

Careers Education Information Advice and Guidance Policy

The Bishop's Stortford High School

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Rationale for Careers Education Information Advice and Guidance (CEIAG)

Careers Education, Information Advice and Guidance makes a major contribution to preparing young people for the opportunities, responsibilities and experiences of life, in order to help them make a successful transition to adulthood and a place of work, It:

- Makes a major contribution to preparing students for the opportunities, responsibilities and experiences of life
- Supports and inspires young people to achieve their full potential, raising aspirations
- Empowers young people to plan and manage their own futures
- Availability of information is a key determinant of career choice which highlights the importance of providing comprehensive information on all options
- Promotes equality, diversity, social mobility and challenges stereotypes
- Supports young people to sustain employability and achieve personal and economic wellbeing throughout their lives

Purpose

The Bishop's Stortford High School is committed to career learning and development and it intends to fulfil its statutory obligations. It supports the school's overall vision and is linked to the School Development Plan. Governors and senior leaders have a key role in developing and approving the policy and this process ensures a high profile and a secure place for CEIAG within the school curriculum.

The Bishop's Stortford High School is committed to preparing students to manage their future education and career path throughout adult life through a planned programme of CEIAG throughout their school career. It will maximise the benefits for students by using a whole school approach involving parents / carers, external IAG providers, employers and other local agencies, emphasising the importance of providing young people with real-life contacts and experiences from the world of work.

The school recognises its statutory duties to secure independent, impartial face to face careers guidance for pupils in years 8 to 13 that includes information on the full range of education and training options, including apprenticeships and vocational pathways and will ensure that all students have equity of access to impartial careers advice and guidance.

Commitment

The School is committed to providing all its students with a planned programme of careers education activities throughout their school career, with opportunities at key transition points to access impartial information and expert advice and guidance.

It is also committed to maximise the benefits for students by using a whole school approach involving parents, carers, external IAG providers, employers and other local agencies.

Management

This area is supported by the Governors Curriculum and Student Progress Sub-committee. A senior leader, Mr Mark Bruncker has strategic responsibility at SLT level for "Student Futures", Mr Andrew Hood is Head of Careers. He has oversight of the CEIAG Coordinator, Ms Claire Jonas. Work experience is planned and implemented by the CEIAG Coordinator. The school has responsibility for careers guidance and engages the services of Ms Claire Jonas, for 40 days per year.

The leadership will ensure staff who deliver CEIAG have access to relevant training.

The leadership and CEIAG Coordinator will review and evaluate the provision with all stakeholders including young-people .

Curriculum Provision

There is a planned programme of learning experiences with learning outcomes for Year 7 to Year 13, which enable young people to:

- Develop themselves through career and work-related education
- Learn about careers and the world of work
- Develop career management and employability skills

The delivery of these outcomes is through a range of agencies both inside and outside school.

For an overview of the annual programme of events, see appendix A.

Personal Provision

Elements of the above will require access to individual information advice and guidance through:

- internal staff, external visitors and mentors
- external sources using email, telephone, web chat and forums via websites, the National Careers Service² and specialist face to face careers guidance

We will provide additional access to face-to-face careers guidance for our vulnerable students as defined by the school's governing body and identified through internal assessment systems and in liaison with pastoral teams.

Resources

The School will provide resources for the successful implementation of this policy through securing:

- An annual budget to cover internal needs, CPD opportunities and commissioning of external sources, such as a Careers Guidance Adviser
- Adequate staffing
- Student, staff and parental access to information on request and electronically
- Designated space for individual, group and research sessions

The CEIAG Coordinator is responsible for the effective deployment of resources, which is monitored by the Head of Careers. The Careers Resource Centre is updated annually via the

addition or replacement of College Prospectuses, Apprentice opportunities and books, software, pamphlets and posters.

ICT facilities are available in the library, and in teaching rooms. This enables students to access the available software and interactive websites. These facilities provide opportunities for research into education, training and employment.

Engagement with Parents and Carers

The careers coordinator provides information concerning current careers opportunities for students on the weekly parent bulletin and on the termly Mitre publication. There is also a fortnightly Post-18 Bulletin that is tailored to our Sixth Form students, Social media (twitter) is used to remind parents and students of up-coming events and deadlines for specific opportunities.

Parents are invited into school for information evenings when some specific events are being planned. (eg Year 10 Work experience information evening, GCSE Options Evening, Post-18 Evening)

Partnerships

The policy recognises the range of partners that support the CEIAG offer within our school. These include:

- formal arrangements with our external provider of work experience placements and others
- liaison with post 16 providers and higher education institutions
- employers and training providers
- parents and carers
- others specific to our school

The Service level agreements with external providers are discussed annually in the context of budgetary constraints. Alternative providers are considered with reference to levels of service and cost. This involves the Headteacher, SLT Link, Director of Finance, Head of Careers.

Monitoring, Review and Evaluation

CEIAG forms part of whole school stakeholder reviews (these include, students, parents, staff) that take place biannually, and conducted by an external agency. In addition, monitoring of impact and effectiveness of the various elements of the programme is carried using online surveys, (e.g Work experience) and feedback forms (e.g Careers forum).

Approvals and review

This policy is reviewed biannually in discussion with the Governor Curriculum and Student Progress Committee, staff and external partners and key priorities for action are identified and included in the school improvement plan.

Appendix A

The Bishop's Stortford High School CEIAG Curriculum Overview

Year group	Services	When activity takes place
Year 7	Biweekly mentoring during form time with Tutors	Ongoing
	<i>Kudos</i> Session Next Steps Meetings (Nat Careers Week)	March
	Bushcraft Residential Teambuilding & Personal Development	June
Year 8	Year Group Options for Foundation Next Steps Meetings	February
	Regular Mentoring meetings during form time with Tutors	Ongoing
	Non-Combat Roles in British Army	March
	Group Work - Team Skills and Equal Opportunities with Tutors	Spring Term
	One to one guidance interviews preparing for Foundation Year 9 Tutors	March
	My Personal Skills Journey Booklet - To help identify personal strengths & weaknesses	Summer Term July
Year 9	Occupations of the Future. Next Steps Interviews	March
	Barclays Finance Talk Debbie Hoffman, Business Banking, Barclays plc	May
Year 10	Application for STEM Programme at Imperial College, London	October (4 years duration)
	Options for After Year 11 – Part I Next Steps Interviews	November
	Options for After Year 11 – Part II Next Steps Interviews	November
	One to one guidance interviews on Pathways & Careers Next Steps Interviews	January May-July
	Work Experience Information Evening	December

	Group Work - Work Experience assemblies & Tutors in tutor time	January June
	Barclays Finance Talk Debbie Hoffman, Business Banking, Barclays plc	May
	One Week Block Work Experience	June
	Group Work- Work Experience De-brief & Evaluation	June
	Work Permits for school aged children Martin Cooke Herts County Council	June
	Oxbridge Scholars Monthly Information & Mentoring sessions	Summer to Spring
	BSET Oxbridge Session at Hockerill Sam Lucy, Admissions, Cambridge University & Sam Mumby Admissions, Oxford University	June
	Wider Access visit to Gonville & Caius College, Cambridge University	July
Year 11	One to one guidance interviews on Pathways & Careers YC and/or SLT	Ongoing
	CV's & Applications Forms Next Steps interviews	November
	Follow up & Group Work to to CV's & Appliions with Form Tutors	November
	Targeted Group Kudos Next Steps interviews	January
	Group Presentation Applying for Apprenticeships Next Steps	March
	Uni Frog - on-line tool for research into Uni courses, apprenticeships & FE courses	March

	One to one Rotary Interviews do these still happen in Year 11?	April
	BSET Oxbridge Session at Hockerill Sam Lucy, Admissions, Cambridge University & Sam Mumby Admissions, Oxford University	June
	Leavers Booklets: Post-16 Options (detailing other local Schools & Colleges)	August
6th Form	Subscription To UCAS	Ongoing
	School Post-18 Bulletin Selection of Career and Post-18 Opportunities	Fortnightly
	Life Beyond TBSHS Webpages with Post-18 Options plus Useful Links	School Sixth Form Website
	One to one Guidance Interviews with Tutors (half-termly)	Ongoing
	Year 13 Oxbridge Interview Workshop with Director for Admissions, Cambridge plus additional practice interviews	November + Various dates in Nov & Dec
	University Budgeting for Year 13	January
	Unifrog introduction to Year 12 On-line tool for research into Uni courses, Apprenticeships & FE courses	March
	National Careers Week Themed Assemblies	March
	Year 12 Post-18 Information Evening	March
	Year 12-13 Post-18 Top Tips	March
	CV Education	April
	Year 12 Higher Education Exhibition	April

Year 12 Oxbridge Applications Information Evening as start of support programme		March & ongoing
Year 12 BSET Oxbridge Session at Hockerill Sam Lucy, Admissions, Cambridge University & Sam Mumby Admissions, Oxford University		June
Year 12 Post-18 Day External Industry Speakers: CV/UCAS guidance		June
Year 12 Work Experience (one week)		June
Year 12 One to One Rotary Business Professional Interviews		June & July
Year 12/13 One to One Post-18 Guidance Interviews with Form Tutors		July & September
Careers Forum – Major biennial event		November
Citizenship Programme External Speakers from varied backgrounds (Politics, Human Rights, Sports, Journalism....)		Fortnightly throughout the academic year
Enrichment Programme Opportunities for MUN, debating, volunteering in community (e.g. Grove Cottage – Mencap, Operation Stomp...), subject societies (e.g. Maths & Physics, Medical, Law)		Weekly throughout the year
Mentoring and Leadership Programmes Student involvement with lower year groups, e.g. Paired Reading, Peer Mentoring, Film Club, Drama Club, Music Leadership.		Weekly throughout the year
INTERACT Sixth Form charity fund-raising group with external advice from Rotary Club		Ongoing
Sixth Form Senior Team Positions of responsibility including managing Tuck Shop, running Sixth Form and School Councils		Ongoing

Other Careers Related Opportunities

Trips:

Trips provide a learning venue that matches a student's natural inclination to know more & engages students of all abilities and helps to put the learning subject in context. Group activities may include adventurous expeditions that develop social skills and self-confidence. For confident individuals, school trips can change attitudes and raise aspirations through participation in activities. Rising to new challenges and living alongside their peers helps pupils to become more adaptable and confident - critical to their development.

Schools trips provide powerful learning outcomes for young people that contribute to a sense of belonging, feeling valued and the ability to make a positive contribution in their community and society at large. Students become more resilient and optimistic and their emotional health and self-esteem improve. All of these positive attributes help to develop skills and enhances existing ones as well as improving a student's employability.

Leadership	School Trips	Other
School Council: Years 7 to 11 – democratic participation, leadership, communication skills Form Captains House Captains Music Leadership Senior 6th Form Team Mentoring Scheme Interact	<u>Curriculum</u> Geography; field trips RS & Citizenship; trips History; Ypres, Hastings plus archaeological dig Business Studies; business wholesaler visit, Hayters trip, City of London trading floor visit <u>Extra-curricular</u> Bushcraft Poland Ski: Years 7-13 Cern Visit Rugby Tours MUN (Model United Nations) Russia Duke of E: Gold/Bronze Berlin Nat. Citizenship Prog New York Music Tours	National Careers Week March: (Themed assemblies & updates via Daily Notices on NCS theme of the day, With links to websites. University subject taster days Lunchtime Clubs: Geography, Programming, Science, Film, Drama, Music Drama Festival House Drama Competitions Music Festival Maths Challenge competitions Maths in Action day Maths juggling day Crest Award GSK Quiz Citizenship guest speakers History Discussion Group Dragon's Apprentice