

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

Updated – June 2020

Date of next review – June 2022

Vision

At CSS we aim to:

- inspire our students to carefully consider their future plans and prospects
- help students to make progress and gain the necessary qualifications, skills and experience
- encourage students to be aspirational in their plans for the future
- contribute to the wellbeing of students and their families through effective careers education, information, advice and guidance (CEIAG) by working to achieve the Eight Gatsby Benchmarks:

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

1. Rationale for CEIAG

Young people's careers are formed out of their experience, progress and achievements in learning and work. All young people will benefit from a planned programme of activities to help them make choices that are right for them and to develop the personal skills and attitudes that will enable them to manage their careers throughout their lives. Schools have a statutory duty to secure independent and impartial careers guidance for pupils in Years 9-11 (2011 Education Act). Our policy is also framed to benefit our Pupil Premium pupils.

CSS is committed to providing a planned programme of careers education and information, advice and guidance (IAG) for all pupils and students in Years 7-11 in partnership with professional careers advisers employed by the local authority (for targeted students) and employed by Southend

Connexions. CSS is also committed to achieving a range of outcomes for young people including:

- preparing students for the opportunities, responsibilities and experiences of life
- supporting young people to achieve their full potential
- empowering young people to plan and manage their own future
- providing comprehensive information about all opportunities available
- raising aspirations
- promoting equality, diversity, social mobility and challenge stereotypes
- enabling young people to sustain employability and achieve personal and economic wellbeing throughout their lives

We will also adhere to relevant guidance on improving outcomes for young people: DfE's principles of good practice (Section 10 of the statutory guidance, January 2018), Ofsted's inspection criteria for evaluation careers provision in schools (September 2015) and other agencies such as the Careers Development Institute.

The policy for CEIAG is related specifically to our policies for Teaching and Learning, Assessment, Citizenship, PSHCE, Work-Related Learning, Equality and Diversity, Gifted and Talented, Looked After Children and Learning Difficulties and Disabilities, Provider Access.

2. Objectives

To meet the Eight Gatsby Benchmarks and follow the CDI Framework which will enable us to:

Ensure the career development, wellbeing and progression of all students.
Provide CEIAG that is relevant, timely and sufficient to meet students' needs and integrated into their overall curriculum.

Provide CEIAG in partnership with students themselves, their parents/carers and our chosen professional and community partners.

3. Implementation

- Leadership and management

The Head of PSHCE and Careers (in the role of Careers Leader) oversees the CEIAG programme which is delivered by PSHCE teachers in all centres. There is a member of the Senior Leadership team with responsibility for overseeing the CEIAG programme. This area is also supported by a Link Governor.

4. Staffing

All staff are expected to contribute to CEIAG delivery through their roles as Personal Tutors, subject teachers and support staff. Specialist careers education sessions are delivered by PSHCE staff and CEIAG is integrated into Schemes of Work for all year groups. The CEIAG programme is planned, monitored and evaluated by PSHCE teachers and overseen by the Head of Life Skills. Online and printed careers information is maintained by staff in the PSHCE rooms. Administrative support is available to the PSHCE teachers.

- **Curriculum**

The careers programme for each year group is constructed around personalised careers education including events, work-related learning, online and printed information, one-to-one support, group work and individual interviews.

- **Assessment and Accreditation**

Career learning is assessed in line with the CSS Assessment policy. In Key Stage 4 students complete selected units of work (Level 1/2) from the AQA Personal and Social Education Award (5800):

- Personal Action Planning
- Making Informed Career Choices
- Personal Finance

- Relationships, Practices and Behaviours in the Workplace
- Applying for Jobs and Courses

At Key Stage 4 selected students will also complete a Prince's Trust qualification unit – Career Planning, which is available at Entry Level, Level 1 or Level 2.

- **Partnerships**

The school works with a range of partners to deliver the CEIAG programme:

Local authority advisers deliver targeted support to EHCP students and Southend Connexions provides impartial career guidance to all other students.

All PSHCE staff belong to the Network4Careers and attend their CPD events during the year.

We are part of the Careers and Enterprise Network in Essex.

PSHCE staff attend regional IAG networking meetings.

Year 10/11 students are offered a Taster Day at one or more of the local colleges and/or training providers. We also invite representatives from these providers to come and speak to students.

DWP Careers Mentors work with Year 11 students on a monthly basis and also deliver our Practise Interview programme to year 10 and 11 students at several points during the year.

We are in regular contact with the Essex County Council Youth Service, in particular their Employment and Skills Advisor, if we are concerned about a Year 11 student becoming a NEET statistic.

We do our best to ensure that students attend aspirational visits where appropriate e.g. "Eyes on the Prize" at Anglia Ruskin University.

We have links with "Career Ready", who provide resources, contacts and in school sessions.

"Ask Apprenticeships" deliver assemblies and workshops to Key Stage 4 students.

We achieved the QiCS award (Quality in Careers Standard) in January 2019, which is valid for 3 years (renew in January 2022.)

- **Resources**

Funding is allocated in the annual budget planning round and the level of funding is related to whole school priorities and particular needs in the CEG area. The Head of PSHCE and Careers is responsible for the effective deployment of resources. Sources of external funding are actively sought, e.g. Make Happen, Career Ready.

- **Staff development**

Staff training needs are reviewed annually and the school will endeavour to meet training needs within a reasonable period of time. All PSHCE staff are members of the Essex Network 4 Careers and attend their annual conference.

- **Post 16 Transition**

All students have the opportunity for a 1-1 interview with a Level 6 trained careers adviser. We aim to take all KS4 students to visit their potential place of post-16 study in order to aid transition from both sides. All KS4 students are closely tracked to ensure they have had access to a wide range of IAG. Intended Destinations are tracked throughout the year and information is communicated to the local authority as requested. If a student is on dual role a letter is sent to the home school in the summer term informing them of student intentions. They are also reminded that the student appears on their destination figures. NEET students are monitored and supported by Essex County Council Employability and Skills department.

Following on from the announcement of the “Alternative Provision: year 11 transition funding” from the Government in June 2020 to support current year 11s into post 16 education, (<https://www.gov.uk/guidance/alternative-provision-year-11-transition-funding>) a CSS “Transition Mentor” has been appointed to ensure that all of our year 11 students and their parents / carers are offered help and support in this area. It is hoped that this role will continue in future

years, and that needs analysis will be carried out to identify students in need of this support.

- **Monitoring, review and evaluation**

The annual CEIAG improvement plan is part of the PSHCE plan and is linked to the whole school improvement plan. It is reviewed termly by the PSHCE staff and annually by the Senior Leadership Team.