

Salendine Nook High School (Academy)

Careers Guidance Policy (Statutory)

Date policy updated:	November 2020
Produced by:	Mrs S Johnson
Approved by Governing Body:	Curriculum & Monitoring Committee 19.11.20/FGB 18.3.21
Review date:	November 2022

The School is committed to providing a programme of careers education which prepares students for the opportunities, responsibilities and experiences they will face in adult life. As an 11-16 school we strive to enable all pupils to make an effective Post 16 transfer and for them to leave us equipped with career skills that will help them in the increasingly uncertain future. The effective provision of a Careers Education and Independent Guidance programme is central to the fulfilment of this obligation.

Through this programme, students are supported in the development of important career management skills and in the process are enabled to take greater responsibility for managing their own lifelong learning, career and personal development. Salendine Nook HS has a well-established CEIAG (Careers, Education, Information, Advice & Guidance) provision. This policy sets out the principles on which the CEIAG programme and the levels of student entitlement are based. It promotes principles which ensure coherence and progression, and forms the basis for planning the delivery, monitoring and evaluation of CEIAG. The programme endeavours to meet the needs of all pupils and subscribes to the January 2018 Statutory Guidance for Careers published by the DfE.

Current CEIAG statutory duty requires governing bodies to ensure that all registered pupils at the school are provided with independent careers guidance from year 8 (12-13 year olds) to year 13 (17-18 year olds).

The programme continues to base its core delivery around the existing ideals of;

1. Empowering young people to plan and manage their own futures
2. Responding to the needs of each learner
3. Providing comprehensive information and advice
4. Raising aspirations
5. Actively promoting equality of opportunity and challenging stereotypes
6. Helping young people to progress

Aims

- To enable students to relate their studies to the wider world in the context of personal development and career pathways
- To encourage all students to discover and fulfil their potential by developing their abilities, interests and needs
- To promote and reinforce equality of opportunity (regardless of aptitude, attainment, sex or ethnic background) both within and beyond school
- To provide students with an up-to-date understanding of education, training and career opportunities both locally and nationally
- To support students in making well informed, realistic decisions about their own pathways through education and employment, using a range of resources including ICT to research information.
- To enable our students to develop career management skills including decision making, action planning, negotiation and presentation
- To enable students to manage transitions to new roles and situations in a positive manner.
- To raise the academic and personal aspirations of all students by encouraging regular reviewing, action planning and target setting
- To provide the basis for a productive working partnership with the local Connexions service, parents, governors, and the local community
- To ensure students have knowledge of where to go for information, advice and guidance

Adoption of the eight Gatsby Benchmarks of good practice which have been widely endorsed and will be followed.

Requirement and Expectations of schools

The eight benchmarks are as follows:

1. A stable careers programme

2. Learning from career and labour market information
3. Addressing the needs of each student
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

- **Statutory guidance** stating that all local-authority maintained schools and academies must publish information that gives education and training providers an opportunity to talk to pupils about technical qualifications and apprenticeships. This legal duty came into force on the **2nd January 2018**
- **By September 2018** we will be required to publish details of their careers programme for young people and their parents.
- **We** will be using the Gatsby Benchmarks to improve careers provision now and meet them by the end of 2020.

For the employer encounters Benchmark, at least one each year from year 7 to year 11 – and meet this in full by the end of 2020. Some of these encounters should be with STEM employers.

Mrs S Johnson (Assistant Principal) Supported by Careers Advisor

Guidelines

- Students will experience CEIAG through a structured programme of individual guidance, in class activities, work simulations and use of information resources and technology in the Careers office
- Teaching input will come via the PME curriculum programme and learning opportunities from other curriculum areas. A new careers curriculum has been developed for KS3 and KS4.
- Students will be introduced to a variety of work / career-based opportunities as part of the normal Curriculum and through assemblies and presentations from outside employers and trainers in each year group.
- Work experience was introduced in 2018 & will continue to be developed.
- An annual Careers Fair will take place for Y8-10
- Access to impartial individual guidance will be provided by the Schools' Personal Adviser. We have subscribed to C&KC Silver Package which delivers 80 days/annum
- Advice will be given through CEIAG in order to support students in maximising their potential
- Staff development and training is provided for all those involved in delivery of CEIAG, both internally (led by the Careers Co-ordinator) and through appropriate INSET.
- The school is part of the West Yorkshire Combined Authority Careers Hub which provides the school with an Enterprise advisor to provide further support with Careers Education, the Gatsby Benchmarks & external providers.
- The process of CEIAG is supported by a well-resourced Connexions Access Point which gives access to up to date information on opportunities in learning, work and on personal issues.
- An annual review and evaluation of the school programme will be undertaken by the Careers Co-ordinator, SLT link and Personal Adviser.
- All school careers experiences are audited and full coverage is available on the school website with an overview for each year group. A copy of this policy will be available on the school website for all interested parties

This policy should be read in conjunction with other 'whole school' policies and procedures, including those for Equal Opportunities, SEN and Assessment Recording and Reporting.