



Willingdon

COMMUNITY SCHOOL

Policy for Careers Education, Information, Advice and Guidance (CEIAG)

2017 - 2018

Willingdon Community School
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Guidance (CEIAG)
2017-18

Overall Aims	<p>The Careers Education programme is designed to help students make the most of themselves and their opportunities. In particular, it aims to help them:</p> <ul style="list-style-type: none"> • develop their knowledge and understanding of the changing nature of work, learning and careers • extend their understanding of opportunities in learning and work • make good use of information and guidance • develop and use their self knowledge when thinking about, and making course and other choices • develop and use the skills they need to review achievements, plan future actions, make decisions, present themselves well and cope with change and transition
Principles	<p>Willingdon Community School believes that a young person’s career begins with their pathway through learning and work. All young people need a planned programme of activities to help them make appropriate 14-19 choices and to manage careers throughout their lives. Schools have a statutory duty to provide careers education in Year 7-11(1997 Education Act, 2003 Education Regulations) and to give students access to careers information and guidance.</p> <p>Willingdon Community School follows the 2016 ‘CDI Framework for Career, Employability and Enterprise Education 7-19’, and the ‘Careers guidance and inspiration in schools statutory guidance for governing bodies, school leaders and school staff’ (march 2015)</p>

Commitment	<p>Willingdon Community School is committed to providing a planned programme of Careers Education for all students in Years 7-11, together with appropriate Information, Advice and Guidance (CEIAG)</p> <p>Governors and Staff are committed to:</p> <ul style="list-style-type: none">• providing a planned programme of activities to which all students are entitled and will have access.• working in partnership with 'My Future starts Here' to ensure that no student is disadvantaged in gaining access to education, training or work• ensuring that, wherever possible, students progress to an opportunity in further education, training or employment.• involving young people and their parents/carers in programme activities and further developments.• achieving the <i>Quality in Careers Standard</i> <p>Willingdon Community School is Committed to Equality:</p> <p>Over recent years, schools have (in line with other institutions and public bodies) been working towards an improved understanding of the diverse nature of their communities. Much of this work is in response to new legislation that places an increased duty on schools and other settings. Legislation requires schools both to eliminate direct or indirect discrimination, victimisation or harassment and to promote equality for pupils/students, staff and others who use school facilities. These developments reflect the growing awareness of the need to view different equality strands beneath one umbrella, rather than seeing them as separate factions competing with each other for time and resources.</p> <p>In our school we work to ensure that there is equality of opportunity for all members of our community across a range of strands, which include: race, disability, gender (including transgender), sexual orientation, religion and age as well as any other factors which have the potential to cause discrimination, eg socio-economic factors. Therefore an Equality Impact Assessment (EIA) is carried out as part of the review process of this policy.</p> <p>For specific reference to these strands please refer to the Equalities policy.</p>
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Provision	<p>Management Lesley Naylor manages the programme. This person liaises with the Directors of Student Progress, who in turn liaise with tutors (who deliver the programme) and oversee programme delivery. A careers co-ordinator (Gina Pellett) provides 1:1 information and advice to students, and manages the administration of college applications. And further destination information. Gina Pellett also oversees the organisation of the work experience process that all year 10 students are involved in for one week in this year</p> <p>Delivery The Careers Education Programme involves lessons which are taught weekly by tutors during Lesson One, information and research via the school intranet (Kudos), work related learning, Careers Fairs, 'What's My Line' and opportunities for individual learning in creating Individual Learning Profiles.</p> <p>Other focused events take place on an annual basis including the Yr 10 and 11 Information Evening in Term 1 , Yr 9 KS3 -4 Curriculum Pathway Evening in term 3, involvement in the 'Widening Participation' scheme, access to College taster sessions, and Yr 11 Mock interview day.</p> <p>Year 10 work experience – All year 10's go out on placement for 1 week, working with local employers to gain experience of the world of work, and a greater understanding of employability skills and how important these are.</p> <p>Resources Careers lessons are based on the 'Steps Programme' which is on the school's share drive. The Learning Resource Centre has relevant, up to date information in a range of formats. Students have supervised access to IT facilities, including Careers software – KUDOS and the internet. Specialist support is available for individuals with learning difficulties and/or disabilities. Additional information sources include participation in local events and activities and work with 'My Future Starts Here', employers, businesses and other organisations. It is the responsibility of the programme co-ordinator to select and maintain teaching resources appropriate to students' needs.</p> <p>Guidance Is provided in partnership with the external provider 'My Future Starts Here' and includes individual and group activities. All staff should, when approached by students, respond with appropriate guidance and support. All guidance aims to be impartial, confidential (within policy guidelines), responsive to students' needs and based on the principle of equality. Students can also access Guidance through websites provided. In addition to this Mrs Pellett has 'Careers drop in' sessions held Monday lunchtime in the library for any student who requires careers advice.</p> <p>Training Training needs are identified through the annual needs assessment and appropriate arrangements made, often with support from local colleges.</p> <p>Monitoring, review and evaluation All programme activities are monitored, reviewed and evaluated with active involvement of students .It is reviewed annually and the findings will be used to steer the programme's development plan.</p>
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Lesley Naylor (teacher responsible for CEIAG) October 2017

Review Date:

Signature: