



*Burscough Priory
Science College*

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

Burscough Priory Science College

Policy for CEIAG 2015-2016 (reviewed April 2016)

(Careers Education - Information, Advice and Guidance)

1. *Rationale & Underpinning Principles*

A young person's career is the progress they make in learning and work. All young people need a planned programme of activities to help them choose 14-19 pathways that are right for them and to be able to manage their careers, learning and sustain employability throughout their lives.

It is part of Burscough Priory Science College's vision to provide students with a comprehensive programme of Careers Education, Information, Advice and Guidance and to exceed its statutory duty to provide CEIAG from Year 8 to Year 11 (1997 Education Act, 2003 Education Regulations) by providing this from Year 7. Taking into account findings from the 2015 Ofsted Report "The Wasted Years", this will enable students to develop the skills they will need to make well-informed, realistic decisions and will empower students to access the high quality careers information and impartial guidance (Statutory Guidance: Careers guidance and Inspiration in schools 2014) available from Career North Ltd who work in partnership with the school.

2. *Commitment*

Burscough Priory Science College is committed to providing a high quality, planned programme of careers education and information, advice and guidance (CEIAG) for all students in Years 7-11, in partnership with the local independent IAG provider Career North Ltd.

Burscough Priory Science College CEIAG Policy takes account of the most recent Ofsted review of CEIAG in September 2013 "Going in the Right Direction" and the new statutory guidance for governing bodies, school leaders and school staff published by the DfE in March 2015, "Careers Guidance and Inspiration in Schools" and the non-statutory guidance "Careers Guidance and Inspiration in Schools". National Careers Council advice is also used to ensure the school's provision for CEIAG is meeting or exceeding national standards and recommendations.

Burscough Priory Science College follows the National Framework for CEG 11-19 in England (DfES, 2003). It also takes account of the Sept 2015 Ofsted report "The Wasted Years" which states:

"In general, careers education, information, advice and guidance (CEIAG) was particularly sparse in Year 8 and improved only slightly in Year 9. In schools that offered it, CEIAG typically focused on option choices for Key Stage 4 but lacked any advice on the GCSEs required for different careers."

It goes on to say:

“Careers education, information, advice and guidance (CEIAG) in Key Stage 3 is not good enough. In the Year 8 questionnaire, 45% of pupils said that they either received no CEIAG or that what they had received was insufficient. In Year 9, 37% of pupils responded in the same way.”

3. Development

This policy was developed and is reviewed annually in discussion with teaching and pastoral staff; the school’s Careers Adviser (Holly Jones), the school’s Careers Coordinator (Sarah Tootle), the Senior Leader with responsibility for CEIAG (Dr Graham Clarke), pupils, parents, governors, advisory staff and other key stakeholders.

4. Links with other policies

This policy for CEIAG supports and is linked to a range of key school policies especially those for Teaching and Learning, Assessment, Continuous Professional Development, Recording and Reporting Achievement, Citizenship, PSHE Education, Work Related Learning and Enterprise, Equal Opportunities and Diversity, Able, Gifted and Talented, Children Who Are Looked After, Inclusion, Transition and Special Educational Needs.

5. Objectives

The careers programme is designed to meet the needs of all students at Burscough Priory Science College. It is differentiated and personalised to ensure progression through activities that are appropriate to pupils’ stages of career learning, planning and development.

Students are entitled to CEIAG which meets professional standards of practice and which is person-centred, impartial and confidential. It will be integrated into students’ experience of the whole curriculum and is based on a partnership with students and their parents /carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

6. Implementation

Staff roles and responsibilities within CEIAG

1. Leadership

Dr Graham Clarke, Headteacher is the Senior Leader with responsibility for developing the school’s CEIAG strategy and implementation plan. The school’s Careers Coordinator is Sarah Tootle.

II. Staffing

Burscough Priory Science College adopts a whole school approach to CEIAG implementation planning and all staff are provided with the opportunity to undertake CEIAG CPD on an ongoing basis, through termly updates, email alerts, opportunities to observe independent Careers staff, CEIAG newsletter, staff training and team briefings to support them to understand their role within this. The CEIAG programme is monitored and evaluated by the school Careers Team which includes the Senior Leader, the Careers Coordinator with external support from the school's Careers Adviser and Career North Ltd

III. Curriculum

The school careers programme includes a wide variety of activities and interventions and includes;

- Careers education lessons (Careers lessons are taught under the umbrella of PSHE Education, in Coaching Groups, tutorials etc)
- Careers guidance activities (group work and individual Career Conversations)
- Mock interviews
- Visits to and by local post 16 providers
- Work related learning & visits by employers
- Careers Action Planning Workshops
- Interview advice and guidance mini workshop
- Motivational groupwork programme (delivered in house and by providers)
- Workshops in a variety of careers topics including Applying for University, Not going to University, Interview techniques and skills, Raising aspirations and removing barriers to progression
- Guest speakers

Every opportunity is taken to engage students and parents/carers in the design, delivery and evaluation of the guidance services and activities they receive, all students are requested to complete an online CEIAG questionnaire following their Career North Careers Conversation. This is to be developed for completion by parents.

Parents/carers are consulted at parents events and through questionnaires. Careers Action Plans are emailed to parents/carers or made available at parents events.

7. Partnership Agreement

An annual Partnership Agreement is negotiated between Burscough Priory Science College and Career North Ltd identifying the contributions each will make to the Careers Education, Information, Advice and Guidance programme.

Further links are being developed with local post 16 providers and employers to strengthen progression opportunities and the offer for apprenticeships, employment opportunities, work experience and voluntary work placements.

Sarah Tootle co-ordinates the careers programme working closely with Dr Graham Clarke Headteacher.

This area is supported by a linked governor for School Improvement Planning. All staff contribute to CEIAG through their roles as teachers, tutors and mentors.

The CEIAG programme is planned, monitored and evaluated by Sarah Tootle in partnership with Career North Ltd and the school's appointed Careers Adviser who provides specialist Information, Advice and Guidance.

Careers information is available in the Careers Section of the Learning Resource Centre which is maintained by the librarian in conjunction with the CEIAG Co-ordinator.

8. Resources

Funding is allocated in the annual school budget planning round in the context of whole school priorities and particular needs within CEIAG. Dr Graham Clarke is responsible for identifying the budget and for the effective deployment of resources. Sources of external funding are actively sought.

9. Staff Development

Staff training and CPD needs in relation to CEIAG are identified as part of the Partnership Agreement process with Career North Ltd and in conjunction with the school INSET/CPD lead.

Staff training and CPD needs may be met through termly CEIAG INSET, staff team briefings (e.g. briefing from ST regarding booking system for Careers Conversations, Career North briefing about their role and responsibilities in school), the intranet/VLE (Career North updates), newsletters/journal (CDI/CEGNET emailed to ST and HJ and Career North updates circulated to all staff), and external meetings (CEIAG termly network meetings), Careers Fair and planning of National Careers Week March 2016) and workshops (e.g.Career North workshops for staff to embed IAG into the curriculum) etc.

10. Monitoring, review and evaluation

The student career and work related learning outcomes are based upon the ACEG Career and Work Related Learning Framework published 2012 which supports the Statutory principles for Impartial Careers Education and are monitored, reviewed and evaluated through;

- Pupil questionnaires at key stages(after Career interviews)
- Feedback in class, tutorials and focus groups (Alternative Curriculum, examination feedback, Inclusion group, Peer mentors)
- Discussion at pastoral and departmental meetings
- Feedback at external CEIAG Network
- Feedback from local post 16 providers (Careers Fair, meetings, open days/evenings).
- IAG Provider monitoring and evaluation e.g.survey monkey questionnaires, destination tracking, learner and parent voice.
- Reports on pupil performance following mock interviews
- Research into an appropriate CEIAG Quality Award which sits within the Quality in Careers Standard Quality Awards for CEIAG e.g. 'Inspiring IAG Award', Career Mark, Investors in Careers, Matrix and the national Quality in Careers Standard
- External evaluation e.g. IAG Provider audit, Ofsted thematic reviews or inspections
- Internal evaluation of provision through mapping Quality Standards/Statutory principles/ACEG Framework against the school's CEIAG programme
- Partnership Agreement with Career North is negotiated and written annually.
- Burscough Priory Science College Careers Education Programme is reviewed annually by Sarah Tootle, Dr Graham Clarke, Jayne North (Career North) and Holly Jones using the 12 Quality IAG Standards, the Statutory principles for Impartial Careers Education and the ACEG Career and Work related learning outcomes to identify areas for improvement. A report is submitted to the Senior Leadership Team and governors.

Approvals

Headteacher SL with responsibility for CEIAG

Signature

Date

Governor

Signature

Date

Careers Coordinator

Signature

S E Tootle

Date 20th April 2016

Career North Ltd, Director

Signature

Date

Career North Ltd, Careers Adviser

Signature

Date

Date of next review: Jan 2017