



PLYMOUTH HIGH SCHOOL FOR GIRLS

POLICY: Careers Education, Information, Advice and Guidance Policy

SLT LINK MEMBER: S. Willis

GOVERNORS SUB COMMITTEE: Teaching & Learning

This policy was adopted/updated: November 2019

This policy will be reviewed: November 2020

Statutory Policy: YES

Source: School

Introduction

Through a planned programme of activities, Careers Education, Information, Advice and Guidance (CEIAG) and Work-related Learning (WRL), Plymouth High School for Girls seeks to help all students take their place as suitably qualified and responsible adults within society. The focus is upon career and option choice, raising the aspirations and achievement of individual students and equipping them with skills, attitudes, knowledge and understanding as a foundation for managing their lifelong career and learning.

Commitment

This policy is designed to meet the Gatsby benchmarks and conforms to statutory requirements.

Plymouth High School for Girls is committed to:

- Providing a planned programme of activities to which all students from Years 7 – 13 are entitled which will help them to plan and manage their careers
- Providing IAG which is impartial, unbiased and is based on their needs
- Careers guidance and access for education and training providers
- Demonstrating a commitment to raising, achieving and continuously improving provision

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, assessment, recording and reporting achievement, citizenship, PSHE Education, work-related learning and enterprise, equal opportunities and diversity, gifted and talented, looked after children and special needs/ASD.

Entitlement

Students are entitled to CEIAG which meets professional standards of practice and which is person-centred, personalised and impartial. It is integrated into students' experience of the whole curriculum and based on a partnership with students and their parents or carers. The programme is structured to deliver explicit learning outcomes, raise aspirations, challenge stereotyping and promote equality and diversity.

The careers programme is designed to meet the needs of the students at Plymouth High School for Girls. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. The primary aims of the Careers Education and Guidance programme are to:-

- Prepare young people at Plymouth High School for Girls for the opportunities, responsibilities and experiences of adult life;
- Help young people develop an understanding of their own and others' strengths, limitations, abilities, potential, personal qualities, needs, attitudes and values;
- Help young people investigate opportunities for further learning and employment, make decisions and manage transitions across the three stages at 13+, 16+ and 18+;

- Ensure that, wherever possible, all young people leave Plymouth High School for Girls able to access employment, further education or training.

The programme also:-

- Contributes to improving achievement, by raising aspirations and motivation;
- Supports inclusion, challenges stereotyping and promotes equality;
- Encourages participation in education and/or training beyond 16+ and 18+;
- Develops enterprise and other skills valuable in the world of work;

The CEIAG programme provides pupils with a wide range of experiences to help them progress effectively through their education and on to successful careers. The intended career learning outcomes for students are based on the Careers Development Institute (CDI) Framework for careers, employability and enterprise education March 2018 which can be found on the CDI website

Implementation: Management

The Careers Leader plans and evaluates the careers programme and is responsible to the Deputy Headteacher. Work experience is planned and implemented by the Careers Leader. The Careers Leader works closely with the Head of Year for each year group and the Head of PSHE & Citizenship. As a team they ensure there is a focus on career development and work-related learning across the school.

Implementation: Staffing

All staff contribute to CEIAG through their roles as tutors and subject teachers. Specialist sessions are delivered by the PSHE team in all year groups. The CEIAG programme is planned, monitored and evaluated by the Careers Leader. Careers information is available in the Careers Centre (A04), the school Library, on the computer network and through the school newsletter and Facebook

Implementation: The CEIAG Programme

The careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work-related learning (including work experience) and individual learning planning/portfolio activities. Careers lessons are part of the school's PSHE programme. Other focused events, e.g. a higher education evening are provided in Year 12. Work experience takes place during curriculum enrichment week in year 10 and students prepare for work experience in Year 10 during tutorial time. Students are actively involved in the evaluation of activities including work experience through lessons and in written and verbal feedback. Additional work experience and voluntary work is undertaken in the Sixth Form around timetable and holiday commitments.

The Careers Programme at Plymouth High School for Girls is distinguished by the personalised nature of the support given to each student. All students can request a careers appointment with the Careers Advisor who has an OCR Level 6 Diploma in Careers Advice and Development. Additional intervention strategies are introduced for those students who may find processes such as securing Work Experience placements

particularly challenging. The Careers Advisor is central to providing guidance to students on pathways beyond school and those students who are unsure of their destination after Year 11 are given further support in groups or as individuals to provide the best possible guidance. In addition, the Careers Advisor provides an important contribution to the planning, design and delivery of all aspects of our careers education including PSHE and Parent Meetings, allowing for current labour market intelligence to inform these processes. All students are able to request a careers interview at any time during their school education by emailing the Careers Advisor.

Careers Education helps young people to develop the knowledge and skills they need to make successful choices, manage transition and between education and the world of work.

Careers Guidance enables them to use the knowledge and skills to make decisions about education and the world of work that are appropriate for them.

The programme is provided to pupils and students through:-

- The PSHE curriculum via targeted lessons;
- Tutor and mentoring activities;
- Careers interviews;
- Careers presentations and activities;
- Careers activities with employers;
- Enterprise activities including guest speakers;
- The Work Experience programme;
- Attendance at a UCAS Fair;
- University Visits;
- Apprenticeship talks

Staff Development

Staff training is identified by a needs analysis and planned for in the SIP.

Employment partnerships:

Firm links have been established with a wide range of employers, particularly through the provision of work placements. Employers visit the school to run work related activities with pupils and to speak to pupils about a range of employment sectors.

Students take part in employability and enterprise competitions run and judged by local and national employers, eg, You're Hired and Young Enterprise. Pupils are also encouraged to volunteer within the local community and links exist in the local centre for voluntary services and local businesses.

We have careers speakers visit, covering a wide range of careers and occupations, making use of alumni and employers from our growing network.

Local employers and academics visit the school and interview Year 11 students in the autumn term. Students provide a CV to the interviewers, who give them feedback on the quality of paperwork and of the presentation of themselves at interview.

Apprenticeships

Students are able to access guidance via the ASK Programme. They also receive one-to-one advice through their Careers Interview.

Further and Higher Education Links:

Strong links exist with local further education colleges and universities throughout England. Year 12 students are encouraged to visit universities prior to application. Universities also come into school to work with pupils.

Students are alerted to the many lectures and events held by local and national universities and all Year 12 have the opportunity to visit a Higher Education Convention at Westpoint.

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 Careers Leader is responsible for the effective deployment of resources.

- Accommodation – a resource area is located near the Learning Resource Centre. We have a Careers section in the Library, PCs and prospectuses for the UK universities as well as for local colleges.
- Access to ICT for staff – a selection of careers resources are available on the school network.
- Budget provision – funding is provided annually from the School budget.

Monitoring, review, evaluation and development of CEIAG

Our partnerships are reviewed regularly. The following provision is reviewed by the Head of PSHE & Citizenship and the Careers Leader:-

- Lesson and tutor observations within PSHE lessons as part of School Self Evaluation
- Developmental activity is identified annually in the SIP.
- Feedback on the effectiveness of the CEIAG programme is sought through student groups, questionnaires and focus groups. Resulting action points then feed into the following year's planning process to ensure they are addressed.
- Review of Investor in Careers, portfolio to ensure School is best placed to meet the requirement of this kite mark.

Job Roles for CEIAG Staffing:

Senior Leadership Manager with overall responsibility for CEIAG is Shaun Willis

Careers Leader is Heather Longford

Governor with responsibility for oversight of CEIAG is Catherine Lewin