



## **Careers Guidance (CEIAG) Policy**

**Author:** Mr I Heslop

**Last Reviewed:** July 2018

**Next Review Date:** July 2020

Careers education helps young people to develop the knowledge, confidence and plans to support well-informed and considered choices. All students have an equal entitlement to high quality Careers Education, Information, Advice and Guidance. At Laurus Cheadle Hulme this focus will help prepare students for choices and transitions which affect their future education, training and employment.

This policy also sets out the school's arrangements for managing the access of providers to students at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Careers Education is provided to all students and provision is made to all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

## **AIMS**

- To help students develop an understanding of themselves and others as individuals including their own and others' strengths and limitations, abilities and potential, personal qualities, needs, attitudes and values.
- To enable students to develop a knowledge and understanding of education, training and employment through investigating opportunities available to them at a local, national and international level.
- To support students in developing and implementing action plans to enable them to take ownership of their own future at and beyond Key Stage 4.
- To provide opportunities to develop enterprise and employment skills.
- To promote equality of opportunity, challenge stereotyping and support inclusion.

The school recognise the provision of high quality CEIAG to student engagement with education and training. CEIAG has a significant role in Laurus Cheadle Hulme's responsibility to lifelong learning. Laurus Cheadle Hulme recognise the contribution that CEIAG has in raising achievement and inspiring students from all backgrounds, towards opportunities beyond school.

Laurus Cheadle Hulme are committed to forming relationships with a range of partners that will support the careers education lessons and overarching CEIAG programme. Links with external partners such as local employers, FE/HE institutions and our Careers Guidance providers are an important element of CEIAG.

Laurus Cheadle Hulme will aim to provide all students with the opportunity to meet with local employers and gain external experiences of FE/HE institutions.

## **Information, advice and guidance (IAG)**

Careers Education combined with effective information, advice and guidance is critical to supporting students' choices and decision making capacity.

**Information** - refers to delivery of information relating to learning and careers.

**Advice** – providing students with explanations of career related learning, explaining associated information and how they can access and use their acquired knowledge.

**Guidance** – supporting the students through the process of making decisions about learning and careers, enabling students to develop the self- knowledge and skills that they need to manage their own futures

At Laurus Cheadle Hulme we will deliver the Dream, Believe, Achieve programme to all students from Year 7. This will give students the opportunity to consider their own personal qualities and ambitions and provide them with a framework to encourage educated decision making throughout Key Stage 3 and 4.

### **OBJECTIVES FOR CAREERS EDUCATION AND GUIDANCE (KEY STAGE 3)**

By the End of Key Stage 3 students will have the opportunity to:

- Consider their own qualities, skills, interests and academic potential
- Understand the options/choices open to them at the end of KS3
- Discuss their choices with their teachers and tutors
- Investigate knowledge and skills people need at work
- Make decisions about their own learning and the curriculum
- Access relevant up to date careers information.

Students will record CEIAG experiences as part of their LCH Key Stage 3 Passport. This provides students with the opportunity to reflect on their CEIAG encounters and relate to their own ideas and values.

### **OBJECTIVES FOR CAREERS EDUCATION AND GUIDANCE (KEY STAGE 4)**

By the End of Key Stage 4 students will have the opportunity to:

- Consider their own qualities, skills, interests and academic potential
- Participate in work related activities
- Understand the importance of key skills – communication, application of number, information technology, improving their own performance, problem solving and working with others
- Investigate the knowledge and skills people use at work through work related simulations

- Understand the options open and available to them at the end of KS4, where to get information and how to apply – College, Apprenticeships, Employment

## **RESOURCES TO SUPPORT CAREERS EDUCATION AND GUIDANCE**

As part of Laurus Cheadle Hulme's growth the school will invest in resources to support CIEAG opportunities, we will aim to provide access to quality guidance and support to all year groups.

Our plans for the future include;

- Library: Laptops with internet access, careers literature, prospectuses, application forms.
- Independent, impartial Careers Adviser: Available to all students from Year 8-13 via an appointment.
- Additional support where appropriate. Students in Years 7, 8, 9, 10 and 11 are targeted for additional help by SENCO, Head of Year, Head of House and Form Tutor
- Taster Days at College, Visits to HEI, involvement with Aim Higher, Attendance at post-16 Open Day events, Careers Fairs etc.
- Appropriate IT resources to support Careers programme.

## **DELIVERY OF CAREERS EDUCATION**

Careers Education at KS3 will form part of the PSHE curriculum and both KS3 and KS4 Programmes will be supported by additional days' events and assemblies.

## **EVALUTION AND MONITORING**

Quality assurance and feedback form a vital part of CEIAG strategy. The quality of the careers programme as well as the quality of careers professionals who support Laurus Cheadle Hulme will be continually assessed. Feedback will be used to inform future provision and assess the effectiveness and impact of our CIEAG development.

## **ROLES AND RESPONSIBILITIES**

The CEIAG programme is overseen by a member of the Senior Leadership Team. This will feature as a performance target for that appointed person. The programme will be delivered through LCH tutors and Heads of Year who will have responsibility for individual reviews and support through transition phases.

Individual Careers Guidance is provided by the external accredited guidance provider, who holds appropriate professional qualifications.

**Access procedure:**

**A provider wishing to request access should contact:**

**Ian Heslop (Assistant Head of School)**

**Phone number: 0161 507 5300**

**Email: [ian.heslop@laurusheadleholme.org.uk](mailto:ian.heslop@laurusheadleholme.org.uk)**

**Premises and facilities**

Laurus Cheadle Hulme will make facilities available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team. Providers are welcome to leave a copy of their prospectus or other relevant course literature.