



# **Careers Education, Information, Advice & Guidance (CEIAG) Policy**

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## **1 INTRODUCTION**

- 1.1 It is the policy of King James's School to ensure that all learners have access to impartial careers education, information, advice and guidance. Learners will be encouraged to develop knowledge and understanding of self, roles and opportunities in education, training and employment. Learners will be helped to develop the skills necessary to obtain and handle information, be realistic about personal capabilities and aspirations, and make informed decisions about the future.
- 1.2 King James's recognizes that a successful Careers Education and Information, Advice and Guidance programme is a partnership between the school, Higher Education (HE) and FE establishments, employers and each learner. The guidance provided will recognize the individual needs of each learner and be provided in an independent and impartial manner

## **2 OBJECTIVES**

- 2.1 Impartial information, advice and guidance alongside careers education sets out to enable our learners to become effective planners and managers of their own careers in a rapidly changing world of learning and work and should assist students to develop skills of:
- a. Self Development
    - Understand themselves so that they are self-aware, have a flexible outlook and realistic expectations
    - Develop key skills needed for planning and managing their own career progression
    - Understand opportunities in work, training and further/higher education
    - Know and understand the full range of options available from the various sources of information and guidance both within and beyond the school on completion of their course.
  - b. Career Exploration
    - Understand changes in education, training and employment and the impact of these on career patterns.
    - Investigate careers and opportunities in learning, work and leisure, at home and abroad
    - Know where, when and how to access appropriate information, resources, help and guidance
    - Understand equal opportunities
  - c. Career Management
    - Make realistic but ambitious career decisions
    - Implement career plans
    - Decide on and take next step in career development using appropriate techniques such as action planning, reviewing and recording achievement
    - Manage transition
- 2.2 King James's has a commitment to those with Special Education needs and those identified as gifted and talented. The Careers Education and information, advice and guidance provided is designed to meet the needs of all students. It is differentiated to ensure progress through activities that are appropriate to students' individual needs.

### **3 STUDENT ENTITLEMENT**

- 3.1 King James's provide the following to which all learners throughout the school have access to:
- Careers education via 'Careers Week', drop down days, etc
  - Careers resources, both visual and internet based
  - Help and advice from a qualified careers advisor during registration, break and lunchtimes.
  - An interview on request with a school based careers adviser or a Connexions careers adviser
  - Guidance which is impartial, promotes equality of opportunity, is easily accessible and delivered by professional qualified staff.

### **4 PARENT/CARER ENTITLEMENT**

- 4.1 King James's is committed to working with all parents/carers to help ensure a smooth transition for all learners:
- Details of who to contact
  - Access to information which is:
    - Unbiased and up-to-date
    - Covers all the options available
  - Opportunity to discuss career issues at Parents Evening with a school based Careers Adviser and be involved in the guidance process
  - Essential decision-making timescales and deadlines.

### **5 INFORMATION FOR TUTORS/GOVERNORS**

- 5.1 Access to the following will be made available for tutors and governors:
- Information on full range of option choices at key transition points KS3, 4 and 5
  - Careers software and information
  - Information on help and support available for individual students in each year group and how to refer students for advice and guidance
  - With students consent, written feedback from Careers interviews; usually short notes or an Action Plan kept in Careers Office
  - Details of events and developments through bulletins and Year meetings

### **6 ROLES & RESPONSIBILITIES**

- 6.1 The Careers and Alternative Curriculum Co-ordinator (a qualified career adviser) works alongside the Head of Student Services, SENco, 6<sup>th</sup> Form Team, Learning Managers in Years 9, 10 and 11 and KS4 Co-ordinator, as well as local colleges, training providers and HE institutes.
- 6.2 All staff are expected to contribute to careers education, information, advice and guidance through their roles as form tutors and subject teachers.
- 6.3 The 6<sup>th</sup> Form Information Manager works alongside Careers Adviser to ensure information is accurate, up-to-date, meets the needs of the students and is impartial.
- 6.4 This policy will be monitored by the Governors as part of their regular process of policy review. The link governor with responsibility for Careers is Mr Tim North.
- 6.5 Careers programme includes 'focus' days, such as year 9 Option Choices, Enterprise days, Career Events and extended assemblies.

6.6 Administration support is available to Careers and Alternative Curriculum Co-ordinator.

## 7 CURRICULUM

7.1 We have a range of activities throughout the academic year designed to support all students.

7.2 Whole school Careers week comprises a range of activities to raise awareness of careers and progression routes:

Year 7	Why we come to school – what we hope to achieve
Year 8	Recognize your skills and abilities
Year 9	How do we decide
Year 10	Career /Enterprise Day
Year 11	Post-16 Options
Year 12/13	Bite size activities on Post-18 options

7.3 Examples of Careers activities for specific year groups are:

Year 7	Careers programme will be delivered during citizenship and cover a number of topics
Year 8	Real Game
Year 9	Drop down day – GCSE option choices
Year 10	Drop down day – Career and Enterprise
Year 11	Post 16 options event – held in school
Year 12/13	Support to careers program – a range of activities to support transition into employment/HE

7.4 Other generic Careers activities are:

- Career Guidance activities – group work and individual interview
- One week work experience – KS4
- Career Lessons

## 8 MONITORING, REVIEW & EVALUATION

8.1 The Partnership Agreement with the Connexions Service is reviewed each term.

8.2 Our aim is to review our career delivery program throughout the year identifying best practice to support our students individual needs – with the knowledge that Connexions will not be offering the same level of support from March 2012. This will be done with input from students, parents, tutors and senior management.