



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

**Start Date:**

**Spring 2022**

**Date of Next Review:**

**Spring 2024**

**Author:**

**Mr E Macaulay**

**Responsible Committee:**

**Education Committee**

**Ambition · Pride · Success**

## **Vision and Values**

At Haileybury Turnford we aim to develop ambitious, employable, well informed students who take pride in their future destinations leading to successful futures. We are committed to providing a careers programme to inform and equip every student in Year 7 to 13 with the information, skills and options needed to ensure they have a successful and smooth transition from education into employment.

We offer a tailored careers programme for each year group, which is designed to inspire our students, raise their aspirations and promote access to different career paths. In addition to year group activities, we also give parent/carer information at planned events throughout the year and listen to teacher, student and parent/carer voice regarding careers education through annual focus groups and questionnaires.

We are committed to allowing students to gain qualifications that allow them to go on to destinations that meet their interests and aspirations. At each stage of students' education, we prepare learners for future success considering the local context, sustainable living and the future of work.

## **Statutory Requirements and Expectations**

The school is committed to fulfilling its statutory duties in relation to careers education information advice and guidance.

The school ensures all students are provided with independent careers guidance in Year 10 and 11 from an external provider. This external organisation provides information on the range of education or training options, including apprenticeships and other vocational pathways and is guidance that promotes the best interests of the students to whom it is given. Students in Year 12 and 13 also have the option to further careers guidance interviews.

Under the terms of the 2018 Access to Providers legislation (updated with 2021 statutory guidance), we provide opportunities for a range of education and training providers to have access to students in Year 7 – 13. Please see our Provider Access Statement (Baker Clause) for more information.

In the Sixth Form all students undertake a study programme which combines qualifications and other activities which includes activities related to careers and future education.

We publish details of our careers programme on our website including the name of our Careers Leader (statutory guidance, 2021).

We met all of the Gatsby Foundation's Benchmarks of "Good Career Guidance" in advance of the end of 2020 deadline and continue to work towards meeting the benchmarks, which is reviewed three times a year by our Careers Lead and our Local Enterprise Partnership (LEP).

## **Learner Entitlement**

Every student is entitled to high quality career education and guidance as part of their overall education which works in partnership with the independent careers advisers from Hertfordshire County Council's Services for Young People (SfYP), local businesses, parents/carers, 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 includes formal delivery of dedicated careers topics in tutor times and Personal & Social Development lessons (PSD) (this is PSHE), external visits, internal presentations, coordinated activities with Haileybury and collapsed timetable events. In addition, there are associated information events for students and parents/carers regarding transition between KS2 Transition evening, KS4 Options evening, Sixth Form Open Information evening, and higher education information events.

## **Careers Education, Information, Advice and Guidance activities include**

### **Key Stage 3 (Year 7 - 9)**

- Humanutopia – specific year groups have a one day drop down to empower students to make positive changes in their lives and help improve their life chances by developing a range of life skills which will help students to become more employable in the future. Selected students also participate in the Heroes programme.
- University of Hertfordshire – students in Year 8 participate in a range of events designed to provide students with knowledge about higher education.
- Year 9 students take part in The Brilliant Club's Scholars Programme, completing a University style assessment with University style grading. Alongside gaining an insight into Oxbridge life as well as a visit to a college at either the universities of Oxford or Cambridge.
- Students have career trips where they visit different work places that are accessible to them to gain real life insight into everyday work.
- STEM (Science, Technology, Engineering and Maths) opportunities to explore careers relating to STEM based subjects during National Science Week.
- Unifrog - 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.
- Year 9 Options Evening Marketplace for students and parents/carers offering advice, guidance and support in choosing their GCSE qualifications.
- Community day – Students are given the opportunity to undertake a day's work shadowing during community day.
- National Apprenticeship Week – Students have a variety of information to support challenging myths around apprenticeship, support understanding different levels or apprenticeship, as well as the pros and cons of apprenticeships.

- National Careers Week – All lessons have a focus on linking curriculum learning to careers.

#### **Key Stage 4 (Year 10 and Year 11)**

- Services for Young People 1:1 careers interview – 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 by Services for Young People.
- STEM opportunities to explore careers relating to STEM based subjects during National Science Week.
- Year 10 Careers Day.
- Year 10 Work Shadowing opportunity.
- 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.
- National Careers Week – All lessons have a focus on linking curriculum learning to careers.
- National Apprenticeship Week – Students are given information around apprenticeships, including: challenging myths around apprenticeships, local and national apprenticeships, support for accessing local apprenticeships.
- University of Hertfordshire – Year 10 take part in a taster day.
- Oxbridge insights. Students who aspire to apply for Oxbridge universities have a visit to an Oxbridge College. Students also take part in Oxbridge Outreach programmes to support aspirations: Target Oxbridge, Discovery Programme and Outreach widening participation with either Balliol College, Oxford; Gonville & Caius College, Cambridge or Trinity College, Cambridge.
- Unifrog - 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.

#### **Sixth Form**

In the Sixth Form students are prepared and supported by a planned Careers Programme focusing on transition to either, employment, further/higher 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 a focus on career and further education aspirations at key points in the year.
- Unifrog - 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.

- All students attend a week's work shadowing 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.
- Visits to Oxbridge Universities are optional for students who aspire to apply or have taken part in an outreach programme.
- 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.
- National Apprenticeship Week – Students are given information around apprenticeships, including: challenging myths around apprenticeships, local and national apprenticeships, support for accessing local apprenticeships.
- Students are given personalised guidance to support applications for employment and Apprenticeships.
- National Careers Week – All lessons have a focus on linking curriculum learning to careers.
- Year 12 Futures week – a number of different activities designed to prepare students for their future progression from sixth form.
- Students are also signposted to the drop-in centre at the One Stop Shop in Waltham Cross by Services for Young People.

### **Management and Delivery**

We recognise the importance of putting in place effective arrangements for the management and delivery of the careers programme. We ensure we do this by:

- Providing dedicated time in the form time activities programme for careers education.
- Setting aside curriculum time in the PSD curriculum for careers education.
- Providing time for work shadowing in the school calendar.
- Providing off of timetable days and weeks.
- Inviting visitors into school from local and national businesses and organisations, colleges, further/higher education providers and Independent training providers.
- Allowing time for students to undertake visits related to careers.
- Appointing a careers champion in each faculty area.

### **Roles and Responsibilities**

The Governing body are responsible for approving the policy and advise the school on strategy for careers education and guidance.

The Senior Leadership team are responsible for ensuring the schools is meeting its statutory duties, has a clear commitment to career education and guidance and the careers provision contributes to the achievement of the school improvement plan.

The Careers Leader is responsible for making decisions about the design and implementation of careers provision.

Careers Champions are responsible for sharing a role in careers provision and developing provision within their faculty area.

All staff have a shared responsibility for careers provision within the school.

### **Staff Development**

All staff are expected to contribute to the career learning and development of students in their different roles. To meet the training needs that arise from this, we will conduct an annual staff survey which identifies the training needs of staff and put in place the necessary training arising from this.

### **Funding and Resourcing**

Funding for careers will be allocated in the school budget in accordance with the school's overall budget. The school will explore sources of external funding and apply for this where necessary.

### **Curriculum Implementation, Teaching, Learning and Assessment**

We recognise the importance of ensuring our curriculum implementation, teaching, learning and assessment on evidence of what works in careers education and guidance. We aim to create rich learning environments and design compelling learning experiences for students.

### **Information, Advice and Guidance**

We will ensure that all students have access to information, advice and guidance from an external provider. This is quality assured to ensure that it is independent and impartial and they uphold the professional standards of the Career Development Institute. All students are given access to information and advice about all pathways.

### **Monitoring, Reviewing, Evaluating and Reporting**

The implementation of the careers programme will be monitored and reviewed primarily by the Careers Leader who will report to the senior leadership team and the governing body.

Monitoring the programme is achieved through record keeping, tracking student destinations and observation. The purpose of reviewing the programme is to identify the improvements that can be made in the future. Review and evaluation of the whole programme takes place each year in the summer term to ensure improvements are put into place in advance of the next academic year. Some of the methods used to review and evaluate the programme include parent/carer, student and staff annual surveys in addition to student and parent/carer focus groups.

### **Stakeholders and Partners**

#### ***Parents/Carers***

We recognise the important role that parents/carers have in their child's/young person's careers development. We recognise parents/carers as co-partners in the careers development of their child and we aim to support them in developing the confidence and capability to support their

child's/young persons' planning and decision making through the regular careers bulletins, website and parent/carer information evenings.

***Careers Support Agencies***

The school has an annual agreement with Hertfordshire County Council's Services for Young People (SfYP) to provide careers information, advice and guidance to students. Services for Young People is Matrix accredited with fully trained advisers who are experienced in delivering guidance to young people. They are knowledgeable about local, regional and national opportunities with access to a wealth of up to date information.

***Employers, community partners and learning providers***

As per our provider access statement. We are committed to collaborative working with employers, further education providers, higher education providers, local learning providers, apprenticeship providers, the Local Enterprise Partnership (LEP) and any other organisation to enhance our careers provision.