



## CAREERS EDUCATION INFORMATION AND GUIDANCE POLICY (CEIAG)

### Introduction

Friesland School delivers a comprehensive careers service to years 7 – 13. Careers Education is delivered in lesson to years 7-9, Year 10 Careers Education is delivered pastorally, through Pupil Enrichment Opportunities and Work Experience. Year 11, 12, 13 access Careers Education, Advice and Guidance via their tutors, Immersion Day, Guest Speakers, trips, Mr Puddy, Derbyshire Careers Service and TCT. All year groups have access to information advice and guidance via Google Classroom and Unifrog.

### Commitment

Friesland School is committed to providing a planned programme of careers education for all students in years 7-13 and information, advice and guidance (IAG) in partnership with the TCT, Derbyshire Careers Service, D2N2 and other relevant partners. Friesland School is strongly committed to delivering the Gatsby Benchmarks and self-evaluates using the Careers and Enterprise Compass Tracker.

In a highly competitive employment market choices students make are taking on new levels of complexity. This requires a planned programme of **careers education, information, advice and guidance** that allows students to develop the skills for employability. This in turn develops their knowledge, skills and understanding to make well-informed and realistic decisions about their future in learning and work. It must encourage young people to aspire and make successful transitions and achieve positive progression.

Friesland School endeavours to follow the Careers Education framework 7-19 (DCSF 2010) and other relevant guidance from the DCSF, DfE and more recently The Education Bill 2011 which focusses on the following 3 aims:

- Understand more about yourself - To promote Self Development
- Look at options – Career Exploration
- Plan for future - Career Management Skills

### Friesland School Background and Ethos

At Friesland we aim to develop effective and independent learners who will achieve their full potential, within a positive learning environment for everybody, students and staff.

Careers Education, Information, Advice and Guidance (CEIAG) is key to this ethos having embedded links within the Whole School Improvement Plan. Each student at Friesland is supported to develop crucial careers development skills in KS3 that will ensure they are independent, well informed young adults in KS4 and KS5 who can plan realistically and succeed in organising their own pathways.

### Raising Aspirations

The school aims to raise aspirations of all students and sees CEIAG as playing a central role in this through:-

- Dedicated curriculum time/PSHE/tutor time
- One-to-one Guidance Interviews
- Careers Awareness raising events/trips/workshops
- Immersion Days
- Progress and Guidance activities
- Work Experience
- Unifrog

- Assemblies

### **Links with other Policies**

The policy is consistent with established development plans. It supports and is underpinned by key school policies including those for teaching and learning, assessment, recording and reporting, citizenship, equal opportunities and PSHE Education (comprising PSHE, careers education, work related learning, enterprise and financial capability).

### **Development**

This policy is reviewed annually through discussions with teaching staff, the school's Impartial Careers Adviser (currently Derbyshire Careers Service), students, parents, governors, advisory staff (Careers Local/D2N2) and other external partners where appropriate.

As a school we aim to develop the opportunities we provide for students who are at risk of being NEET. We aim to encourage the aspirations of these students from a young age. We aim to work in collaboration with the D2N2 project.

Following the CQC inspection from the OFSTED review of schools in the Midlands, it is clear to see the developments needed, a vital part of this is the lack of opportunities for SEND students. We will aim to work with companies and other specific employers to run specific day events to target key groups. All students will have access to these opportunities, the most able, SEND, MAT and PP, will be encouraged to attend to help improve potential opportunities for each individual future. Our mentors, impartial Careers Advisor and Business and Enterprise Advisor play key roles in this focus. Progress will be evaluated with our destination data figures to ensure we are improving the opportunities for each individual student and reducing the potential of NEET students for 15-19 year olds. Our progress will be mapped against Friesland School's Self-Evaluation Assessment which can be developed from each school year.

### **Objectives**

#### **Aims of CEIAG**

The overall aim of careers education and IAG is to enable all students to make and implement well informed and realistic decisions and successfully manage change and transition. The four main themes of the CEIAG programme are;

1. Self-Development
2. Career Exploration
3. Planning for the Future
4. Decision making

### **Students' needs**

The CEIAG programme is designed to meet the needs of students at Friesland School. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

### **Entitlement**

Students are entitled to careers education and IAG that meets professional standards of practice and is personalised and impartial.

Every student has an entitlement which sets out exactly what they receive in Years 7-13 with regard to CEIAG.

This entitlement is publicised and shared with students and parents through the assemblies, consultation evenings and on the school website. It will be integrated into students' experience of the whole curriculum and based on a partnership with students and their parents or carers.

## **Curriculum Delivery**

At KS3 Careers is delivered in each year [7 and 8)

**Year 7** is designed to raise awareness of the idea of different types of jobs and merely allow the students to appreciate that it is never too early to start planning future career paths. Also, team building skills and skills linked to jobs. This includes an introduction to Unifrog.

**Year 8** is consolidating ideas from Year 7 but looking more closely at personal qualities, skills and relevant careers, with more emphasis upon Unifrog to build self-awareness and a sense of the choices available for future training and employability. There are also areas introduced such as financial capability, enterprise, networking and different jobs. There is a linked focus with selecting subject options, as the study of GCSE and KS4 vocational courses begins in Year 9.

**At KS4** delivery enables students to prepare for transition from school to work/further education through CV writing and units of work including applying for jobs and courses. Work experience is a fundamental part of the KS4 curriculum. Students also receive support packages in tutor time and have an IAG drop in day (Wednesday) available each week. Appointments are also made via the tutor. Unifrog is an integral part of the curriculum at this stage.

**At KS5** delivery focusses on continuing to raise students' aspirations and help prepare for transition to higher education/employment. Students access a wide variety of information sessions and events on higher education including; Finance talks, making the most of Open Days, university visits and UCAS preparation sessions from both outside agencies and Friesland School staff. Students receive tutor support packages and have an IAG drop in day (Wednesday) available each week. Appointments are also made via the tutor.

## **Information Provision**

Provision of impartial, up to date, accurate information, which seeks to challenge stereotypical views and provide equality of opportunity which is accessible to all is essential to ensuring that Friesland School delivers a comprehensive CEIAG service.

We plan to develop students' aspirations and decision-making by developing their research skills, and understand how to use information effectively, to enable them to make well-informed career decisions about their learning and work. Unifrog is fundamental to this process.

## **Monitoring Review and Evaluation**

Provision and delivery is evaluated with staff and students from appropriate year groups. The results of evaluation are used to inform, review, and develop CEIAG.

## **Student Involvement**

Student evaluations are undertaken after specific careers events such as the Year 11 Careers Event.

## **Equality of Opportunity**

The programme promotes equality of opportunity and inclusion by providing all learners with appropriate opportunities. The school is committed in its recognition of, and challenging of, stereotypical views which create barriers to opportunities in learning and work. Challenging stereotypes is promoted by the school's ethos and targeted strategies such as offering personalised work experience weeks, using visitors/speakers from a variety of backgrounds and experience and Progress and Guidance programmes, including university visits and trips to businesses.

## **Implementation Management**

Mr Puddy co-ordinates careers education and IAG. Work experience, enterprise and employment/opportunity awareness is planned and implemented by Mrs Bennett, in conjunction with Mr Puddy, Mrs Tideswell and the

Derbyshire Careers Service. It is included in the CEIAG Programme and is included on the school calendar every year. Further information on Work Experience can be found in the Work Experience Policy.

The careers co-ordinator links with staff responsible for related areas of the curriculum such as PHSE Education via appropriate forums including; School Improvement Meetings; Progress and Guidance meetings; Tutor briefings; and Staff Training days. The first point of contact for parents and students is their tutor. They are able to support students and signpost to appropriate information, advice and guidance. Formal review meetings between tutor and student are part of the recording process and take account of CEIAG.

### **Staffing**

All staff have a contribution to make to careers education and IAG through their roles as employees of Friesland School. Subject teachers appreciate the link between their subject specialism and the transferable skills it enables students to develop. Students are encouraged to relate these to employability via curriculum delivered activities. Support Staff also play a vital role in delivering activities to students with a vocational element and help raise awareness of key employability skills and qualities.

The careers education and IAG programme is planned, monitored and evaluated by the careers co-ordinator in consultation with key staff including the Impartial Careers Advisor and The Two Counties Trust who provide specialist careers guidance and activities.

### **Staff Development/Training**

The training and support needs of staff involved in co-ordinating, delivering and supporting careers education and IAG are identified and met through a continuing professional development programme, as well as being identified via the monitoring, review and evaluation of the programme. The school endeavours to meet identified training needs normally within a school year and links this to the Performance Management process.

### **Recording**

Career learning is recorded based on curriculum delivery outcomes in accordance with the National Framework. The learning is recorded in faculty and Progress is measured in the form of true/false quizzes, self-evaluation documents, TAG levelled questions, mock interviews, peer assessment, clarification tasks and assessment of learning documents.

Learning is also recorded via online tools such as Unifrog.

### **Partnerships**

We work with other providers to deliver our CEIAG Programme including Nottingham Trent University, University of Nottingham, and University of Derby. We are always looking to develop links with local businesses to complement and support our CEIAG Programme for example during our Year 11 Careers Fair.

**Sign by:           Head Teacher:**

**Chair of Governors:**

**Date: 18/07/2018**

**Date of next review: 18/07/2019**