



## **Careers Education, Information, Advice and Guidance Policy**

### **Rationale**

CEIAG has an important contribution to make to the education of all students in order to make an effective transition from school to adulthood and employment. The school will provide a range of opportunities for students to learn about work, the world of work, the skills required for work and the qualification pathways available to them. Well thought-through decisions about learning and work informed by effective CEIAG can increase participation in learning and, in turn, raise attainment and support further progression.

### **Purposes & Aims**

The main purpose of CEIAG is to provide students with the opportunity to engage in a range of activities that will contribute to their knowledge and understanding of the world of work and the qualification pathways suitable for students' individual needs. The school is committed to not just fulfilling its statutory requirements in this area but providing for students exceptional support and guidance throughout their time at Driffield School and Sixth Form and beyond.

The aim of CEIAG is to enhance the provision made to prepare students for the transition to the next stage of education or employment through:

- Contexts that help raise motivation and attainment
- Helping students to follow courses that are appropriate to their needs
- Improving understanding of the world of work
- Ensuring appropriate provision and guidance.
- Successful transition to the next stage of education and employment
- Empowering students to plan and manage their own futures
- Offering a responsive service that allows time for face to face guidance
- Providing comprehensive and unbiased advice and guidance
- Actively promoting equality and challenging gender stereotypes

### **Method**

The methods by which the CEIAG team will accomplish these goals are:

- Providing a range of opportunities that enhance the curriculum (Enterprise projects, opportunity to attend visits to Colleges/Taster Days and TRICS).
- Promoting awareness of the world of work (e.g. Visitors from business, Year 10 Work Experience)
- Promoting a range of opportunities and provisions which assist in raising aspirations and achievement (e.g. Armed Forces visitors, Visitors from Colleges and Sixth Forms, Skills Shows visits)
- Promoting awareness and understanding of work, industry, the economy and community.
- Relating skills, attitudes and knowledge learned in school to the wider World

- Developing students' personal and social skills to relate to the world of work
- Providing informed and impartial guidance (Options Evenings including careers presence available for parents and students to talk to, College and Sixth Form talks)
- Enabling students' to make considered decisions in regard to future choices
- Maintaining and developing effective links with key partners including the guidance service (Youth Services, Connexions), Humber EBP and LEP, Enterprise Organisations, local Colleges and Sixth Forms and local industry and business leaders.
- To prepare students' for transition to Further Education or employment with training.
- Each curriculum area identifies Careers Education elements and includes these in lesson planning.
- Schemes of Work should recognise the importance of Careers Education
- Lesson plans should include work related learning opportunities

Departments should display subject links to occupations and progressions Specifically, impartial and independent IAG is provided to students through a number of on-going delivery methods including:

- FE tasters and assemblies
- IAG lessons in Years 9,10 and 11 and using U-Xplore as a careers tool.
- University Tasters
- Industry specific talks and presentations
- Group work for specific pathways (Apprenticeships)
- Display boards

## **Management**

CEIAG is currently led and managed by a Justine Warner who is responsible for:

- The management and co-ordination of the various aspects of CEIAG
- The activities at each Key Stage
- Monitoring/evaluation
- Liaison (SMT, Governing Body, Partners)

The team is line managed by an Assistant Head teacher and supported by a link governor. Subject staff are responsible for identification of work related learning elements within schemes/plans and implementation of work related elements.

## **Review**

Each academic year the Coordinator of CEIAG will write an Action Plan for the Department to be incorporated into the School Development Plan. The Action Plan will be reviewed annually and the provision on offer to students will be audited utilising an adapted version of the National Foundation for Education Research CEIAG Audit tool.

[http://www.nfer.ac.uk/publications/99944/99944\\_home.cfm](http://www.nfer.ac.uk/publications/99944/99944_home.cfm)

This will include a review of the school Destinations of leavers data produced by the local authority/ youth service.

## **Guidance**

This policy has been written with regard to the updated (April 2014) Duty on schools to provide independent and impartial Careers Guidance and Inspiration for pupils

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/302422/Careers\\_Statutory\\_Guidance\\_-\\_9\\_April\\_2014.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/302422/Careers_Statutory_Guidance_-_9_April_2014.pdf)

and the accompanying Departmental Advice document

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/302424/Careers\\_Non-Statutory\\_Departmental\\_Advice\\_-\\_9\\_April\\_2014.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/302424/Careers_Non-Statutory_Departmental_Advice_-_9_April_2014.pdf)