



Policy Statement

Careers Education, Information, Advice and Guidance

- Produced by: Ms E Watson, Guidance Officer
- Ratified by: Mrs N Cooper, Principal (01.05.18)
- Review Date: September 2018

Introduction

Kepier is an academy in Houghton-le-Spring providing for over 1000 learners from years 7-11. The school motto 'BELIEVE' - **B**e **E**xcellent **L**earners **I**nvest **E**verything **V**alue **E**very day, underpins every aspect of school life with Careers Education, Information Advice and Guidance (CEIAG) being no exception. Our mission is to ensure every learner fulfils their potential.

Our Aims

Careers Education, Information, Advice and Guidance (CEIAG) at Kepier helps young people develop the knowledge and skills they need to make successful choices, manage transition in learning and move into work. CEIAG is statutory from year 8 but we begin from year 7 in order to raise aspirations, challenge stereotypes and encourage ALL learners to consider a wide range of careers. A copy of the statutory guidance 'Careers Guidance and Inspiration in Schools' (March 2015) can be found here:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/440795/Careers_Guidance_Schools_Guidance.pdf

All learners at Kepier are entitled to receive a full programme of careers education, which is delivered through lessons, activities and events and guest speakers.

During their time at Kepier learners will:

- Understand themselves, their interests, likes and dislikes, what they are good at and how this affects the choices they make.
- Find out about different courses, what qualifications they might need and what opportunities there might be.
- Develop the skills they may need for working life
- Make realistic, but ambitious choices about courses and jobs.
- Be able to make effective applications for jobs, training and further and higher education.
- Develop interview skills
- Improve confidence

<u>Coaching</u> Coaches deliver aspects of careers education through the coaching programme, for example CVs.	<u>Guidance</u> CEIAG education is delivered through years 7-11 within Culture and Wellbeing lessons and is supported by the guidance Officer and Leadership Team.
<u>Trips & Visits</u> Several trips and visits are organised to local colleges and providers along with businesses and places of work so out learners can experience the world of work and further training.	<u>Careers Interviews</u> Every learner receives as many career interviews as they need in order to ensure they are fully informed of their next steps.

Leadership and staffing

There is a whole school approach to CEIAG at Kepier, with a dedicated Leadership Team, managing CEIAG and Guidance Officer co-ordinating the provision day-to-day. Culture and Wellbeing teachers deliver taught sessions on careers and curriculum departments arrange subject specific work related visits or activities and coaches disseminate any relevant information to their coaching groups. Those with a year 11 group assist with CVs.

Key Roles (see appendix 1)

- Principal, overview of CEIAG provision.
- Governor with responsibility for overseeing Guidance.
- Assistant Principal in charge of personal development, behaviour and welfare.
- Assistant Principal with responsibility for careers and guidance, providing a link between the Guidance Officer and the Senior Leadership Team. Assistant Principal responsible for the most able learners.
- Guidance Officer holds a level 6 Certificate in Careers Leadership. Working closely with learners across all year groups and helps learners to explore careers options with relevant trips and visits, careers interviews and supports with the transition from year 11 to post-16 education and training.
- Department Leader for Culture and Wellbeing, where a significant amount of the CEIAG programme is delivered.
- Culture and Wellbeing, a scheme of work is in place for Culture and Wellbeing lessons. Careers and work related education features heavily throughout years 7-11.
- Coaching, in order to maximise the amount of information we can give our learners, careers information is also given during coaching time.

Implementation of Careers Guidance

At Key Stage 3 most of the careers education takes place during Curriculum for Life lessons and is delivered by the staff within this department.

At Key Stage 4, careers education forms a separate module within the Curriculum for Life programme for years 10 and 11.

Year 7

Learners focus on future plans and aspirations and how the choices they make now can affect their future. Learners are introduced to CVs; exploring what a CV is and how to write one. They begin to explore the options that are available to them at 14 and post-16 in order to prepare for the decisions they are expected to make at these key points.

Year 8

Learners focus on the world of work, looking at employment, unemployment and labour market information to gain a greater understanding of the area in which they live and what is available to them locally and nationally. Using time effectively is discussed as it is a very valuable skill to have for the learners to succeed at school and then continue to use in their adult life in higher education and employment. Learners are encouraged to reflect upon their achievements and progress, as well as how to use their time productively to contribute and enhance their CVs.

Year 9

Learners focus on self-assessment, career paths and post-14 options. An options evening is held for learners and their parents/carers which is then followed by classwork designed specifically to aid students in the selection of their options at KS4. This includes career exploration work, what the entry requirements are and skills required for certain job roles as well as looking at their own achievements.

Year 10

Learners focus on what they have achieved so far, further career exploration and considering their next steps. In year 10 learners are taken for taster sessions at the different local colleges and sixth forms to experience the facilities, subjects and lessons in a post-16 establishment. This preparation helps them to reach decisions about what they would like to do after year 11.

Year 11

Learners focus on post-16 options and the application process. Learners participate in sessions from local colleges and training providers to gather information to help them make a decision regarding their future after year 11. We look at work and pay, and how both are connected. Learners receive a careers interview either from the Guidance Officer or Connexions Personal Advisor which allows them to talk about what they would like to do and how to work towards achieving their goal or advice and guidance if they are struggling to decide on future plans.

All year groups have the opportunity to attend workplace and industry visits which happen throughout the academic year. These will be promoted to all learners in assembly and coaching time as the visits offer a valuable insight into employment.

Careers Evening

For years 10 and 11 a number of education and training providers attend a careers evening, held in conjunction with the English and Maths departments, to allow learners (along with their parents/carers) to meet with and discuss their future with colleges and training providers.

Connexions

Connexions hold interviews with targeted individuals throughout the year.

Guidance Officer

Careers interviews are conducted not only by Connexions but also by our Guidance Officer. These are held in a private room and information from these meetings is confidential. All year 11 students are guaranteed an interview, with vulnerable learners being prioritised. After this, learners' interviews are allocated on a needs basis. Learners are free to request an interview at any time and one will be allocated as soon as possible. If a parent or carer would like to be present for the interview this can be arranged. However, the time is for the learner to discuss their own ideas and aspirations and will be conducted as such.

Additional Resources

A software package is available for pupils to use (eClips) during coaching time and in Guidance lessons. eClips is present on the learners' desk top so it is easily accessed during curriculum time and after school.

The local colleges send a selection of their prospectuses which are freely available to

learners. A number of free careers websites are used in guidance interviews and guidance lessons and learners are encouraged to use access them in their own time too.

Trips and Visits

A number of visits take place throughout the year to allow learners across all age groups to visit places of work, companies, training workshops and post 16 providers e.g. colleges and universities. We also take part in Work Discovery Week, which is an initiative set up by Sunderland Economic Leadership Board Business Schools Task Group to forge closer links between businesses and schools in Sunderland. Its aim is to demonstrate the diversity of jobs available locally, and to help young people improve their employability skills.

Equal Opportunities

Careers education is provided to all learners via our carefully planned curriculum. Learners are encouraged to explore career paths that suit their interests, skills and strengths. All learners are provided with the same opportunities and diversity is celebrated as we try to discourage stereotypical attitudes.

The Guidance department supports the whole school equal opportunities policy, and endeavours to implement it in the following ways:-

- Equal opportunities lessons
- Careful selection of posters and display material
- By encouraging all students to prepare to support themselves financially
- By encouraging students to consider all options including non-traditional careers/roles.
- By avoiding the use of one gender and gender specific job titles, e.g., using she/he; waiter / waitress.
- By making every effort to give girls and boys equal opportunities to speak, offer opinions and answer questions in lessons.
- By encouraging mixed gender groups for group work
- Ensuring equal access to information for all students of all abilities

We recognise that courses and employment opportunities are available and suitable for people of varying skills, abilities and personal qualities. We encourage students to consider these aspects when looking at their options post-16. If a learner does not have an academic ability for the career/course she/he has in mind, we try to help them to identify this and plan accordingly. We emphasise what they can do and the skills they do have.

Partnerships

Parents and Carers

Parental involvement is encouraged at all stages. Parents / Carers are kept up to date with careers related information through letters, newsletters and at open evenings. Parents are also welcome to attend careers interviews.

A number of opportunities are provided for parents to engage with decisions their child makes with regards to their future, for example, open evenings, consultation evenings and apprentice pop up shops.

Links with the Community, Outside Agencies and Businesses.

Kepier has a vast bank of links with businesses in the local area and beyond, for example; TRW , Carillion, JTL, BL Hairdressing, Nissan, Sunderland Software City, Army, Navy, RAF, Upstream Communications, Gentoo, Fusion Contact Centre, Sale Cycle and Orange Bus. We also work closely with all the colleges in the local area including: East College Durham, Durham Sixth Form, City of Sunderland,

Links are created by attending Work Discovery Week including; Nissan, Gentoo, Arriva,

Liebherr, TRW, Accenture, Northumbrian Water, Grundfos, SAFC and Sunderland City Council.

Where appropriate, speakers are invited into the school to enhance and enrich the experiences of our learners, and we also have an ongoing partnership agreement with Connexions.

Careers Champions Project

We are currently part of the Careers Champions Project, which includes working towards a quality award for careers education; the Inspiring IAG award. It is a careers education, information, advice and guidance (CEIAG) quality award, nationally validated by The Quality in Careers Standard (QiCS). It provides a good practice framework for organisations that work with young people, and is recognition of high quality CEIAG. The award covers six areas:

1. Management and Leadership
2. Design and delivery of CEIAG
3. Working with partners
4. Information and communication
5. Outcomes for young people
6. Supporting Parents / Carers

Ke pier has achieved the Bronze Award and is currently working to gain the Silver Award.

Contacts

If you have any queries, please contact the Guidance Officer on 0191 5128960 or via watsone@ke pier.com

or

Assistant Principal with responsibility for Careers on 0191 5128960 or via warkmana@ke pier.com

Useful Links

The DfE Statutory Guidance for schools on their careers guidance duty (March 2015)
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/440795/Careers_Guidance_Schools_Guidance.pdf

Good Career Guidance (The Gatsby Charitable Foundation, 2014)
<http://www.gatsby.org.uk/education/programmes/good-career-guidance>

The CDI Framework – a framework for careers, employability and enterprise education (November 2015) http://www.the CDI.net/write/Framework/BP385-CDI_Framework-v7.pdf

Appendix 1

Key Roles

- Mrs Cooper, Principal, overview of CEIAG provision.
- Mr Stout, Governor with responsibility for overseeing Guidance.
- Mr Devlin, Assistant Principal in charge of personal development, behaviour and welfare.
- Mr Warkman, Assistant Principal with responsibility for careers and guidance, providing a link between the Guidance Officer and the Senior Leadership Team. Assistant Principal responsible for the most able learners.
- Miss Watson, Guidance Officer holds a level 6 Certificate in Careers Leadership. Working closely with learners across all year groups and helps learners to explore careers options with relevant trips and visits, careers interviews and supports with the transition from year 11 to post-16 education and training.
- Miss Allen, Department Leader for Culture and Wellbeing, where a significant amount of the CEIAG programme is delivered.