

SAPIENTIA EDUCATION TRUST



OLD BUCKENHAM
HIGH SCHOOL

OLD BUCKENHAM HIGH SHOOOL

CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG) POLCY

Author / Edited by	Mrs R Taylor
Date	September 2022
Executive summary	This policy has been reviewed and amendments made in order to comply with Trust requirements and those of the Local Authority
Review Body	School
Endorsed by	The Trust's Compliance Committee
Review frequency & next review due	Every 3 years or as required – September 2025
Comments	<p>This policy is available on our school website and is available on request from the school office.</p> <p>This policy will be reviewed in full by the Trust's Compliance Committee every 3 years or as required.</p>

A new governance system was introduced on 1st September 2022 by the Trustees of Sapientia Education Trust. In future statutory policies will be reviewed and approved by the Trust's compliance committee. This will take place at the point when the relevant policy is next due for review. In the meantime, all policies remain valid and have been approved by the previous Local Governing Body

1. Policy Formulation

Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned progressive programme of activities supports them in choosing 14 – 16 pathways that suit their interests and abilities and help them to follow a career path and sustain employability throughout their working lives.

2. Vision

OBHS is committed to providing all its students with a programme of careers education, information, advice and guidance (CEIAG). The school's work is informed by current government guidelines and recommendations and other relevant guidance. OBHS uses relevant frameworks to ensure that careers provision takes account of statutory guidance and meets the needs of students. In particular, the following guidance from the Department for Education (DfE), Careers Development Institute (CDI) and Ofsted, is adhered to:

[Young people's experiences of careers information, advice and guidance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

[Careers guidance and access for education and training providers \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

[CDI 107-Framework Handbook.indd \(the CDI.net\)](https://the CDI.net)

[School inspection handbook - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

3. Objectives

At OBHS our CEIAG Programme seeks to:

- To contribute to strategies for raising achievement, especially by increasing motivation
- To support inclusion, challenge stereotyping and promote equality of opportunity
- To encourage participation in continued learning including Higher Education and Further Education, Apprenticeships and Training
- To develop Enterprise and Employment skills
- To reduce Not Employed in Education or Training (NEET) figures and drop-out from courses in education and training
- To contribute to the economic prosperity of individuals and communities
- To meet the needs of all our students through appropriate differentiation
- To raise awareness of the Local Market Information and skills gaps
- To focus students on their future aspirations
- To involve parents and carers in key decisions concerning careers and progression

4. Organisation and Delivery

Individualised CEIAG is provided through face-to-face impartial careers guidance interviews with Marianne Foster who is a level 6 qualified practitioner. This is further enhanced with specially designed workshops and activities for Years 7-11 with external local and national businesses, employers, professionals, FE and HE Institutions, Training Providers and the Voluntary Sector. External visits are also a part of CEIAG, for example the Careers and Skills Festival at the Norfolk

Showground. At the end of Year 10 students complete work experience at a self-generated placement.

Gatsby Bench 4 'linking careers to the wider curriculum' is one of our key priorities for 2022/23. It is already embedded into some of our subjects with plans to roll this out into all departments by the end of 2023.

CEIAG is provided to all students who are encouraged to follow career paths and suit their interests, skills and strengths with the absence of stereotypes. All students are provided with a wide range of opportunities and diversity is celebrated.

Year 7- The focus is on further developing their knowledge from the workshops they may have done in Primary School around careers and the world of work. The focus is to raise awareness and start to consider the vast number of careers/jobs available and challenge preconceptions and stereotypes they may have.

Year 8- The focus is on linking plans and dreams to reality and looking at any risky behaviour which could impact on our future choices.

Year 9- The focus is on self-assessment, career paths and options post 14.

Year 10- The focus is preparation for work experience and employability skills and Post 16 options.

Year 11- The focus is on Post 16 options and the application process.

Implementation of Careers Guidance (resources)

- Face to face guidance and group work
- Assemblies including Post 16 Providers
- Internal and External Post 16 Events
- Access is provided to careers ICT resources/software e.g. 'Helpyouchoose' and 'Icanbea'
- Local opportunities and vacancies are disseminated to staff and students throughout the school
- A range of workshops are run by employers and teaching staff, professionals and providers to give a greater awareness of careers, entry paths, routes, qualification and employability skills required
- Mock Interviews Year 10
- Self-generated work experience placement Year 10

5. Working with Parents

Parental involvement is encouraged at all stages. Parents are kept up-to-date with careers-related information through letters, newsletters and at parent/open evenings. Parents are welcome to attend their child's careers interviews with Marianne Foster. The school holds Parents' Evenings at key transition points, including hosting Year 9 Information and Guidance Evening, KS4 Post 16 Evening, to which families are invited.

6. Course Content

The Careers Programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work related learning and individual learning activities. Careers lessons are part of the schools Personal Development curriculum which is delivered to all years from Year 7 to Year 11 through a combination of timetabled lessons and Independent Learning. Other events and activities are planned and organised separately throughout the year. The CEIAG programme within Personal Development will help students to:

- Understand themselves, their interests, like and dislikes, what they are good at how this affects the choices they make
- Identify any barriers to education, employment and training and signpost/refer as required to internal or external agencies for additional targeted support.
- Find out about different courses, what qualifications they might need and what opportunities there might be
- Develop the skills needed for working life, including looking at the positive activities or voluntary opportunities students could engage in out of school.
- Understand the requisite employability skills and those important personal and social skills required outside of the classroom.
- Make realistic, but ambitious, choices about courses and jobs
- Develop a plan of action for the future
- Understand the different routes after Year 11 including Further and Higher Education, Apprenticeships and Training and Employment
- Be able to make effective applications for jobs, training and further and higher education
- Develop Interview Skills
- Be able to complete a CV and covering letter
- Improve confidence and self esteem

7. Monitoring and Evaluation

The implementation of this policy will be monitored and evaluated through the normal processes of Departmental Review that apply to all areas of the curriculum. This policy will be reviewed by the Trust's Compliance Committee biannually, after consultation with a sample group of parents.