alongside traditional A-level and university routes.
- Engaging with our local employer and professional community to ensure real-world connections with employers lie at the heart of the careers strategy
- Working towards the CEIAG quality award for careers education, information, advice and guidance

- Informing students about financial support that may be available to them post-16
- Providing access to a range of activities that inspire

Commitment

The King's School is committed to all providing a planned programme of careers education, information and guidance for students in all years in partnership with an external provider Changing Education. All students will leave the school with the skills and knowledge required to support their entry to further education or employment. The school actively promotes parent/carer involvement through events, forums and ensuring access to information throughout the year.

Entitlement

Students are entitled to careers education and guidance that is impartial and confidential. It will be integrated into their experience of the whole curriculum, based on a partnership with students their parents or carers. The programme will promote equality of opportunity, diversity and inclusion, whilst promoting the best interests of the students to whom it is given.

Provision

The careers programme is managed and coordinated by the Industry Links Coordinator. Careers resources, will be available via the King's Student Passport Hub; these will be relevant and up- dated regularly. Access to careers software and the internet is easily available. Students have access to information at school and at home through the Office 365 platform.

Participation in activities, both in school and off-site, provide employer contact and further information. The school is employing the services of an external IAG provider, Changing Education, who is providing individual careers interviews. Year 9 students will have interviews to help them to make appropriate decisions about options, KS4 and KS5 students will be interviewed throughout the year. These interviews lead to on-line action plans.

Training needs are identified as part of the school Performance Management process and offered to all relevant staff as opportunities arise. Information is then brought back in to school and shared with other staff members.

The Industry Links Coordinator attends regular IAG meetings within the county and panel meetings for career updates as necessary.

The Industry Links Coordinator will be responsible for the monitoring, review and evaluation of the programme. Students will be consulted on the impact of the CEIAG programme and changes may be made as a result. Auditing of the whole school approach will also take place and support offered where required.

Key Stage 3 Provision

- Curriculum support in subjects promoting related job advice
- Allotted time through PSHE programme for self-development focusing on lifestyle and progression
- Access to the careers software via PSHE sessions and tutor time
- Yr 9 will be invited to attend a Pre-Options Evening
- Assemblies and other information on KS4 options including vocational and alternative courses.
- Individual interviews with senior staff to discuss option choices

By the end of Stage 3 all students will have:

- A better understanding of their strengths, achievements and weaknesses and support to evaluate how these might inform future choices in learning and work
- A better understanding of the full range of 14-19 opportunities for progression
- An understanding of some of the qualities, attitudes and skills needed for employability.
- Used online careers resources to research information about opportunities and apply their findings to help to make informed choices for Key Stage 4 Options.
- Received appropriate advice and guidance on Key Stage 4 options.

Key Stage 4 Provision

- Individual Careers Interview and on-line action plan
- One week block work experience placement which focuses on students' future career aspirations, allowing learning about work through the experience of work
- College presentations
- Apprenticeship presentations
- If appropriate, access to vocational courses at local college
- Extended work experience
- Local university presentations
- Information on College Open dates
- Support with completing College Application forms and access to computers for on-line registration
- Mock Interviews, where deemed advantageous
- Supported CV and Personal Statement sessions
- Close monitoring of vulnerable students, (NEET)

By the end of stage 4, all students will have:

- Enhanced their self-knowledge, career management and employability skills
- Used ICT software and other sources of advice to investigate and explore future choices and progression routes
- Experienced the World of Work through a work placement
- Been given direct access to employers, colleges 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
- Produced a challenging but realistic plan for their future learning and work, by relating their abilities, attributes and achievements to the goals they have set themselves

Links with other policies

This policy recognises and is applied in accordance with OfSTED's Careers guidance and inspiration in schools, (April 2017) and the King's Schools's policies for Teaching and Learning; Personal, Social, Careers & Health Education and Citizenship; Equal Opportunities; Health and Safety; Students with SEN and Disabilities; and Supporting Looked after Children.

Reviewed 23rd June

J.Hughes Industry Links Coordinator

H.Miller, Governor