

THE COTSWOLD SCHOOL – POLICY DOCUMENT



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Introduction

The Cotswold School's Careers Education, Information, Advice and Guidance (CEIAG) programme prepares young people for opportunities, responsibilities and experiences of working life. It assists our young people to make good decisions and manage their transitions as learners and, subsequently, in the workplace. It is vital that all 11-19 year olds who attend The Cotswold School develop knowledge and skills necessary to make informed choices, fulfil their potential and achieve economic wellbeing in later life.

Rationale for CEIAG

A young person's career is almost always strongly influenced by the progress they make in their learning at school. Achievement of the individual is part of our school's vision and, as such, all learners need a planned programme of activities to help them to choose 11-19 pathways which are appropriate for them and provide them with the tools they need for life after school. This will be a significant factor in helping them to manage their education choices, careers, sustain employability and achieve personal and economic wellbeing throughout their lives.

Our Commitment to CEIAG

We provide a planned programme of CEIAG for all Cotswold School students in Years 7–13 (1997 Education Act, 2003 Education Regulations, 2008 Education and Skills Act, 2017 Gatsby benchmarks adopted by DfE). We also give learners access to *impartial* careers information, education and guidance (by: 1. buying in professional guidance: currently, Alison Williams, Independent Careers Adviser; 2. maintaining subscriptions to a suite of online CEIAG services; 3. inviting all local post-16 colleges to speak with our students at our annual Careers Fair) as well as providing extra support as required for learners with additional needs. We endeavour to follow best practice guidance from the careers profession, Gatsby Foundation's benchmarks and other expert bodies such as Ofsted and from Government departments which might appear from time to time (Statutory Guidance for Careers guidance and access for education – January 2018; Statutory Guidance for Careers guidance, inspiration in schools – March 2015; Careers Development Institute).

Students' needs

The careers programme is designed to meet the needs of our learners. Activities are differentiated and personalised. This ensures career learning and development, and provides inspiration, strengthens motivation, aspirations and attainment while at our school.

Entitlement

Students are entitled to CEIAG that is in line with professional standards of practice, delivered by trained staff, and which is person-centred and impartial. Activities will be embedded in the curriculum and based on a partnership with learners and their parents/carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity. Our CEIAG provision will operate with due regard to other school policies.

Our students will:

Take part in a careers education programme in Years 7–13 which helps them to:

- understand their education, training, employment and other progression opportunities.
- access relevant information and learning from taster activities and work experience.
- make and maintain individual progression plans to help them improve their prospects of success.
- offer feedback and ideas on how to improve the careers programme.

As a school, we will provide career guidance that is:

- impartial
- focussed on individual needs, relevant and fit for purpose
- supportive of equal opportunities
- provided by people with relevant training and expertise

Management

The School's Careers Leader (Mr Phil White) leads the careers programme for the School, working, as appropriate, with other members of staff, most notably including those from the Business and Economics Department and Year Leaders of all Year groups. The Careers Leader is responsible to the Principal, Mr Will Morgan. The area is supported by a Governor with specific responsibility for CEIAG (Mr Ben Backhouse).

Staffing

All staff contribute to CEIAG through their roles as tutors and subject teachers. The CEIAG programme is planned, monitored and evaluated by the Careers Leader, in consultation with the Senior Leadership Team, and other key staff members such as Heads of Year.

Careers Education, Information, Advice and Guidance Programme

CEIAG is an important part of the whole curriculum. Beginning in Year 7 and progressing through to Year 11, in line with the National Careers Education Framework, the programme will:

- Empower young people to plan and manage their own futures
- Respond to the needs of each learner
- Provide comprehensive information, advice and guidance
- Raise students' aspirations
- Actively promote equality of opportunity and challenge stereotypes
- Help young people to progress through informed decision making and transition preparation

The Careers programme includes Careers Education sessions from Year 7 to 13, which mainly occur during PSHE Days and morning tutor time. Staff and guest speakers lead relevant assemblies and workshops, e.g. focusing on apprenticeships, careers in the services and public sector. Other focussed events, e.g. Careers & Futures Fair (annual event); Farming & Rural Economy Fair (biennial event) are provided. Practice Interviews take place for all Year 11 students and Mock Interviews take place for Sixth Formers with volunteers from within school and from our wider network and professional community. CV writing advice is given and all students have the opportunity to write a CV. We participate in National Careers Week (which takes place annually in March) providing information for tutor time to enable this time to be focused on CEIAG-related activities.

As part of our programme all learners from Year 10 and above have the opportunity to receive 1-to-1 guidance from our Independent Careers Adviser. This is monitored by our Careers Leader.

In the upper school, students are provided with information, advice and guidance about apprenticeships, employment and higher education. For example, in June of Year 12, two off-timetable days include guest speakers from universities and the world of work, and students are supported in writing their personal statements for university entry or their supporting letters for job applications. The Sixth Form bulletin (emailed weekly to students and parents) includes Higher Education and Careers weblinks, information and opportunities.

Wider Support for CEIAG includes:

- Ongoing support from our Independent Careers Adviser and active involvement in local and regional CEIAG Collaborative groups and local government funded bodies
- Vocational courses available in both key stage 4 and 5
- Work Experience Programmes at Year 10 and Year 12
- Engagement with local businesses, the Enterprise Adviser Network (The Careers & Enterprise Company) and with NCS Volunteer Service
- Engagement with alumni
- Liaison with the Pastoral and SEND team for students with learning/and or attendance difficulties.
- Events for parents and students which include CEIAG
- Enterprise, Employability Fair events
- Highly Able Programme and Events
- Tutor monitoring and support

Assessment and accreditation

The intended career learning outcomes for learners are based on the Careers Education Framework produced by the CDI (Careers Development Institute). Assessment of students' careers learning at The Cotswold School is holistic. It is celebrated rather than formally accredited. For example, the Year 10 work experience programme culminates in presentations given by the students, with the best work winning awards.

Partnerships

Partnerships and links include formal agreements with our Independent Careers Adviser, local employers, alumni, universities and colleges. The school has been appointed an Enterprise Adviser (voluntary role) by gFirstLEP – Gloucestershire's Local Enterprise Partnership. This person meets at least termly with the Cotswold School's Careers Leader to provide support and advice.

The three-way partnership between school, pupil and parents/carers is key to the success and efficacy of our CEIAG provision. CEIAG information is regularly communicated to parents/carers through the school's newsletters, via email, letters home, presentations and social media. Parentmail also provides a valuable means of communication.

Resources

Funding is allocated in the annual budget 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. Sources of external funding for activities and donated services are actively sought.

Careers information will be available on prominent notice boards in corridors and classrooms, in the Library and Sixth Form Centre, as well as the wealth of online resources available to students – which they are directed to from the school's intranet homepage. In particular, the school makes extensive use of the subscription service "Unifrog" which enables students to access a very wide range of Careers and Employability resources, and to record and reflect on their developing employability skills.

Staff development

The Cotswold School's Careers Leader, Mr Philip White, undertook (between June and December 2019) the national 5-day training course for Careers Leaders, delivered by the Careers Development Institute.

Staff training needs are identified in conjunction with the Senior Leadership Team. The school endeavours to meet training needs as soon as possible after they are identified; CEIAG updates are communicated to staff at least annually, either via staff meetings/inset or in written bulletins from the

Careers Leader or other delegated member of staff. Careers education may be delivered through staff in-service training and through formal external training.

This policy is written and administered with due regard to our duty and commitment as a school: to consider all aspects of equality and diversity.

ratified by Governors and
signed as such by The Chair of Governors (03/02/2020)