



COLMERS SCHOOL
& SIXTH FORM COLLEGE

Colmers School & Sixth Form College

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

Whole School Policy

Dated: 13th November 2018

Reviewed: 13th November 2020

Introduction

Colmers School and Sixth Form College aims to help all students to fulfil their potential: Educationally and Socially. Colmers responds to students' individual needs and has a planned programme of activities throughout our students' time at Colmers, This will enable them to make effective, informed and considered decisions about themselves and progress to Further or Higher Education, training (including apprenticeship) and Employment. It will also give students the tools they need to manage their careers, sustain employability and achieve personal and economic wellbeing throughout their lives. Colmers gives all its students' access to individual Guidance. Colmers aims through its contact with outside agencies (Employers, Colleges, and Training Providers) to inspire our students and to continuously raise their aspirations.

Commitment

Colmers recognises that it has a statutory duty to provide Careers Education in Years 7-13 (1997 Education Act, 2003 Education Regulations) and to give learners access to impartial careers information, education and guidance (1997 Education Act, 2009 Education and Skills Act

The Policy takes into account requirements set out in the government's careers strategy launched in December 2017, and statutory guidance updated in October 2018. This includes the schools obligation to ensure that there is an opportunity for a range of education and training provider to access all pupils in year 8 to 13 for informing them about approved technical education qualifications or apprenticeships (see separate Provider Access Policy)

Colmers is committed to providing a planned CEIAG Programme for all our students within Learning 4 Life and through up to date careers advice and guidance through our in house level 6 qualified careers advisor.

Colmers endeavours to follow best practice guidance from the careers profession, from other expert bodies such as OFSTED and from Government departments, as and when they appear. Colmers CEIAG Policy is based on ensuring we use the eight Benchmarks of good career guidance, developed by the Gatsby Charitable Foundation, to set a standard of excellence. (See Careers Strategy Document) <https://www.gov.uk/government/publications/careers-strategy-making-the-most-of-everyones-skills-and-talents>

Colmers School gained the Prospects Gold Quality Award in December 2017.

Colmers School has also recently joined the Enterprise Advisor Network.

Development

This policy was developed and is reviewed biennially, in discussion with teaching and associate staff, learners, parents and governors

Learners' Needs

Colmers always has the learner's needs at the heart of everything that is undertaken, all staff are involved in helping the students to understand and interpret the information presented to them.

Key Stage 3

In Years 7 and 8 students, receive information relating to CEIAG through their learning for life sessions. Colmers students are given a lot of support when choosing their options in year 8. They attend small group interviews by our Level 6 qualified careers advisor to help them in choosing the right GCSE, based on what they want to do post 16 and their individual needs and abilities. After each interview, the students are given an Action Plan with the careers advisor contact details and websites on where to find other impartial advice. Colmers also holds an options evening which parents attend. Senior Leaders, Subject Leaders and the Careers Advisor are available throughout the evening to offer support and information to parents/carers and children. Parents are also encouraged to attend Careers Interviews.

Key Stage 4

In years, 9 to 11 students will be offered the opportunity to visit local Colleges and Universities to have Taster Sessions. In year, 10 students will also take part in interview Day. In year 11 your child will have the opportunity to visit open days at Colleges and see what other options are available to them post-16. The qualified in-house Careers Advisor sees all students in year 11 on a 1-1 basis and students in year 9 and 10 are seen as and when the student requires them or the students are referred by their head of year or form tutor. All these students are given an Action Plan. There will be a range of wider activities organised throughout the school to inform students about different career pathways and opportunities so that your child is fully informed and ready to take their next steps when they leave school

Key Stage 5

In year 12 students will have talks from University staff. They will also learn about student finance and will go on visits to University open days. Year 13 will be given support with the process of apply to Universities through UCAS and/or support in applying for apprenticeships or work.

Pupils with a Special Educational Need receive additional help through Mrs Bennett the SENDCO and the guidance and inclusion team; they ensure that the needs of pupils with special educational needs and those with challenging behaviour are met. Students with an EHCP are seen individually and an action plan is completed, taking into account what the child wants and ensuring that the support is put in place to make the transition from Key Stage 4 as smooth as possible. There is a programme of alternative provision for those students at risk in years 10 and 11. Mrs Roberts and Mrs Richardson ensure that they accompany students on visits to Colleges to meet pastoral support workers, they offer support during interviews, ensure that Educational Health Care Plans and Transition Plans are given to Colleges, travel training, induction support and support to ensure students attend their first day at College.

Colmers has embedded into its ethos that no one will be discriminated against. Colmers ensures that it promotes equality, diversity, social mobility and challenges stereotypes throughout its whole CEIAG provision.

Entitlement

Colmers Students are entitled to CEIAG, which meets professional standards of practice, which is delivered by trained staff, and which is person centred, impartial and confidential. A copy of this Entitlement Statement can be found on the school careers portal available to staff, parents and pupils.

Pupils at Colmers are entitled to look at different career choices, are informed of learning opportunities and career options. The pupils are helped to understand how best to achieve these goals and which options to choose to enable them to fulfil these goals.

Students, Parents, Carers, and others are made aware of this Entitlement Statement through the school portal. Monitoring days are held where students, parents and carers are invited to attend; Mrs Roberts is available at all these events to offer support, advice and guidance. Year Group Assemblies are the most appropriate way of notifying our students of the opportunities available to them. On all letters to parents Mrs Roberts email address is given and this is a useful way to stay in touch with parents.

Implementation

Management Roles and Responsibilities

SLT Lead for CEIAG: Mrs M Thompson is the appointed senior leader for CEIAG. She will ensure that correct procedures are followed. She will ensure the schools policy is adequate, up to date and available on the school website. She will overview the CEIAG provision and the entitlement statement and ensure both of these are available on the school website.

Careers Lead/Advisor: Mrs A Roberts is a qualified Careers Advisor. Is responsible for co-ordinating the CEIAG Programme across the school. Mrs Roberts has group interviews with year 8 students and 1-1 interviews with all of year 11 students and 1-1 interviews when required with other students. She will ensure that the School policy and entitlement documents are up to date and available on the school portal. Mrs Roberts is available 5 days a week from 8.00am – 4.00pm

Tutors: All staff contributes to CEIAG through their roles as learning tutors and subject teachers. Specialist sessions held through Learning for Life. Teachers ensure that CEIAG is embedded into their subject areas allowing students to relate learning to careers.

Governor with responsibility for CEIAG: Colmers lead governor is Mr A McHale. He will be familiar with the CEIAG policy and ensuring that staff adhere to these guidelines.

Assessment and Accreditation

The intended careers learning outcomes for learners are based on the Careers Education Framework 7-19 together with the Statutory Guidance: - Impartial Careers Education

Partnerships

Students who are at risk of becoming NEET and are disengaged from education are referred to the Youth Contract by Mrs Roberts to ensure the student gets support over the summer to ensure they have the tools necessary to attend College or Apprenticeships.

Resources

Funding for the Careers Department is allocated in the annual budget plan and will be prioritised with the particular needs that are highlighted within the CEIAG area. Mrs Roberts is responsible for deploying these resources. Sources for external funding for activities are actively sought, for example, colleges paying the travelling expenses for college open days.

Staff Development

Staff training needs are identified during Performance Management and Continued Professional Development meetings. Colmers endeavours to meet training needs within a reasonable period. At certain times of the year, Mrs Roberts will hold training sessions with staff so that they can support their form in learning about post 16 options.

Monitoring Review and Evaluation

The careers programme is reviewed bi-annually referring to any new policies released by Government and the Local Authority, taking into account feedback from students and parents. NEET figures are taken into account when assessing whether the provision offered at Colmers meets the needs of all students.



Careers Lead: Mrs A Roberts

Colmers School and Sixth Form College aims to prepare every student for life outside of Colmers. We intend to equip students to make effective, informed and considered decisions about themselves and their future. We work closely with a range of partners and outside agencies, (employers, colleges, and Training providers) to inspire our students and to continuously raise their aspirations.

Our robust and varied Careers Education programme (CEIAG) plays a huge part in this ongoing process.

With all children having to remain in education or training until they are 18, Colmers provides a comprehensive CEIAG programme for all pupils within Learning for Life, a weekly session delivered by form tutors. In addition, we organise a programme of activities with local providers and up-to-date careers advice and guidance from our in-house Level 6 qualified careers advisor.

All pupils have access to the Careers Library that is centrally housed in the learning Hub. The Careers Library has useful information, including University and College prospectuses to help students in making Post-16 choices. Students in year 10 - 13 are registered onto Unifrog, an on-line platform that supports them to explore career pathways, details of which can be found in the careers guidance section.

We have a Careers Lead working full time ensuring our careers programme runs smoothly. The Careers Lead Mrs Roberts is available from 8.00am until 4.00pm during the school day to provide students with information and support. Students are free to contact Mrs Roberts for additional one-to-one or small group interviews if required.

Any parent wishing to meet with the Careers Advisor can either call the school on 0121 453 1778 or contact her directly via email at aroberts@colmers.school to book a meeting.

Signatures

Head Teacher.....

Chair of Governors.....

Date.....

Date of next review.....