



Careers Education Information Advice and Guidance (CEIAG) Policy

Start Date:	Spring 2018
Date of Next Review:	Spring 2020
Author:	Mrs M Goodes
Responsible Committee:	Education Committee

Ambition · Pride · Success

Intent:

Careers Education, Information Advice and Guidance provide a bridge via which students move not only to further education, vocational training or employment, but to the next stage of their development as members of society. Lifelong learning is a key concept for all students leaving Haileybury Turnford and this includes providing opportunities to develop key employability and enterprise skills which are highly valued by employers, colleges and universities. By engaging parents and the local community our aim is for every child to fulfil their potential and be inspired to achieve a successful future, develop high aspirations and be ambitious. It is with this objective that our CEIAG programme has been developed.

Introduction:

From December 2017, the DFE (Department for Education) has determined that schools have a statutory duty to secure independent and impartial careers guidance for all their students receive a stable programme of advice and guidance delivered by individuals with the right skills and experience. To achieve this aim we will use the Gatsby Charitable foundation Benchmarks to develop and improve our careers provision, ensuring we are fulfilling our legal duties; securing independent careers guidance and providing a range of exposure and opportunities with providers of technical education and apprenticeships.

At Haileybury Turnford we believe in a well-planned impartial Careers Education and Guidance programme, which contributes to preparing young people for future life, as well as helping them make decisions about their next steps. It is vital that, with the wide range of opportunities available for 11-19 year olds, our young people have the knowledge and skills they need to make informed choices.

At Haileybury Turnford we ensure this happens by:

- Using a variety of strategies to raise achievement, especially by increasing motivation and engagement
- Encouraging participation in continued learning, including higher education
- Supporting students' development of key skills and personal qualities especially through PSHRE, assemblies and Tutor Time.
- Ensuring that students and parents/carers have high access and are signposted to quality, accurate and up to date impartial information about careers and work opportunities and that they know the sources of help available to them
- Meeting the statutory requirements for the provision of work related learning and enterprise education
- Developing a range of employability skills through different areas of the curriculum in all years.
- Personalised individual CEIAG meeting for each Y10 and Y11 student focusing on future career planning and option choices for the next stage in their chosen careers.
- Working with external agencies e.g. Young Enterprise and National Citizen Service to ensure all students have opportunities to develop employability skills.
- Arranging planned visits to local Universities for selected students to gain an experience of University life.
- Engage with ideas, challenges and applications from the business world e.g. The Annual Dragon's Apprenticeship Challenge.
- Opportunities to learn about STEM related careers (Science, Technology, Engineering and Maths) through regular planned school events and extra-curricular opportunities
- Planned and regular assembly slots focus on Careers and Destinations for KS 4 & 5

- Using the Gatsby Charitable Foundation Benchmarks and the online self evaluation tool (Compass) to assess, review and evaluate our CEIAG provision for all students, provide a baseline and track progress
- Liaise with external providers i.e. The Careers Enterprise Company (CEC) in developing high impact careers and enterprise opportunities for students
- A dedicated Careers Leader to deliver the careers programme across the eight Gatsby Benchmarks and will manage, coordinate and network with appropriate external agencies to develop our careers programme across the school
- The Careers Leader is accountable to the Vice Principal (Maxine Goodes) with overall responsibility for CEIAG
- Details of the careers programme for all students will be published on our school website
- From September 2018 there will be a named Careers Leader for Haileybury Turnford

Careers Guidance

Careers guidance at Haileybury Turnford ensures young people use the knowledge and skills they develop to make the decisions about learning and work that are right for them. Working with Youth Connexions Personal Advisers, we provide support and independent and impartial careers information, advice and guidance. This impartial guidance allows each individual learner to choose the courses and next steps which are right for them through individual interviews and group work.

We follow The DfE National Framework for Careers Education and Guidance, ensuring our programme:

- Contributes to strategies for raising achievement, especially by increasing motivation
- Encourages participation in continued learning, including higher education
- Develops enterprise and employability skills
- Reduces drop out from courses, and course switching in education and training
- Contributes to the economic prosperity of individuals and communities

All staff contribute to the Careers Education and Guidance Programme through their roles as Year Leaders, Faculty Leaders and subject teachers.

Careers information is available from a variety of sources including Youth Connexions Advisers, the Sixth Form study area and noticeboard and Careers Library.

All students are provided with access to high quality, impartial and unbiased careers information. Effective delivery of CEIAG, which includes provision for self-development, career exploration and career management, will enable students to have a greater understanding of the requirements for their career interests. It is intended that this will have an important impact in terms of raising their aspirations and help students make challenging but realistic plans for their future career progression.

The CEIAG programme of delivery, the content and evaluation is co-ordinated and managed by the Senior Leadership Team.

Careers Education Programme

At Haileybury Turnford we provide a fully planned programme of careers education, information and guidance for all students in Years 7–13, in partnership with the Independent

Careers Advisers from Youth Connexions, local businesses, parents, colleges, Universities and Haileybury.

All students from year 7 onwards will have access to a comprehensive and impartial programme of careers and work related learning activities. This will include formal delivery of dedicated CEIAG topics via PSHRE lessons, external visits, internal presentations, coordinated activities with Haileybury and collapsed timetable events. In addition there will be associated information evenings for students and parents/carers and Oxford and Cambridge outreach.

Activities include:

Key Stage 3 (Year 7 and Year 8)

- Year 7 'Launch into the Future' workshop: A collapsed timetable event. A one day team building workshop supporting all Year 7 students in their transition from Primary to Secondary School and focusing on what skills are important to develop for future jobs.
- Kudos and Careerscape - This is a web based programme which helps students to investigate future options by generating career ideas based on their own interests and aspirations, encouraging them to explore their own career ideas and assess how well suited they are, providing essential industry information which helps them understand the routes into different careers and setting and recording their own goals and ambitions in their personal Action Plan.
- Inspirational Speakers - A variety of inspirational speakers come to Haileybury Turnford to speak to students about their experiences and how to be successful in achieving their goals. Network Rail Careers Guidance Assemblies are offered to Y8 and Y9.
- Year 8 Options Evening Marketplace for students/parents and carers offering advice, guidance and support in choosing their GCSE qualifications

Key Stage 4 (Year 9, Year 10 and Year 11)

- Connexions 1:1 careers interviews – These take place for KS4 students and provide impartial careers advice on Sixth Form, College and apprenticeships.
- Students are signposted to the drop-in centre at the One Stop Shop in Waltham Cross Connexions
- STEM (Science, Technology, Engineering and Maths) opportunities to explore careers relating to STEM based subjects during National Science Week.
- Year 10 Careers Speed Networking Event offering all of Year 10 an opportunity to network and find out more about a range of careers and roles in the workplace
- Year 10 two day Work Shadowing opportunity
- Delivery of Careers and Life Skills Lessons for Year 7-10 in Personal Social Health and Religious Education
- Inspirational Speakers - A variety of inspirational speakers come to Haileybury Turnford to speak to students about their experiences and how to be successful in achieving their goals. Network Rail Careers Guidance Assemblies are offered to Y8 and Y9.

- Year 9 Horizon (Most Able Students) attend a one day University Taster Day at Hertfordshire University.
- Collapsed Timetable Event: Young Enterprise Year 9 a One Day Programme: The Learn to Earn Programme takes students through a number of activities covering aspirations, skills, possible careers and earning capacity, budgeting and what future employers are looking for.

Sixth Form

In the Sixth Form students are prepared and supported by a planned Careers Programme focusing on transition to either, employment, Higher/Further Education or apprenticeships. The programme encourages students to plan for their future and identify the qualifications needed to achieve their goals.

All students have regular one-to-one mentoring meetings with their Form Tutor, with a focus on career and further education aspirations at key points in the year.

All students attend a period of work experience in Year 12.

Students attend a variety of employee talks and presentations and have the opportunity to meet with external careers advisors and visiting professionals from various fields of expertise.

All students are offered the opportunity to attend seminars on Apprenticeships and gaining employment after the Sixth Form

Students who are considering alternatives to University attend conferences and workshops to support their decision making and application process.

Students are given personalised guidance regarding applying for UCAS.

Students are given personalised guidance to support applications for employment and Apprenticeships.

Students are also signposted to the drop in centre at the One Stop Shop in Waltham Cross Connexions run and the National Careers website. www.nationalcareersservice.direct.gov.uk

Useful Websites

The following are some of the websites we signpost to students/ parents and carers that offer impartial careers advice and guidance.

<https://nationalcareersservice.direct.gov.uk/home> this website provides careers information and advice about a wide range of jobs and training courses.

<https://www.ucas.com/> is the site Post 16 students use to apply to university. UCAS will show you which universities deliver which degrees. You should use this website to help you plan which A levels you will need to study to go to the University of your choice.

<https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch> is a government run website that will help you search for the right apprenticeship.

<https://www.notgoingtouni.co.uk/> can help you to find an apprenticeship, along with work experience, college courses and employment

<http://russellgroup.ac.uk/for-students/school-and-college-in-the-uk/subject-choices-at-school-and-college/resource> provides students with Information Advice and Guidance about their post 16 A level subject choices.

The Parents Guide to Apprenticeships, School Leaver Programmes & Sponsored Degrees
-

<http://www.allaboutschoollleavers.co.uk/>

www.careersbox.co.uk is a website to find out about different careers. A variety of people talk about their careers, what brought them into it and what the job is really like.

The following websites are also recommended:

www.studentladder.co.uk/School-Leaver-Programmes/school-leaver-programmes.html

<http://www.careersworld.co.uk>

<http://www.purepotential.org/>