

ASHLEY HIGH SCHOOL

Careers Education, Information, Advice & Guidance Policy

This policy was adopted: February 2023

This policy will be reviewed: September 2024

**Careers Education, Information, Advice and Guidance (CEIAG) Policy**

This policy has an inter-relationship with the school’s Work Experience Placements Policy, Work Related Learning Policy, Policy Statement on Provider Access and Equal Opportunities Policy.  All policies are reviewed on an annual basis by the Careers Leader and signed, approved and dated by the Head Teacher, Chair of Governors and Link Governor for CEIAG.

**Rationale**

Careers education, information, advice and guidance programmes provide 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 – 19 pathways that suit their interests and abilities and help them to follow a career path and sustain employability throughout their working lives.

**Commitment**

Ashley High School is committed to providing our students with a programme of careers education, information, advice and guidance for all students in years 7 – 14. We endeavour to follow the latest statutory guidance – Careers Guidance and Access for Education and Training Providers including Provider Access Legislation (updated January 2023), the CDI Framework and other relevant guidance from DCSF, QCA and Ofsted as it appears, including working towards the Gatsby Benchmarks (<http://www.gatsby.org.uk/uploads/education/good-career-guidance-handbook-digital.pdf>).

**Intent**

Ashley High School’s Careers Education, Information, Advice and Guidance policy has the following aims:-

* 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
* to develop enterprise and employment skills
* to reduce drop out from and course switching 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 focus students on their future aspirations
* to involve parents and carers

***Essential Key Skills***

The CEIAG Programme will help students to appreciate how the skills they develop in their careers related activities can be transferred to a range of vocational areas. The essential key skills are summarised below

* Speaking
* Listening
* Creativity
* Leadership
* Problem Solving
* Teamwork
* Staying positive
* Aiming High

**Management**

A named member of the Leadership & Management team oversees the Careers programme (including work experience placements) alongside the school’s Careers Coordinator.

**Implementation**

At Ashley High School we place a great emphasis on our students having a Careers programme in place that ensures that they are well equipped for the future and have the information needed to make realistic and informed decisions about further education, training and employment. This starts as soon as they arrive at school in Year 7 and builds significantly through Year 8 to Year 14. We make every effort to support all of our students into a positive destination that utilises their skills and interests. We do this through a rigorous Careers programme with the involvement of local employers and providers. We are committed to the Provider Access Legislation and welcome visitors to our school to support our careers programme. We also participate in a range of activities (see below) to build up essential key skills and allow students to use their creative talents. The Careers Education Programme is delivered at key points throughout the year by all staff, supported by the Careers Leader and Careers Coordinator and is mapped against the CDI Framework

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**Equality and Diversity**

Careers education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

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| Career Activities by Year Group | |
| **Years 7 and 8** | Years 7 and 8 are all about developing self-awareness and discovering the types of careers that are out there in the big wide world;   * Introduction to Careers – career anagrams to raise awareness of different jobs and discussion on the different jobs roles in our school. * Employer Talks * Introduction to the Careers Adviser and the ‘A-Z of Careers’ * Timeline of key events in our life and identifying skills and qualities |
| **Year 9** | * Considering Options – introduction to the careers websites and linking subjects to careers * Local labour market information - ‘What Makes a good…..’ * Employer Talk * Individual guidance interviews |
| **Year 10** | * Raising aspirations and stereotyping * Employer Talk * ‘What Makes You Tick?’ - personality test and job values * Individual guidance interviews |
| **Year 11** | * Decision Making * Self-Awareness recap * Opportunity Awareness – apprenticeships, traineeships, supported internships and further education * CV Writing/updating and covering letters * Application forms and where to look for jobs * Interview Preparation including a mock interview with local employers * Financial Support for students * Careers Day, with visits from local employers, colleges and training providers. * Employer talk and visit * Visits to local employment environments * College and 6th Form Taster Days * Individual guidance interviews * Evaluation |
| Year 12-14 | All students work towards a qualification in Employability (from Entry Level 3 to level 2) which focuses on their employability skills and career planning. Students also complete the activities below to enhance their learning.   * Vocational Tasters and visits to different working environments to compare and contrast (construction workshops, modern busy offices, animal care, horticulture and engineering) * Sessions with Job Centre Plus around applying for jobs, interview preparation and local labour market information * Visits to local colleges and training providers * National Apprenticeship Workshop * Individual work placements linked to a student’s vocational interests. * Individual guidance interviews * Regular Career Planning updates |

**Impact**

By participating in the Ashley High School CEIAG programme students will:

* Understand the wide range of courses available to them including technical qualifications
* Understand the qualifications they might need to achieve their goals.
* Develop the skills needed for working life
* 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 apprenticeships, supported internships, traineeships, further and higher education and jobs
* Be able to make effective applications for jobs, training and further and higher education
* Develop interview skills
* Improve confidence

Students will have developed a set of transferable essential skills that will benefit them whatever their chosen progression route. This will include

Speaking and Listening

* Listening and speaking to a range of different people
* Using body language to help communication
* Using communication for different purposes and in a range of different ways

Teamwork and Leadership

* Setting common goals
* Showing respect to others in their team and valuing their contributions
* Listening to others and being open minded
* Taking on roles and responsibilities
* Understanding and supporting others

Problem Solving and Creativity

* Identifying issues and being able to examine information
* Dealing with change
* Decision making to find solutions
* Staying with a problem until it is resolved
* Imagining and using creativity to develop ideas

Staying Positive and Aiming High

* Setting goals and planning ahead
* Being proactive and flexible
* Being resilient and being able to work under pressure
* Monitoring performance and devising strategies for improvement
* Managing their time

**Parents and carers**

Parental involvement is encouraged at all stages. Our school website includes information for parents, including a timetable to highlight key dates. Parents are kept up to date with careers related information through letters, the school website and calendar, newsletters and open evenings. Parents are welcome at careers interviews and play a crucial part in their child’s career planning as part of the annual review process.

**Partnerships**

Partnership working is encouraged to deliver a CEIAG programme that meets the holistic needs of students. We work in partnership with a range of local organisations including Job Centre Plus, Halton Health Improvement Team, Halton Borough Council Supported Internship Programme, Halton Community Bridge Builders, Riverside College and training providers. We have also built up excellent relationships with a number of local employers.

**Monitoring, Review and Evaluation**

Careers Education is monitored, reviewed and evaluated annually by the CEIAG co-ordinator, Careers Leader and Leadership & Management Team. Annual discussion with key staff, students, parents and partners generate positive changes and improvements to the programme that ensure the programme delivers positive results and is of benefit to all of our young people.

**Careers Entitlement Statement**

All students are entitled to independent and impartial careers guidance and at Ashley High School we will provide you with opportunities to develop your aspirations. Students need to use the activities in place to help them make well informed decisions about their future.

**It is your future so you have a responsibility to:**

* make the most of the opportunities offered to you
* research your options
* attend careers interviews with the school Careers Adviser
* be prepared to be realistic when looking at post 16 opportunities
* be prepared to work hard to reach your full potential

**While at school we will support you with:**

* opportunities to access independent and impartial careers guidance
* opportunities to meet with different employers
* opportunities to learn about the world of work
* being treated with appropriate confidentiality

**At Key Stage 3 our aim is to support you with:**

* thinking about your strengths and skills and how you can use these in a job
* developing confidence in yourself and your abilities
* helping you develop research skills to explore your ideas and explore the world of work.

**At Key Stage 4 and 5 our aim is to support you with:**

* gaining access to information regarding different college courses and understanding Post-16 options
* providing access to 1:1 independent and impartial careers guidance
* being able to identify your skills and strengths needed to achieve your chosen career.
* developing an action plan to help you achieve your goals.
* providing you with a range of different speakers and workshops to help you with your career planning.
* providing you with up to date labour market information.

**Parent/Carer entitlement**

Parent/Carers can access careers support for their child in a variety of ways including:

* careers section on the school website
* using the websites such as the national careers service website
* attending the annual review meetings and feeding into the Education Health and Care Plan
* communicating regularly with the school Careers Leader

Signed: Karl Ashton (Chair/Link Governor for CEIAG) date: 02/03/23

Signed: Diane Wilson (Head Teacher) date: 28/02/23

February 2023– V. Banks