



Careers Education, Information, Advice and Guidance Policy

Introduction

Rationale:

A young person's career is the progress they make in learning and work. All young people need a planned programme of activities to help them choose 14-19 pathways that are right for them and to be able to manage their careers and sustain employability throughout their lives. Schools have a statutory duty to give students access to careers information and impartial guidance until they have ceased to be of compulsory school age.

Commitment:

Waverley Studio College is committed to providing a planned programme of careers education and information, advice and guidance (IAG) for all students in year 7-13 in partnership with the Connexions Service and work related team headed by Mr Andy Marshall.

Waverley Studio College endeavours to follow the National Framework for CEIAG 11-19 in England (DfES,2003), the Young People's IAG Standards (DCSF, 2007) the statement of careers education principles (DCSF, 2008) and other relevant guidance from DfE, QCDA and Ofsted that appears from time to time. Waverley Studio College has gained the CEIAG Quality Award Level 1 and 2.

Development: This policy was developed and is reviewed biennially in discussion with teaching staff; the school's Connexions personal advisor, pupils, parents, governors, advisory staff and other external partners.

Links with other policies:

The policy for CEIAG supports and is itself underpinned by a range of key school policies especially those for Teaching and Learning, Assessment, Recording and Reporting Achievement, Citizenship, PSHE Education, Work Related Learning and Enterprise, Equal Opportunities and Diversity, Gifted and Talented, Looked after children and special needs.

Objectives

Pupils' needs

The careers programme is designed to meet the needs of pupils at Waverley Studio College. It is differentiated and personalized to ensure progression through activities that are appropriate to students' stage of career learning, planning and development.

Entitlement

Pupils are entitled to CEIAG which meets professional standards of practice and which is person-centered, impartial and confidential. It will be integrated into students' experience of the whole curriculum and be based on a partnership with students and their parents or carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

Implementation

Management

Miss Ambreen Nawaz (Work Related Learning Advisor) co-ordinates the careers programme and is responsible to Mrs Homeira Zakary (Assistant Headteacher 14-19). Work experience is planned and implemented by the work experience co-coordinator (Mr Andy Marshall) who works closely with the careers co-coordinator

Staffing

All staff contribute to CEIAG through their roles as tutors and subject teachers. Specialist sessions are delivered by the personal development/PSHE Education team. The CEIAG programme is planned, implemented, monitored and evaluated by Miss. Nawaz and Mrs. Zakary. Careers information is available in the Careers Resource Centre which is maintained by Miss. Nawaz. Administrative support is available to the careers coordinator.

Curriculum

The careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities (in the Careers Resource Centre and on the school intranet), work-related learning (including one week work experience), and individual learning planning/portfolio activities. Careers lessons are part of the school's personal development programme. Other focused events, e.g. a higher education fair and university visits, are provided from time to time. All year 11 students are interviewed twice a year regarding their post sixteen options. In the Autumn Term year 11 have one day off timetable for IAG Day, where they explore their choices for post sixteen and post eighteen options, and have time to write an action plan for their chosen path. Work experience preparation and follow-up take place in careers lessons and other appropriate parts of the curriculum.

Assessment and accreditation

The intended career learning outcomes for students are based on the National Framework and are assessed using assessment for learning (AfL) techniques. The wider skills programme and Certificate of personal effectiveness are taken by some students at Key Stage 4. Students at Key Stage 5 will be entered for the employability programme and long term placements within the NHS and related organisations.

Partnership

An annual Partnership Agreement is negotiated between the school and the Connexions Service which identifies the contributions to the programme that each will make for targeted students. Other students have interviews with the Work Related Team (Andy Marshall) and designated staff members. Other links are being developed, e.g. with local 14-19 partners.

Resources

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the CEIAG area. The Assistant Headteacher in charge of 14-19 (Mrs. Zakary) has overall responsibility for the effective deployment of resources. Sources of external funding are actively sought.

Staff development

Staff training needs are identified in conjunction with the member of staff in charge of CPD. Funding is provided both from Connexions and from school funds (targeted students). The school will endeavour to meet training needs within a reasonable period of time.

Monitoring and review evaluation

The Partnership Agreement with Connexions is reviewed termly. The programme is reviewed annually by Mrs. Zakary using the quality standards for *CEIAG* to identify areas for improvement. A report is submitted to the senior leadership team and governors. Action research evaluation of different aspects of CEIAG is undertaken regularly.

Policy adopted by Waverley Education Foundation Board of Trustees on:

06/12/2016

Policy to be reviewed on: December 2017

Signed:

X _____
Chair of Trustees

X _____
Principal