

Section 5

Rye College

5.11

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

Introduction

- **Rationale for CEIAG** A young person's career reflects the progress they make in learning and work. It is part of the vision and mission of the school that all learners need a planned programme of activities to help them choose 14-19 pathways that are right for them. They should develop skills to be able to manage their careers, sustain employability and achieve personal and economic wellbeing throughout their lives.

- **Commitment** Rye College recognises that it has a statutory duty to provide careers education in Years 7-11 (1997 Education Act, 2003 Education Regulations) and to give learners access to impartial careers information, education and guidance (1997 Education Act, 2008 Education and Skills Act). It is committed to providing a planned programme of impartial careers education and information, advice and guidance (IAG) for all learners in Years 7-11. To fulfil this commitment, and ensure impartiality, Rye College has a partnership agreement with an independent careers, advice and guidance service – 'My Future Starts Here', who are largely responsible for the delivery of CEIAG. In addition to this, extra support will be provided as required for learners with additional needs.

The school endeavours to follow best practice guidance from the careers profession, from other expert bodies such as Ofsted and from Government departments that might appear from time to time.

The school gained the Investors in Careers (IiC) quality award in 2014, and is committed to re-assessment in July 2017

- **Development** This policy was developed and is reviewed biennially in discussion with teaching and teaching support staff, learners, parents, governors, advisory staff and other external partners.

- **Links with other policies** The policy for CEIAG supports and is itself underpinned by a range of key school policies especially those for teaching and learning, citizenship, PSHE Education, work related learning and enterprise, equality and diversity, gifted and talented, looked after children and special needs

Objectives

- **Learners' needs** The careers programme is designed to meet the needs of all learners at *this school*. Activities are differentiated and personalised to ensure progression in their career learning and

development, and to strengthen their motivation, aspirations and attainment at school.

- **Entitlement** Learners are entitled to CEIAG which meets professional standards of practice and which is delivered by trained staff and which is person-centred, impartial and confidential. Activities will be embedded in the curriculum and based on a partnership with learners and their parents/carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

Implementation

- **Management** *The Head of Extended Curriculum* co-ordinates the careers programme and is responsible to *the Director of Student Achievement of Progress*. This area is supported by *the link governor*. Work experience is planned and implemented by the Head of Extended Curriculum and her administrative support for students in year 10 who opt to undertake a week long placement, and for those students in year 10 and 11 who require it as an alternative provision.
- **Staffing** All staff contribute to the CEIAG provision through their roles as tutors and subject teachers. Specialist sessions are delivered during extended learning days, through external delivery to ensure impartiality eg. My Future Starts Here, and University of Brighton Widening Participation team. The CEIAG programme is planned, monitored and evaluated by the Head of Extended Curriculum in consultation with the Senior Leadership Team. Careers information is also available in the *Learning Development Centre* which is maintained by the Careers administrator.
- **Curriculum** The careers programme is delivered largely through extended learning days, with a specific focus for each year group. This includes the statutory delivery of impartial CEIAG to years 8-11. CEIAG is also an integral part of the tutor programme, with various activities and discussions taking place throughout the year. Careers activities are mapped across the curriculum, and the CDI framework underpins the delivery. Careers education sessions, career guidance activities (e.g. group work and individual interviews), and work-related learning are part of the school's personal development programme. Other focused events, e.g. an annual Success at 16 evening, and Year 10 careers fair are provided at different times of the year. A careers week is organised at the end of the academic year to enable the delivery of subject specific CEIAG, and involvement from external agencies.
- **Assessment** The intended career learning outcomes for learners are based on the careers education framework 7-19 and are assessed using assessment for learning (AfL) techniques.

- **Partnerships** An annual Partnership Agreement is negotiated between the school and *My Future Starts Here* which identifies the contributions to the programme that each will make. There is also a partnership agreement with MYTrust to deliver 1:1 careers interviews and group work. Other links are being developed, e.g. with *local 14-19 partners, The University of Brighton Widening Participation team, and local businesses and employers.*
- **Resources** Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the CEIAG area. *The Head of Extended Curriculum* is responsible for the effective deployment of resources. Sources of external funding for activities are actively sought.
- **Staff development** Staff training needs are identified in conjunction with *the school INSET co-ordinator.* The school endeavours to meet training needs within a reasonable period of time.
- **Monitoring, review and evaluation** The Partnership Agreements with My Future Starts Here and The Medway Youth Trust are reviewed annually. The programme is reviewed annually by the Head of Extended Curriculum using the *areas of learning for careers, employability and enterprise set out in the CDI framework* to identify areas for improvement. Reports on the delivery of CEIAG are provided when requested by the Governors and Senior Leadership Team Evaluation of different aspects of CEIAG is undertaken regularly.

Approvals

- Signatures: Head teacher and Chair of Governors
- Date of approval by Governors
- Date of next biennial review