



Highlands
School & Sixth Form

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

Date of Last Review	January 2023
Next Review Due	January 2025
Governors Committee	Curriculum and Standards

Contents

1. Introduction and Context	1
2. Aims	2
3. Key Stage Support	3
4. The Options Process	3
5. Career Interviews	4

1. 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 wellbeing but also to the wellbeing of their families, the communities to which they belong, wider society, businesses and the economy.

To achieve this aim, our careers strategy has adopted the Gatsby Benchmarks of Good Careers Guidance framework to develop and improve our careers provision.

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

2. Aims

At Highlands, we are committed to providing excellent impartial careers education and guidance to all our students. This includes meeting the provider access legislation (PAL), ensuring that young people, parents and carers are supported to develop the knowledge and understanding of all available routes at key transition points, by promoting all pathways with at least six encounters with approved providers of apprenticeships and technical education for all students.

Our aim is to:

- provide each student with individual, high quality impartial careers advice
- focus students on their future aspirations
- increase students' 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
- ensure students have a clear awareness of entry level requirements for Higher and 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

3. 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 and 9 GCSE Options
- Year 11 Post 16 Options
- Year 13 Post 18 Options

4. The Options Process

Year 8

Year 8 students will become familiar with the options process in various ways and will indicate which options subjects they would like to study in year 9, 10 and 11 with one of those subjects taken one year early. Support provided includes a comprehensive PSHE programme, assemblies, subjects parents evenings and SLT guidance meetings for key interest groups and an options evening. Options evening is an event providing an opportunity for parents and carers to be informed about the options process, the optional subjects and meet those subject leaders. Students have access to careers advice which is attended by the careers leader. Students can also request individual interviews during the school day.

Year 9

Year 9 students are requested to confirm their final option subject for year 10 in January, with an early February deadline. Whilst we cannot guarantee that all changes can be met, the school will try to accommodate students' choices as much as possible. Support provided includes a comprehensive PSHE programme, assemblies, subjects parents evenings and SLT guidance meetings for key interest groups and an options evening. Options evening is an event providing an opportunity for parents and carers to be informed about the options process, the optional subjects and meet those subject leaders. Students have access to careers advice which is attended by the careers leader. Students can also request individual interviews during the school day.

Post 16

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 will be invited to offer advice to students and their parents/carers. This raises students' awareness of different paths and ensures that they make informed and

appropriate choices. Additional support includes individual career interviews, assemblies and a comprehensive PSHE programme.

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, DARE day events, higher education and apprenticeship fairs and lectures. The school also employs a higher education coordinator who provides one-to-one support with UCAS applications. 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 advisor for further advice and assistance.

5. Career Interviews

Career guidance interviews are delivered by our in-house careers advisor.

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. Specific interest groups such as SEN and pupil premium students receive additional one-to-one guidance to help inform their decisions. Students receive a careers action plan which will be shared with the form tutors to follow up during mentoring sessions.

Individual career interviews and targeted advice KS5

Year 12 and year 13 students will be offered individual career interviews. These interviews will focus on students looking at university, apprenticeships as well as employment opportunities. Students receive a 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 guidance sessions to discuss any career related information.

6. Other resources and support

Alumni network

This aims for prior students to have a lifelong engagement with Highlands which supports reflective practice in their own development and encourages them to see their own and others career journeys as a valuable way to learn.

The network aims to celebrate alumni success by having stories brought to life, which in turn enriches all current student's curriculum.

This Alumni network will support the annual sustainability, longevity and stability of our school's careers programme which will help us address our GATSBY benchmarks

Events

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

Attendance at school events

The careers leader will be available at the following events to offer advice and information to parents and carers;

- Open Evening (Prospective Parents)
- Parents evenings
- PSP meetings
- Year 8 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 have access to our Highlands School CEIAG site to research and explore information regarding all aspects of our careers programme and what we offer to help students transition from year 7 into the post 16 world of further education, apprenticeships, or training. 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.

7. Industry experience

Work Experience

All students are offered first-hand experiences of the workplace through visits, work shadowing and/or work experience (including virtual) to help their exploration of career opportunities, and expand their networks. Year 12 students undertake a one week work experience placement in the summer term. Students are encouraged to find an appropriate placement through resources provided by our careers advisor. This meaningful experience will support their future career choices and will prove useful for both university and apprenticeship applications, particularly for professional or vocational degree programmes.

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, employment 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 headteacher is basing their strategy for advice and guidance in line with the school's legal requirements.

Leadership, management and delivery

Deputy head	Oversight of delivery, monitoring and review.
Careers leader	Determine priorities, source contacts, organise and manage specific events, organise work of key colleagues in middle leadership, report to SLT as necessary.
Heads of department	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 GCSEs.
Subject teachers	Collaborate in departments to produce and deliver learning experiences which fulfil the policy's aims.
Head of year	Assist the careers leader in determining priorities, drawing up programmes of special events, including visits, all-day activities with a suspended timetable and presentations etc. in assemblies; adapting the tutorial programme to meet the policy's aims and coordinating the work of colleagues in their delivery.
Form tutors	Collaborate with heads of years in producing and delivering special events.