



Windsor High School and Sixth Form

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

Responsible Committee:	Windsor Local Advisory Board
Policy Co-ordinating Officer:	Careers and Further Education Co-ordinator
Date revised by Windsor Local Advisory Board:	October 2017
Next review date:	October 2019

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

Rationale

Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned progressive programme of activities supports them in choosing 14 – 19 pathways that suit their interests and abilities and help them to follow a career path and sustain employability throughout their working lives.

Commitment

Windsor High School and Sixth Form is committed to providing our students with a programme of careers education, information, advice and guidance (IAG) for all students in years 7 – 13.

Windsor High School and Sixth Form endeavours to follow the National Framework for CEG 11 – 19 in England (DfES, 2003) and other relevant guidance from DCSF, QCA and Ofsted as it appears.

Windsor High School and Sixth Form has achieved the Black Country Quality Award which recognises the high quality provision of CEIAG in the school.

Aims

Windsor High School and Sixth Form's Careers Education and Guidance policy has the following aims:-

- to contribute to strategies for raising achievement, especially by increasing motivation
- to support inclusion, challenge stereotyping and promote equality of opportunity
- to encourage participation in continued learning including higher education and further education
- to develop enterprise and employment skills
- to reduce drop out from and course switching in education and training
- to contribute to the economic prosperity of individuals and communities
- to meet the needs of all our students through appropriate differentiation
- to focus students on their future aspirations
- to involve parents and carers

Roles / Responsibilities and Accountability

Please refer to relevant pages of staff handbook with flow chart of staff structure.

Student Entitlement

Careers Education and guidance (CEG) is an important component of the 14-19 Curriculum and at Windsor High School and Sixth Form, we fully support the statutory requirement for a programme of careers education in Years 7 – 11.

Development

The policy was developed and is reviewed biennially by the Curriculum Leader Careers and his / her Line Manager (Assistant Headteacher) based on current good practice guidelines by DfES/ Ofsted, CEG Framework.

Links with other Policies

It supports and is underpinned by key school policies including those for Teaching and Learning, Assessment, Recording and Reporting Achievement, Citizenship, PSHE, Work Related Learning and Enterprise, Equal Opportunities and Diversity, Health and Safety, Gifted & Talented and Special Needs.

Implementation of Careers Education

Careers Education is delivered during collapsed timetable sessions in Years 7 – 11 by Curriculum Leader of Careers, supported by tutors, at key appropriate points throughout the academic year.

Equality and Diversity

Careers education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

A careers programme will be delivered during tutor time.

Key Stage 3

A careers, work related learning and enterprise programme will be delivered during the tutor programme. Years 7 and 8 will investigate their skills, interests and work preferences to match against suitable occupations. They will also research into the labour market and their expectations of job availability.

Year 9 will encompass an exploration of KS4 and KS5 future options with a focus on individual career paths.

Key Stage 4

Students in year 10 will have exposure to visits and external speakers to provide impartial careers advice and options. Students will visit the Skills Show at the NEC to gain an insight into varying professions and will have the opportunity to complete one week of work experience during activities week. Careers interviews will be available for those who require it.

Students in year 11 will focus on post 16 personal statements and applications. Individual action plans and interviews with Connexions will be available for those who require it. Mock interviews for different pathways and institutions will also be available for those who require it.

The focus is post 16 options and the Application process.

Implementation of Careers Guidance

a) Careers library

- a wide range of materials
- open throughout the school day
- situated in the main library

b) Extra support where appropriate

- students in Year 9, Year 10 and Year 11 are targeted for extra help by SENCO, Head of KS3 and KS4, Head of House and Head of Careers

c) IT

A range of software products are available for students to use including unifrog.

Parents and carers

Parental involvement is encouraged at all stages. Online resources have been specifically chosen to help parents become more involved. All online resources are easily accessed through the links on the school website. Parents are kept up to date with careers related information through letters, newsletters and at open evenings. Parents are welcome at careers interviews and where necessary are invited.

Management

A named member of staff co-ordinates the Careers programme and is responsible to his / her senior management line manager. The C&FE Co-ordinator is responsible for the work of the assigned administrative team.

Currently Work Experience is also the responsibility of the C&FE Co-ordinator.

Staffing

All staff contribute to CEG through their roles as tutors and subject teachers.

Administrative staff are assigned to support the C&FE Co-ordinator.

The Careers programme is planned, monitored and evaluated by the C&FE Co-ordinator.

The C&FE Co-ordinator will liaise and consult with the Connexions PA to ensure that specialist career guidance is available when required.

The C&FE Co-ordinator is responsible for maintaining the Careers Library.

Curriculum

The Careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work related learning and individual learning activities.

Careers lessons are part of the schools Personal Development Programme. Other events and activities are planned and organised separately throughout the year.

Partnerships

A partnership agreement is ongoing with Dudley Connexions service, detailing the contributions to the programme that each will make.

Resources

Funding is allocated in the annual budget. The C&FE Co-ordinator is responsible for the effective deployment of resources.

Staff Development

Staff training needs are identified as part of the Partnership Agreement process and during regular planning meetings between the C&FE Co-ordinator and his/her Line Manager.

Funding is accessed through Connexions and from school funds. The school will endeavour to meet training needs within a reasonable period of time.

Monitoring Review and Evaluation

Careers Education is monitored and evaluated annually via the Faculty Review System (see monitoring policy). Careers Guidance is monitored and evaluated annually through discussion with key staff and students and appropriate observation of activities by the Deputy Head CEG Line Manager.

The Partnership Agreement with Connexions is reviewed termly.

The programme is reviewed annually by the C&FE Co-ordinator and his / her Leadership Team Line Manager. Changes and improvements to the programme are entered into the Faculty Improvement Plan (FIP) along with timescales for completion.

When reviewing the programme, the School Improvement Plan (SIP) is used to ensure that the Careers Faculty is fully supporting whole school aims.

Appendix 1

Definitions

- Careers Education - helps young people develop the knowledge and skills they need to make successful choices, manage transition in learning and move into work,
- Careers Guidance - enables young people to use the knowledge and skills they develop to make the decisions about learning and work that are right for them.
- C&FE - Careers and Further Education

Statement of entitlement

As a pupil of Windsor High School and Sixth Form you are entitled to receive a programme of careers education, advice, information and guidance

Your CEG programme will help you to:

- Understand yourself, your interests, likes and dislikes, what you are good at and how this affects the choices you make

- Find out about different courses, what qualifications you might need and what opportunities there might be
- Develop the skills you may need for working life
- Make realistic, but ambitious, choices about courses and jobs
- Develop a plan of action for the future
- Understand the different routes after Year 11 including training, further and higher education and jobs
- Be able to make effective applications for jobs, training and further and higher education
- Develop your interview skills
- Improve your confidence

You will receive:

- Careers lessons
- Collapsed registration activities
- Guided tutor time
- Access to the careers library – information is available in books, videos, leaflets and on computer – ask for help
- Interviews with the Connexions Personal Adviser
- Work experience
- Other subject lessons linked to careers

You can expect to be:

- Treated equally with others
- Given careers information and advice that is up to date and impartial
- Treated with respect by visitors to the school who are part of the careers programme
- Given extra help if you have special needs

Policy Co-coordinating officer: Careers and Further Education Co-ordinator

Date of last review: October 2017