



# The Ecclesbourne School

“Learning together for the future”

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

September 2020

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### Rationale

From the DFE, **October 2018**

The 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 governing body must ensure that the independent careers guidance provided:

- Is presented in an impartial manner
- Includes information on the range of education or training options, including apprenticeships and **technical education routes**
- Is guidance that the person giving it considers will promote the best interests of the pupils to whom it is given

Careers education and guidance make a major contribution to preparing young people for the opportunities, responsibilities and experiences of working life. Our spiral curriculum supports them in choosing 14-19 pathways that suit their interests, abilities and help them to follow a career path and sustain employability throughout their working lives.

The Ecclesbourne School is committed to providing impartial and independent careers advice for all students from Years 8 – 13. CEIAG is an important part of the 14-19 Curriculum and we support the statutory requirement for a programme of careers education. We have achieved the Career Mark Award for **7** years which recognises the high quality provision of CEIAG in the school.

Review Date: **September 2021**

Responsibility: Deputy Head Upper School/ Head of Careers

## Aims

The Ecclesbourne School's Careers Education and Guidance policy has the following aims:

- To contribute to strategies for raising achievement, in particular by increasing motivation
- To challenge stereotyping and promote equality of opportunity, and encourage inclusion
- To develop enterprise and employment skills
- To avoid any young person becoming NEET (not in education or training)
- To help students consider their career progression, not just their next individual step
- To contribute to the economic prosperity of individuals and communities
- To meet the needs of all of our students through appropriate personalised activities
- To encourage aspiration
- To involve parents and carers

The school will aim to meet all the Gatsby Benchmarks, as recommended by the Government, as a framework to develop and monitor the careers programme.

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.

## Implementation

Careers Education is delivered in PDC lessons by form tutors in Years 8-11. The curriculum is developed by JOE, with support from DCP. These lessons are enhanced with Advanced Learning Days, some of which are repeated annually, others are organised based on individual students and opportunities available. At KS4 (Y10) and KS5 (Y12) students take part in Work Experience. External speakers are invited to present to the Sixth Form on topics related to careers. The Department runs a Careers Fair evening for Y11 students in which they learn about their post-16 options, including college courses and apprenticeships. Please refer to appendix 1 which highlights where school meets its statutory duty in relation to the Gatsby Benchmarks.

Careers Education at Ecclesbourne is underpinned by the following values;

- Impartiality
- Confidentiality
- Ownership by the young person
- Promotion of equality of opportunity

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- Transparency
- Accessibility

Other resources available to students include:

i) **Careers Advisor:** our Careers Advisor, contracted through Ideas4Careers is in school one day each week. Appointments are booked through JOE or DCP at the request of the student, HOY, Parent/Carer or initiated by DCP using assessment data. The school's careers advisor produces an individual action plan following careers interviews.

ii) **ICT:** The school buys into Unifrog, an online resource, to provide students and Parents/Carers with up-to-date career information, support with applications and advice on their next steps.

iii) **Careers Library:** This is regularly up-dated with a range of materials stocked. This is open throughout the day to Sixth Form students and during lunchtimes for Y7-11. It is situated in F9.

## Equal Opportunities

Students have varying needs regarding CEIAG, depending on their academic abilities and socio-economic background. The school believes that all students have the right to high quality CEIAG that is relevant to their needs. We operate referral system based on an accurate assessment of students' needs. This is addressed by using statistical information such as CAT scores and FFT assessment predictions. Notice is taken of staff comments which are delivered through the school's formal assessment programme as well as informally. These are given by tutors and subject staff. Up to date information is available on SIMs and access is available to Dynamic Data which gives statistical evidence regarding years 11/12/13. **MAT sentence removed**

An individual working with a student may identify the need for support from our **DCC removed** careers advisor. In this case a system of referral exists if our careers curriculum and other resources cannot meet the individual's needs.

**During the academic year all SEND students (Y9-13) receive a careers interview prior to their annual review.**

Students are always involved in the process of referral. They are informed of the process and their views sought at all times. The referral process makes provision for students and their parent to self-refer. Account is taken of any request for specialist help and the necessary documentation completed and recorded in a secure place.

## Monitoring and evaluation

**The school uses the compass online self-evaluation tool to monitor how our careers support compares against the Gatsby Benchmarks and the national average.**

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Destination Data will become an indicator of the success of our careers provision. Ways to use this data to inform planning of careers education will be developed as this measurement comes into force.

The Career Mark Award presents the opportunity to evaluate our provision for CEIAG.

The Department regularly seeks feedback, both formal and informal, from students, for example, following a unit of work related to careers, or after a careers event. We also ask for feedback from staff. This informs our future planning.

## **Parents and carers**

Parent and carer involvement is encouraged. **The school website provides Parents/Carers with a summary of the careers programme and links to useful resources. Parents/Carers are written to throughout the year to keep them informed about careers information and events.** Parents are able to attend careers interviews if they wish to.

Appendix 1 Example of where the school meets its Statutory Duties in relation to Gatsby Benchmarks.

CAREERS LESSONS in PDC			
Year 7-9	Year 10	Year 11	Year 12 -13
Money Matters Introducing Careers Self-evaluation, decision-making and 14+ Options	Money and You Work Experience	Career pathways & making applications	Economic well-being Decision-making Work Experience Gap Years and Volunteering 18+ Applications and interview skills

Example of other Career related events in one school year

Year Group	For all students	Events to opt into	Gatsby Benchmark
7	STEM day Rocket Car presentation	Girls in Engineering Rolls Royce event STEM Robotics Regional Challenge	GB1, GB2, GB3, GB4, GB5
8	Take Your Child To Work Day Health Day	Girls in Engineering Pure Flight Rolls Royce event Big Bang Science Live STEM Robotics Regional Challenge	GB1, GB2, GB3, GB4, GB5, GB6
9	Chelsea's Story Enterprise Day One-to-one options interview Leeds University A Student's Life presentation Apprenticeship Assembly in Apprenticeship Week	SEND students one-to-one careers guidance interview with external advisor Flight Rolls Royce workshop Mock Trial Event	GB1, GB2, GB3, GB4, GB7, GB8
10	Work Experience Consent Workshop Leeds University - Learning Styles and	What Careers/What Uni Conference Crime scene to courtroom	GB1, GB2, GB3, GB4, GB5, GB6,

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	Revision Skills Apprenticeship Assembly in Apprenticeship Week	workshop Art Print workshop Careers in Law talk Science Live Trip Meet the Scientist webinar University of Huddersfield Getting into Art and Design Courses	GB7
11	Careers Fair On-to-one Post 16 interview Leeds University – Choosing Your A Levels Apprenticeship Assembly from external provider	One-to-one careers guidance interview with external advisor at request Skills Festival at Derby Arena NCS Crime scene to courtroom workshop Duke of Edinburgh Bronze Award – including Emergency First Aid at work qualification Careers in Law talk University of Huddersfield Getting into Art and Design Courses	GB1, GB2, Gb3, GB4, GB5, GB7, GB8
12	Young Drivers Awareness Work Experience School Careers and Pathways Fair Post 18 Day	One-to-one careers guidance interview with external advisor at request What Careers/What Uni Conference Crime Scene to courtroom workshop Duke of Edinburgh Gold Award Careers in Law talk CERN trip – biannual visit Meet the Consultant My Career in the NHS talk – C Jenkinson Radiographer Talk University of Huddersfield Getting into Art and Design Courses Young Professionals Conference Leeds University Apprenticeship Workshop with ASK Apprenticeships Access to Oxbridge – Speaker from Cambridge University Rotary Interviews	