



“Maximising students’ abilities, ambitions and academic potential”

Careers Education Information and Guidance Policy

Recommended by: Staff and Student Committee	
Date: Jan 2016	
Approved by the Full Governing Body	
Signed:	
Next review due: Jan 2018	

Broadoak Mathematics and Computing College is committed to providing a planned programme of impartial careers education, information, advice and guidance (CEIAG) and Work Related Learning (WRL) for all students in Years 8-11.

Rationale

At Broadoak we recognise that all schools have a statutory duty to ensure that all registered pupils at the college are provided with independent careers education information and guidance from Year 8, 12-13 year olds, to Year 11, 15-16 year olds (Section 42A and section 45A of the Education Act 1997, Careers guidance and inspiration in schools Statutory guidance for governing bodies, school leaders and school staff - March 2015). Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. All young people at Broadoak will benefit from a planned programme of activities that will help them to choose the 11-19 pathways that are right for them, to be able to sustain employability through their working lives and to aspire to lifelong wellbeing and happiness.

Aims:

To integrate the Broadoak CEIAG programme into students' experience of the whole curriculum and be based on a partnership with students and their parents / carers.

To raise aspirations and broaden horizons, challenging stereotype and promoting equality and diversity.

To provide a careers programme that includes careers education activities

To provide careers IAG activities (including group work within Year 9 World of Work Day and individual mock interviews during Year 11 Moving On Day).

To provide information and research activities through organisations such as CASCAID and The National Careers Service.

To provide Work Related Learning opportunities (including Young Enterprise and 5 days Work Experience for Year 10 with preparation and follow-up taking place in PSHCE lessons and other appropriate parts of the curriculum).

To provide events, enrichment activities (visits to FE Colleges, Careers Convention, Higher Education establishments and activities from Apprenticeship Providers) and Vocational Educational opportunities.

To provide a programme that is personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

To provide contact with employers, who are enthusiastic and passionate about their own careers, to inspire students and also challenge pre-conceived ideas about jobs.

Commitment

Broadoak is committed to providing a planned programme of impartial careers education, information, advice and guidance (CEIAG) and Work Related Learning (WRL) for all students in Years 8-11, in partnership with the Youth Employment Service (YES), Weston College and Bridgwater College. Broadoak is also committed to gaining the Employability Charter Mark.

As outlined in the statutory guidance '*Every child should leave school prepared for life in modern Britain, this means ensuring academic rigour supported by excellent teaching, and developing in every young person the values, skills and behaviours they need to get on in life*'.

The college will work the local authority (YES) to identify young people who are in need of targeted support or who are at risk of not participating post-16.

We aim to secure face-to-face careers guidance where it is the most suitable support for young people to make successful transitions.

Links with other policies

The policy for CEIAG supports and is underpinned by Broadoak's annual School Improvement and Development plan and a range of key policies especially those for PSHCE, and Teaching and Learning.

Leadership

The Headteacher and Governors have overall responsibility for CEIAG / WRL provision. The Assistant Head for CEIAG / WRL is the senior leader who oversees the work of CEIAG / WRL within the college. The Assistant Head's role is far reaching and requires the ability to liaise with members of staff of all levels, parents, organisations and people outside of the college.

It also requires:

- The ability to keep up to date with CEIAG / WRL policies at national level.
- The ability to tailor the curriculum to the needs of the current cohort.
- The Leadership of teams such as Tutors, Subject Teams and Student Support Staff in preparing students for further education and employment.
- The oversight of the provision for information relevant to WRL and career progression.
- The oversight of and the work of Broadoak's designated careers advisor.

Responsibility

We believe that promoting Careers Education Information and Guidance is the whole College's responsibility.

College Community	Responsibility
Governing Body	The Headteacher and Governors have overall responsibility for CEIAG / WRL provision.
Head Teacher	As above including: Supporting the Assistant Head who oversees the work of CEIAG / WRL within the college. The Assistant Head's role is far reaching and requires the ability to liaise with members of staff of all levels, parents, organisations and people outside of the college.
Senior Leadership and Management Team	To support the Head as above and offer support to the Assistant Head who oversees the work of CEIAG / WRL within the college.
Staff	All staff contribute to CEIAG / WRL through their roles as tutors and subject teachers. Specialist sessions are delivered by Tutors through the PSHCE programme and external agencies e.g. FE Colleges, YES and Local Employers. Administration support is provided within the Core Team.
Parents / carers	Parental involvement is encouraged at all stages. All online resources are easily accessed through the links on the college website. Parents and carers are kept up to date with careers related information through letters, newsletters and at open evenings.
Students	Students are encouraged to participate in CEIAG / WRL activities to develop their personal skills and qualities and prepare for Post 16 opportunities.

Monitoring, review and evaluation

The Careers programme is reviewed biennially by the Assistant Head responsible for CEIAG, using DfE guidance and local authority network meetings to identify areas for improvement. Students are actively involved in the planning, delivery and evaluation of activities through the Student Council, and student voice (e.g. Year 11 Exit Questionnaire, Further Education Visits and Curriculum Workshops). Evidence is fed into the Broadoak self-evaluation process, and School Improvement and Development Plan, and a report is submitted to the Senior Leadership Team and Governors. Action research evaluation of different aspects of CEIAG is undertaken regularly.

Broadoak will assess their success in supporting students to take up education or training which offers good long term prospects. The use of RONI and Destination Measures Data supports the college in tracking and monitoring the post 16 pathways and those students at risk of becoming NEET.

Appendix 1 - CEIAG Programme aims and outcomes

Aims

To enable all students to develop the self-knowledge and skills that they need to take charge of their personal and career development.

To be an integral part of the Broadoak Curriculum.

To contribute to wider Broadoak action to raise aspirations, improve motivation, develop key and other employability skills and illustrate the relevance of subject studies in future life.

To promote equal opportunities and to challenge stereotypical thinking and attitudes.

To enable students to understand that a career is a personal journey that includes learning, work and career breaks (both planned and unplanned), and that all career decisions involve making choices about learning and lifestyles.

To ensure that students (and their parent / carers) receive appropriate information and guidance, especially at key decision and transition points.

Outcomes

Key Stage 3: By the end of this key stage, all students will have:

A better understanding of themselves (personal characteristics, abilities, interests, potential weaknesses and limitations).

Used the CASCAID programme, activities and links on the Broadoak VLE to research information about opportunities, and use the information to help them make choices about post-14 courses and learning programmes.

Received appropriate advice and guidance on post-14 choices.

Key Stage 4: By the end of this key stage, all students will have:

Enhanced their self-knowledge, career management and other employability skills.

Used the CASCAID programme, and other on-line resources (see 'Help with making choices') to investigate future choices and explore alternative routes to their goals.

Accessed advice, guidance and support to help them firm up their choices and think about the implications.

Gained direct experience of work.

Chosen and applied for an appropriate Post-16 opportunity.

Made a back-up plan in case things go better or worse than expected.

Appendix 2 - Preparing for Life in Modern Britain

Through the PSHCE programme all students will develop an understanding of different types of work and the skills and qualities required to be successful in a workplace. Students will also be given opportunities to be enterprising and work with others. They will find out about careers and the World of Work to develop hopes and aspirations for the future.

In Year 7 this includes meeting with and talking to speakers from the World of Work and learning how to use CASCAiD – KUDOS for career planning.

In Year 8 students take part in the Real Game, developing skills and qualities needed to be successful in the world of work and recognise the qualities and skills needed for employability.

In Year 9 students prepare for their Key Stage 4 Option Choices through Careers research, Qualifications and Pathways and what employers want. This includes participating in World of Work Day where a range of Employers come into school to work with students. From this students develop an understanding on how to make plans and decisions carefully to help get the qualifications, skills and experience they need.

In Year 10 students will find out about what makes a good business, how effective researching and networking may increase recruitment opportunities, understand health and safety in the work place and writing applications. There will be a focus on Work Experience (WEX) preparation and then participating in five days of Work Experience with an employer. They also experience an understanding of different post 16 options through College Taster Days

In Year 11 students develop a broader understanding of different post 16 and post 18 options. They begin to make judgements from a wide range of sources, including impartial advice and guidance, about their future. They develop a wide range of skills and achievements to demonstrate positive characteristics and qualities to future employers and course providers. They will participate in Moving on Day where they will have the opportunity to develop interview techniques and soft skills through at least one formal interview.

All students will research options in education, training, apprenticeship, employment and volunteering. They will review and reflect upon previous transitions that help to improve preparation for future moves into education, training and employment.

In addition, some students will:

Be given access to aspirational trips and visits (e.g. Universities and colleges)

Be given additional support to reach good standards of 'Employability' skills such as organisation, timekeeping, team work

Access extra curricular (e.g STEM or additional curricular or MAAT groups) activities that provide further opportunities to promote and stimulate interest in particular areas

Be targeted with additional IAG to help support career investigation and planning for their next steps.

Appendix 3 - Help with making choices

www.careerpilot.org.uk

<https://nationalcareersservice.direct.gov.uk>

www.careerssw.org

www.weston.ac.uk

www.bridgwater.ac.uk

www.churchill-academy.org

www.backwellschool.net

www.cityofbristol.ac.uk

www.apprenticeships.org.uk

www.whatapprenticeship.co.uk

Thinking about University

www.ucas.com

www.russellgroup.ac.uk