



CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

CAREERS EDUCATION INFORMATION ADVICE AND GUIDANCE (CEIAG) POLICY

Rationale

Careers education, information, advice and guidance plays an important part in preparing students for the opportunities, responsibilities and experiences of life. A programme of relevant activities supports them at key decision-making points such as GCSE, post 16 and post 18 options. It equips them to choose pathways that are right for them, to be able to manage their careers and aspire to career wellbeing and happiness. All students are able to achieve their potential only if they understand themselves, their abilities and opportunities open to them.

“Every child should leave school prepared for life in modern Britain. This means ensuring academic rigour supported by excellent teaching and developing in every young person the values, skills and behaviours they need to get on in life.”

Aims

Cannock Chase High School’s Careers Education, Information, Advice and Guidance (CEIAG) Policy has the following aims:

- to contribute to strategies for raising achievement through raising aspirations, motivation and confidence;
- to challenge stereotypes and promote the equality of opportunity;
- to reduce the number of students not in employment, education or training in line with local authority guidance;
- to develop character and employability skills;
- to contribute to economic prosperity of individuals and communities;
- to focus students on their future aspirations and goals through work with employers;
- to involve parents and carers throughout the delivery of CEIAG;
- to provide students with up to date Labour Market Intelligence (LMI) and key sector growth information.

Commitment

Cannock Chase High School is committed to providing our students with a robust programme of CEIAG for all students from Year 7 – 13 and recognises our statutory requirements. All students can access their careers adviser at any point of their school journey.

CCHS endeavours to follow the National Framework for CEG 11-19 in England (DfES, 2013) and other relevant guidance from DCSF, QCA and Ofsted as it is published.

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As a school we strategically work with the Careers and Enterprise company and the 10 key priority areas for our locality (see employer partnerships section) as well as ensuring a gold standard service to our students against the DFE statutory guidance, the Gatsby Benchmarks (<http://www.gatsby.org.uk/education/programmes/good-career-guidance>) https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/440795/Careers_Guidance_Schools_Guidance.pdf

The Gatsby Benchmarks are:

1. A stable careers programme;
2. Learning from career and labour market information;
3. Addressing the needs of each student;
4. Linking curriculum learning to careers;
5. Encounters with employers and employees;
6. Experiences of workplaces;
7. Encounters with further and higher education;
8. Personal guidance.

Cannock Chase High School is embedding enterprise, employability, quality careers guidance and inspiration into the school's culture and curriculum with a focus on developing structured and sustainable employer partnerships increasing student exposure to the real world of work as part of their preparation for modern life. We are looking to develop the employability of students with a focus on character education, soft skill development, workplace behaviours and exposure to the world of work to enable a successful integration into their first job on leaving education.

Development

This Policy will be developed and reviewed annually in discussion with students, parents, Governors and advisory staff. We will also ensure any amendments to statutory guidance are reflected in our Policy and objectives.

Policy Links

The Policy supports and is underpinned by other key school policies including those for Teaching and Learning, Recording and Reporting Achievement, Supporting Equality, Health and Safety. It also supports the School Improvement Plan, linking key priorities.

Staffing

The Headteacher and Governors have overall responsibility for CEIAG provision. Cannock Chase High School also has a Deputy Headteacher (Mrs J Simpson) who line manages the Careers RPA and IAG manager. The Careers, RPA and IAG Manager sits within the wider pastoral team.

Cannock Chase High School has a dedicated Careers RPA and IAG manager who works four days a week and supports implementation of CEIAG across the school. This role acts as Careers Lead, Careers Co-ordinator and Careers Guidance Practitioner. All staff contribute to CEIAG through their roles as tutors and subject teachers.

Student Entitlement

Students are entitled to CEIAG that meets professional and ethical standards of practice, which is young person centred, impartial and confidential. The Careers programme is designed to meet the needs of students at Cannock Chase High School. It is differentiated and personalised to ensure progression through activities that are appropriate to students stages of career learning, planning and development. The programme on offer enables students to understand themselves, their interests, likes, dislikes, what they are good at and how this affects their choices and decision making.

The programme also ensures students have a rounded careers experience ensuring their learning in school is relevant and linked to future prospects, connecting key areas of the curriculum to the world of work. The programme allows relevant exposure to employers and working life to develop employability and enterprise skills and also impact on decision making. Students will receive knowledge around Labour Market Information (LMI) and sector growth utilising the Careers and Enterprise company data

Students are encouraged to:

- find out about different options open to them at key decision-making points;
- identify what qualifications are needed for their chosen vocation;
- develop skills they need for working life;
- develop a clear plan of action for their future;
- make effective applications for work, training and further and higher education.

All students will be provided with opportunities for personal guidance interviews with a qualified Careers Adviser. Such interviews will take place by the time the student reaches age 16. Careers advisers working with students with SEND will use the outcome and aspirations in the EHC plan to focus discussions. Careers advisers working with Looked After Children or care leavers will use their personal education plan to focus discussions. These students will have a named adviser who will build a relationship with them to better understand their individual needs.

Every student will have the opportunity and will understand how to access a one- to-one appointments with the Careers, RPA and IAG Manager through staff request, e-mail and face-to-face.

We will:

- treat each student equally and as an individual;
- give each student the impartial and unbiased careers information, advice and guidance;
- ensure that each student see employers in school through pre-organised events;
- give each student any extra help that they might need.

Students will also be provided with a minimum of 6 encounters with technical education or training providers to all pupils in years 8 to 13. These should promote the best interests of learners rather than those of the institution and include information on all options available 4 16-18, including Apprenticeships.

Curriculum

The career programme covers careers education activities, including assemblies, guest speakers and taster sessions, alongside individual career guidance interviews, group sessions, trips and drop-down days. Careers and work-related learning tasks are also embedded into some subject areas. PSHE is delivered to all Year groups with Careers modules. PSHE is overseen by the Lead Teacher of PSHE.

Themes by Year group:

- Year 7 – Self Awareness
- Year 8 – Career Exploration and LMI
- Year 9 – Linking subjects to jobs
- Year 10 – Employability Skills
- Year 11 – Post 16 options, Interview Techniques and Application processes
- Sixth Form – Post 18 options and preparing for the world of work

Parents and Carers

Parental involvement is encouraged at all stages.

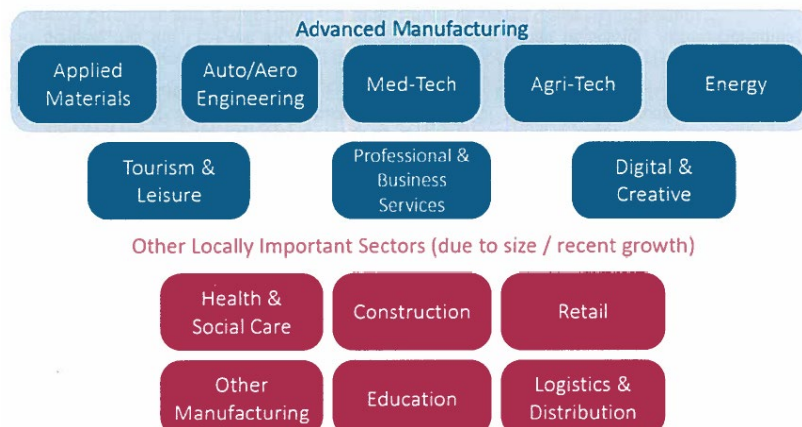
There is a parent section on the school website, which has been developed to help parents become more informed regarding options and pathways. The Careers Manager, Mrs Allen, is available to speak to parents via email, phone or ClassCharts and is also available at Open Evenings.

Parents are welcomed to attend careers appointments where appropriate, whether this is in person or via Microsoft Teams.

Employer Partnerships

Cannock Chase High School is currently working with a number of employers, some of which are working towards developing a more systematic and structured approach to ensure the school-employer partnership is powerful and purposeful.

Our links with a range of employers reflects the needs of the local and district labour market, allowing students to understand the areas of growth across Staffordshire and Stoke on Trent. Below highlights those areas.



Cannock Chase High School works with companies on an individual level to ensure any offer meets the needs of both the school and businesses.

Monitoring Review and Evaluation

All details of student one to one interviews, trips and tasters are recorded and, where appropriate, students will have individualised action plans. Destinations for students in Year 11 and 13 are also recorded and their progress with applications checked and updated.

Careers guidance is monitored and evaluated on a regular basis throughout the year with key staff and students and via appropriate evaluation of activities. A forum of independent career advisers has been set up so peer observation can take place ensuring Cannock Chase High School's CEIAG interviews are of the highest standard.

As a member of the Careers and Enterprise Company's Hub School initiative, termly audits take place, ensuring the school is delivering a robust CEIAG programme. This is conducted alongside a representative from the Careers and Enterprise company and the Schools Enterprise Adviser.

Cannock Chase High School's Personal Development team meet frequently to review the offer to students with the careers programme being planned and reviewed every summer term.

The Partnership Agreement with the Local Authority Careers Service is reviewed annually. The programme is reviewed annually by the Careers, RPA and IAG Manager alongside the Deputy Head teacher.

All participants in the programme complete surveys following key events including pupils, parents and employers. Leavers' destination information is also analysed. A report is submitted to the leadership team and governors. Evaluation of all aspects of CEIAG is undertaken annually using approved quality assurance products.

Careers, RPA and IAG Manager Development

The Careers, RPA and IAG Manager remains up to date with the fast-changing landscape with regular meetings with the careers and enterprise company, specific employers and links into other careers networks and the Chamber of Commerce. She attends regular line management meetings and also consults with students on their thoughts of CEIAG in school, offering feedback to relevant staff members or amend delivery to reflect any given Year group.

All development points are linked into whole School Improvement Plans.

Policy developed and reviewed by Mrs H Allen.

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Approval and Review

Signed:

Mrs Claire Aldridge, Chair of Governors
Mr I Turnbull, Headteacher

Implementation date:	January 2023
Last review date:	December 2024
Next Review date:	December 2025
Statutory Policy:	Yes