



# THE MINSTER SCHOOL

## Careers Education and Information, Advice and Guidance Policy

**School Lead:** Assistant Head

**Governor Lead:** Chair of SD&P Committee

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**Signed by Chair of Governors:**

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## **INTRODUCTION**

Students need a planned programme of activities to enable them to gain the knowledge, understanding, skills, attitudes and attributes required to make informed choices about their 14 -19 pathways and to enable them to manage their careers and sustain employment throughout their lives.

Effective careers education is impartial and considers young people's personal abilities, needs and preferences. It is motivating and it raises aspirations - by providing clear goals and by encouraging young people to participate in learning and to attain qualifications that reflect their potential.

A clear picture of the current and projected local and national labour market helps to support students future career intentions and helps inform future education and training plans.

The Minster School has a statutory duty to provide careers education from Year 8 to 13 and to give students access to careers information and impartial guidance.

## **AIMS AND OBJECTIVES**

This policy aims to detail the procedures and guidelines for the delivery and availability of Careers Education and Information, Advice and Guidance (CEIAG)

The main aims of the policy are:

- To set out the procedures put into place to ensure that CEIAG is delivered to National Standards and beyond.
- To develop students' aspirations, self-awareness and participation in CEIAG
- To encourage students to make good use of resources available to them in order that they can make informed and appropriate choices throughout their school journey
- To enable staff to explore the resources available so that they are able to support students with CEIAG throughout the school, in a number of roles
- To maintain a good working relationship between the school and outside agencies including impartial career advice providers, the National Careers service, East Midlands Schools Career Forum, D2N2, Careers Enterprise Company, JobCentre Plus, CAMHS, Sue's Place, local training providers and other outside agencies
- To create mechanisms for feedback from staff and students about the delivery and availability of CEG and IAG, so that the procedures and delivery can be continually evaluated and improved

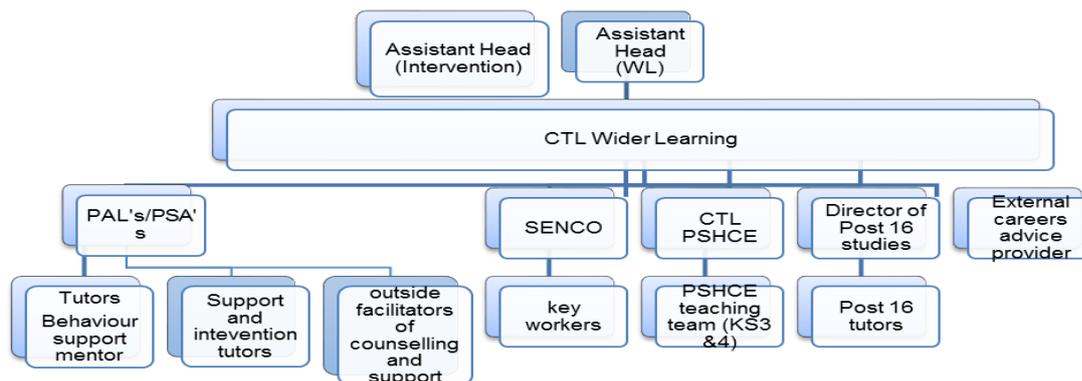
The CEIAG policy is underpinned by the School's provision for PSHCE; Wider Learning, Enterprise, students receiving Pupil Premium, students identified as most at risk of becoming NEET, Children Looked After, and students identified as having special educational needs. The CEIAG policy has developed alongside other whole school policies, reinforcing those aims that are appropriate to CEIAG.

The CEIAG policy is underpinned by the following DfE statutory and non-statutory guidance:

- Careers guidance and inspiration in schools DfE statutory guidance March 2015; updated April 2017.

- Participation of young people in education, employment or training DfE statutory guidance April 2014
- Careers guidance and inspiration in schools. DfE non-statutory guidance April 2014

## MANAGEMENT AND KEY STAFF



## Provision

The delivery of CEIAG occurs through both curriculum areas and through events which lie outside of the curriculum area. Some events involve all students, while others are targeted to students according to their individual needs. Delivery is focussed at key transition points:

- Key Stage 4 options
- Key Stage 5 options
- Post-Sixth Form options (Higher Education, Further Education, Gap Years, Vocational training, including apprenticeships and employment).

The CEIAG programme includes Careers Guidance activities (individual interviews and small group work), Wider Learning (including access to work experience at an appropriate time within Years 10-12), and other focused activities including visits; inspirational talks from employers; Enterprise Days; 'What Next?' Careers Fair; Future Careers Expo; Year 9 Options Evening; Interview Skills Days, University visits, Post-16 Options Evening and Post 18 Pathway days.

The external careers advisor provides impartial guidance and contributes to the Option Evenings and Parent Consultation Evenings. All teaching staff are expected to contribute to the CEIAG programme through their roles as subject teachers and tutors.

An annual agreement is negotiated between the school and the external careers advice provider, identifying the contributions to the programme each will make. This is reviewed on a yearly basis to ensure best practice and best value for money is achieved.

## **Entitlement to CEIAG**

Students are entitled to careers education, information, advice and guidance which is both impartial and confidential. At Key Stages 3, 4 and 5, students are able to access an interview with an independent careers advisor. For students identified within priority groups, provision is made through the Support for Progression programme contracted through our independent career advice provider.

There is also the opportunity for students to have access to careers advice from independent and local institutions, including Vision West Nottinghamshire College, Lincoln College, Brackenhurst College and local Universities through in-school presentations, campus visits and published on-line information, including the National Careers Service, Find an Apprenticeship Service, Plotr and JobCentre Plus.

All students are entitled to the CEIAG delivered as outlined below. If any student should require further information, all teaching staff and tutors are able to signpost them to the National Careers Service and the Virtual Careers Library which can be accessed via the portal (Moodle). All students are trained through their ICT curriculum programme on how to access Moodle.

### **Key Stage Three:**

**Tutor:** Tutors may refer students who need specific careers advice to the CTL Wider Learning. Tutors can also refer students to careers resources within the school. Details of individual meetings and consequent individual targets will be recorded and maintained as part of tutor records.

**Referrals:** Key Stage 3 PAL and PSAs, SENCO, Behaviour Support Mentor, Intervention Tutors, Support Tutors and Assistant Head: Student Intervention may refer students to information in the library, Moodle or to agencies associated with the school who can offer further support.

**Independent careers advice:** Any student within Key Stage 3 can request an interview if they feel that they would benefit from this experience.

**Year 9 Options Evening:** All students and their parents/carers are invited to attend an open evening where they can learn about and discuss the options available to them for Key Stage 4 study. Representation from the external careers advice provider is present at this event to discuss options (and future career pathways) with students and parents/carers.

**Alternative Provision:** The Assistant Head for Student Intervention, Deputy Head for Curriculum, the SEND Department, PAL, and Form Tutors may liaise to discuss and decide whether it is in a student's best interests to continue with a full cohort of options subjects; this decision will be discussed and made with parents/carers.

**Year 9 Option Days:** To facilitate an opportunity for students to consider the importance of GCSE choices, to reflect on own skills to look forward to career routes. To understand where to get advice and information and to research possible future plans

**Key Stage 3 Enterprise Days:** Throughout the key stage, students develop enterprise skills across the curriculum during lessons, and in extra-curricular activities, with a particular focus on team work, creativity, independence and resilience.

## **Key Stage Four:**

**Tutor:** Tutors may refer students who need specific careers advice to the appropriate party. Tutors can also refer students to careers resources within the school. Details of individual meetings and consequent individual targets will be recorded, reviewed and maintained by form tutors.

**CTL Wider Learning and Assistant Head Intervention:** Analysis of attainment, progress and expected outcomes, to identify student cohort at risk of not attaining threshold to progress to Level 3 study to provide additional support through intervention program. Details of individual targets and monitoring will be recorded by the CTL Wider Learning.

**Intentions Surveys:** At the start of the academic year, Y10 and Y11 students indicate which areas they are likely to be pursuing following their GCSEs. This information is then used alongside student progress tracking to select groups of students who may find the following activities useful:

- Nottingham 'What Next?' Careers Fair (Year 11) and Future Career Expo (Year 10) (students attend these calendared events during curriculum time with options available to return to the event in the evening with their parents/carers).
- College Visits – groups of students in Y9, Y10 and Y11 visit our link Colleges (Newark, Lincoln, Brackenhurst and Vision West Notts College) to experience taster sessions of College courses that they may be interested in, and receive advice on how to apply for a college course.
- Experience Days: For students with enhanced support needs.

**Support for Progression Programme:** Enhanced support is offered to identified students, including those with specific needs or who are unlikely to return to Sixth Form at the Minster School. Specific needs will include SEND, Children Looked After and those receiving Pupil Premium.

**Interview Skills Day:** These are run for all Year 11 students to help them with their employability/interview skills and provide an opportunity for our students to meet face to face with local employers and training providers.

**Sixth Form Open Evening:** All students and their parents/carers who are interested in applying to the Minster School Sixth Form are invited to attend an open evening where they can learn about and discuss the options available to them for Key Stage 5 study. Independent career advice is available at this event to discuss options (and future career pathways) with students and parents/carers.

**Curriculum Provision:** All students follow a planned Wider Learning course, including Finance Education. In addition to this the course enables students to investigate and gain an understanding of education, training and employment options in their futures, and to equip them to approach their GCSEs with confidence and skill.

Focus is also given to the purpose, structure and content requirements of CVs, CV building, development of letters of application and how to carry out job searches. Students also gain knowledge of local and national employment data and future sector demands.

## **Additional activities include**

- Assembly briefings and presentations
- Mansfield and Ashfield careers and opportunities fair
- Newark Town career and job fair
- Employer/Training Provider led assemblies and presentations
- Apprenticeship briefings
- An annual Enterprise project
- Employability and Job Search Programme (career planning, applying for jobs, interview techniques, developing a toolkit of employability skills).
- Sector specific student briefings
- National Citizenship Programme

## **Key Stage Five**

**Tutor 1-to1s:** During Post 16 the majority of student support is given during the enhanced 1-to-1 time with tutors. The programme is designed to support progression pathways, including University, apprenticeships, training and employment. Referrals can also be made through Post 16 tutors for individual career advice for identified students.

**Curriculum:** Subject teachers can also provide support including guidance for foundation art courses, preparation for portfolios for university and college interviews, facilitating university taster days and student personal statements.

**Impartial careers advice:** Students may request an interview at any stage. Students who are not wishing to pursue University Level education are referred to the independent careers advisor and are supported more closely, as necessary and appropriate to their post-18 choices.

Students who leave Minster School prior to completion of their Post 16 courses are required to attend an interview with the independent careers advisor.

## **Additional activities**

- Career presentations with local employers
- Presentations and workshops from visiting university speakers
- Oxbridge evening
- UCAS preparation day
- Alternative Post 18 Pathways day
- Local higher education and apprenticeship events
- Mansfield and Ashfield careers and opportunities fair
- Nottingham Career Fair
- Newark Town career and job fair
- Newark and Sherwood Future Career Expo
- Nottingham City What Next? Event
- Community leadership programme
- School based leadership programme
- Quality work experience opportunities - link to Post 16 Work Experience Policy.
- Business start-up programmes through National Young Enterprise Company Programme

## **CPD**

All tutors and teaching staff have received training on how to access the Virtual Careers Library. Staff who are new to the school and/or the tutoring system each year will receive

training via the induction programme which is run after school in weekly sessions from the CTL Wider Learning. The CTL Wider Learning attends termly meetings of the Newark and Sherwood Employer Engagement Group (when appropriate); termly meetings of the East Midlands Business and Education Forum and other appropriate meetings to receive information about new developments in CEIAG delivery. Partnership links also formed with Careers Enterprise Company.

### **Budget**

A designated careers budget is available each year to contribute to the cost of independent careers advice, information and guidance provision and Support for Progression programme. Pupil Premium funding supports specific career guidance support to identified students.

### **Equal Opportunities and Differentiation**

All information, advice and guidance will be provided impartially to all students and will be provided free of bias. Students will be encouraged to look at careers and courses outside the normal gender stereotypes. Following the new guidance all students with SEND will be entitled to transition plans. Where a student has an Education Health Care Plan, all reviews of that plan from Year 9 and onwards will include a focus on preparing them for adulthood, independent living, employment and participation in society. Students with SEND will receive independent and impartial advice about mainstream education, training and employment opportunities on offer, regardless of their individual circumstances to support them for the next phase of education or training and beyond into adult life.

### **Evaluation and Review**

This policy will be reviewed annually as part of the whole-school self-assessment process and will be reviewed by the governors when any additions or amendments are made.

The content of the Online and paper-based Careers library will be reviewed annually by the CTL Wider Learning and independent careers advice provider.

The delivery of CEIAG, including external provision to students will be evaluated annually through discussion with students at each Key Stage, and through learning walks when possible and appropriate. The CTL Wider Learning will undertake focus groups with Year 11 and Post 16 students in the spring term annually to assess whether the needs of all students are being met.

Individual Careers-linked events such as visits to Careers Fairs, Interview Skills Day and Enterprise Days are evaluated individually and reported to senior staff as part of the annual reporting process.

Monitoring of provision is also reviewed against the requirements for the Quality in Careers Standard.

The school will also utilise both local and national destination data to assess the success in supporting students to take up education and/or training which offers good long term prospects.

The school will report destination data Post 16 and Post 18 to Nottinghamshire County Council at the start of the academic year following course completion for Key stage 4 and Key stage 5 cohorts.

## **ADDITIONAL LINKS**

**[www.nationalcareersservice.direct.co.uk](http://www.nationalcareersservice.direct.co.uk)**

**[www.ideas4careers.co.uk](http://www.ideas4careers.co.uk)**

**<http://www.careersandenterprise.co.uk>**

**<http://www.ncsyes.co.uk>**

**<https://www.findapprenticeships.gov.uk>**

**<http://www.plotr.co.uk>**

**<https://icloud.com>**