



Highlands School

Careers Education, Information, Advice & Guidance (CEIAG) Policy

Date of Last Review	October 2018
Next Review Due	November 2020
Governors Committee	Curriculum and Standards

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

Introduction and Context

Highlands School has a statutory duty to secure independent careers guidance for all Year 8 to Year 11 students (The Education Act 2011 / Careers guidance and access for education and training providers Jan 2018).

At Highlands School we aim to support the aspirations of all our young people to ensure that they gain the understanding, skills, and experience they need to make progress and succeed in learning and work. We believe that having an effective careers education and guidance programme not only contributes to their well-being but also to the wellbeing of their families, the communities to which they belong, wider society, businesses and the economy.

To achieve this aim, from September 2018, our careers strategy has adopted the Gatsby Benchmarks of Good Careers Guidance framework to develop and improve our careers provision. As a school we are working to have all 8 benchmarks in place by 2020.

The eight Gatsby benchmarks of Good Career Guidance

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

Aims

At Highlands we are committed to providing excellent impartial careers education and guidance to all our students.

Our aim is to:

- provide each student with individual, high quality impartial careers advice
- focus students on their future aspirations
- increase student's awareness of the range of opportunities open to them
- develop employability skills
- support students to take part in work related activities in and out of school
- provide opportunities for students to discuss choices with outside providers
- ensure students have a clear awareness of entry level requirements for Higher & Further Education pathways, enabling students to make informed choices that are appropriate to their ability and successfully enter Education, Employment or Training
- support inclusion, challenge stereotyping and promote equal opportunity
- involve parents and carers to support students when making pathway choices

Key Stage Support

Students need to make informed decisions at various key stages whilst at Highlands School and understand the relevance of their choices and how these can impact on their futures. It is important that parents and carers have access to information and guidance to help support our students with these next step decisions.

The key stages for making informed choices are;

Year 8 GCSE Options
Year 10 GCSE Options
Year 11 Post 16 Options
Year 13 Post 18 Options

The Options Process

Year 8 will become familiar with the options process in various ways. There will be talks in assemblies, taster lessons in school time, as well as an 'Options Morning' where students undertake activities based around making choices and complete a computer based guidance package which gives suggestions and information on possible career paths and suitable subjects. This is followed up in PHSE lessons focusing on career exploration and decision making.

There is an evening event providing an opportunity for parents and carers to be informed about the options process and the optional subjects. Students have access to careers advice which is attended by the Work Related Learning Manager and an adviser from Enfield Careers Service. Students can also request individual interviews during the school day.

Year 10 students are asked to reconfirm their final option subject for Year 11 in January, with a February half term deadline. Students will only be able to choose from subjects that are already planned to run.

Staff will be available to answer any questions you may have at Year 10 Parents Evening and Options Evening, students should also talk to their form tutors and subject teachers before making their choices.

Post 16 Information

The Post-16 information evening in November is designed to offer advice and guidance about Highlands Sixth Form as well as other opportunities which are available in the local area. Local colleges and providers of apprenticeships as well as other organisations are invited to offer advice to students and their parents/carers. This raises student's awareness of different paths and ensures that they make informed and appropriate choices.

POST 18 Options Support for Sixth Form Students

There is a comprehensive team of staff at Highlands School dedicated to supporting our sixth form students with their choices Post 18. There are many opportunities in Key Stage 5 for the students to develop their interest in a subject by attending workshops, taster courses and lectures. Support is also offered with UCAS applications with an annual Futures Day event covering Personal Statement, Financial and Interview Skills workshops. Students who wish to follow an apprenticeship pathway are also offered help with this choice. Students are referred to the school's Careers Adviser for further advice and assistance.

Career Interviews

Enfield Careers Service provides individual careers guidance interviews which supplements the impartial in-house advice delivered by the Work Related Learning Manager.

Individual Career Interviews and targeted advice KS4

Year 11 students will be offered individual careers interviews to help them look at career opportunities that interest them as well as career pathways into specific areas of employment. This is also to help students prepare to transition and gain support in the application process to sixth form or college. Students receive a full careers action plan which will be shared with the form tutors to follow up during mentoring and coaching sessions.

Individual Career Interviews and targeted advice KS5

Year 12 and year 13 students will be offered individual career interviews. These interviews will focus students looking at University, Apprenticeships as well as Employment opportunities. Students receive a full careers action plan which will be shared with the tutors so that any follow up conversations can take place.

Drop In Sessions

In addition to targeted advice interviews, all students are offered drop in career sessions to discuss any issues with career choices and processes.

Events

A number of events are organised throughout the academic year to support students with their Career choices.

Attendance at school events

The Work Related Manager and/or Careers Adviser will be available at the following events to offer advice and information to parents and carers;

Open Evening (Prospective Parents)

Year 8 Options Evening

Year 10 Options Evening

Post 16 Information Evening

Post 18 Information Evening

GCSE results day

Resources

We have a variety of web-based resources that enable students to access further information, support and guidance online. Students can access this via Highlands VLE FROG. In addition, students have access to JED – a computer based guidance package which gives comprehensive information by matching interests and linking subjects to careers, fact sheets explaining option choices and Higher Education exploration.

The Careers library is well stocked and continually updated and students can access all the information they require at lunchtime and after school. The Careers Library is situated in the Careers Office.

Work Experience

Year 10 students carry out a two-week work experience placement in the summer term. Students are encouraged to find their own placements, but we also have support from the London Borough of Enfield Work Experience Team to secure placements. This is an invaluable opportunity, providing the chance to develop employability skills and sample the world of work. Although the placement isn't necessarily a career choice, this often helps the student to focus on their studies and their future options.

Students on work experience are closely monitored. The employer will be telephoned by a member of staff during the first week of the placement and visited during the second week. On their return, a debrief is organised. This provides an opportunity for students to reflect and learn from their placement. This is followed up by reflection activities carried out during Form Time. Students record a statement about their Work Experience including what they have learnt and the skills they have developed. This statement is used when making applications.

Provider Access

Representatives from Universities, colleges, sixth form colleges, apprenticeship providers and employers are invited into school to participate in a number of school events to make sure that our students are making the right choices for their future pathways. Our *Provider Access Policy* Statement is displayed on our policies page on the school website.

Working with the Local Authority

The Local Authority maintains a statutory duty to provide advice and guidance to students with a Statement of Special Educational Need and to those at risk of becoming NEET (Not in Education, Employer or Training). We work with the Learning Difficulties/Disabilities Team and the Learner Progression team at the Local Authority to provide the best help and support to these groups of students.

Monitoring and Review

The Governing Body will ensure that the school leadership team are raising the aspirations of all pupils, encouraging them to overcome barriers to success and to do what it takes to fulfil their potential. They should also be ensuring that the head teacher is basing their strategy for advice and guidance in line with the schools legal requirements.

Leadership, Management and Delivery

Deputy Head	Oversight of delivery, monitoring and review
Work Related Learning Manager	Determine priorities, source contacts, organise and manage specific events, organise work of key colleagues in middle leadership, report to SLT as necessary
Heads of Faculty	Design learning experiences which fulfil the policy's stated aims, adapting schemes of work throughout all Key Stages, making informed decisions about accredited courses to offer students, particularly vocational GCSE's.
Subject Teachers	Collaborate in faculty teams to produce and deliver learning experiences which fulfil the policy's aims.
Head of Year	Assist WRL Manager in determining priorities, drawing up programmes of special events, including visits, all-day activities with suspended timetable and presentations etc. in Assemblies; adapting the tutorial programme to meet the policy's aims and co-ordinating the work of colleagues in their delivery.
Form Tutors	Collaborate with Heads of Year in producing and delivering special events.