

COLCHESTER COUNTY HIGH SCHOOL FOR GIRLS
POLICY ON CAREERS EDUCATION INFORMATION ADVICE AND GUIDANCE
(CEIAG) No. 58

COMMITTEE	Curriculum & Student Matters
SLT RESPONSIBLE	Suzanne Parrott Assistant Headteacher
REVIEW	Every 2 Years or following changes to Statutory Guidance
POLICY REVIEWED	June 2017
REVIEW DUE	June 2019
APPROVED BY THE GOVERNING BODY	July 2017

GOVERNORS' POLICY STATEMENT ON CAREERS EDUCATION INFORMATION ADVICE AND GUIDANCE (CEIAG)

We believe CEIAG makes a vital contribution to preparing young people for the opportunities and responsibilities of adult life.

Good CEIAG at this school should:

- Create a positive climate of caring, support and guidance
- Raise aspirations, foster self-esteem and motivate students to achieve their full potential
- Promote equality, diversity, social mobility and challenge stereotypes
- Provide comprehensive, fully up-to-date information to alert students to the wide range of future opportunities open to them, and to support students in their thinking and decision-making
- Empower students to plan, access and manage their career choices and transitions
- Promote understanding of key employability skills to achieve personal economic stability and wellbeing

Equality of opportunity is central to all we do.

The CCHSG CEIAG programme supports the School's Mission Statement.

Commitment

The School is committed to providing the fullest possible CEIAG programme for all of its students.

This programme has been constructed having due regard for:

DfE Statutory Guidance: Careers Guidance and inspiration in schools (April 2017)

Careers engagement a good practice brief for leaders of schools and colleges by ASCL, ATL, NFER and 157 Group (April 2014)

A Guide to Best Practice and Commissioning Careers Guidance Services by the Career Development Institute (July 2014)

HM Government – Inspiration Vision Statement (September 2013)

DfE Securing Independent Careers Guidance: A Practical Guide for Schools (2012)

DfE The Education Act 2011

DCSF Careers Education Framework 7-19 (2010) (to support Impartial Careers Education)

DCSF Statutory Guidance: Impartial Careers Education (October 2009)

A carefully-structured programme of Careers Education and Guidance is in place for Years 7-13, generally delivered through the PSHCE programme.

The School employs an impartial, professional Careers Adviser at various times within the academic year, offering Careers Advice and Guidance to students from Years 8-13, in line with DfE statutory requirements for schools. (See Appendix I & II)

The School provides a very well-equipped Careers Library for all students, containing computers, a range of software, online and paper-based resources.

The School employs an impartial professional Careers Adviser.

The School also provides off-timetable days for year groups to explore work-related learning issues.

The School sets aside an annual budget for the delivery of Careers Education and Guidance each academic year.

A designated Link Governor for CEIAG is in place and meets with the Department.

Management

A member of the Senior Leadership Team has strategic responsibility for CEIAG. This member of the Senior Leadership Team writes the schemes of work and oversees the structure of delivery of CEIAG at this school, ensuring members of staff have access to relevant training where needed.

Monitoring, review and evaluation

The School monitors delivery in lessons by observations and learning walks, and student evaluation and feedback to inform future planning.

Each year's Careers Department Improvement Plan is constructed to reflect the objectives outlined in the School Improvement Plan, and develop CEIAG provision further.

Three areas of quality assurance that we take into consideration:

- The quality of the careers programme. CCHSG holds and continually seeks reaccreditation of a national quality award for CEIAG previously known as RoQA (CEIAG)
- The quality of independent careers providers
- The quality of careers professionals working in the school.

CCHSG considers the following principles for good practice when developing the strategy for delivering CEIAG:

- To provide access to a range of activities that inspire young people, including employer talks, careers fairs, motivational speakers, colleges and university visits, coaches and mentors.
- To build strong links with employers who can help to boost young people's attitudes and employability skills, inform pupils about the range of roles and opportunities available and help them understand how to make this a reality.
- To support students in finding high quality work experience.
- To widen access to advice on options available post-16, for example, apprenticeships, entrepreneurialism or other vocational routes alongside the more traditional A levels and university route.
- To provide face-to-face advice and guidance to build confidence and motivation. This includes consideration of the role that careers professionals can play in supporting students as one element of a varied careers programme.
- To work with local authorities to identify vulnerable young people, including those with special educational needs and those at risk of not participating post-16, and the services that are available to support them.
- To provide information to students about the financial support that may be available to help them stay in education post-16.
- To work with Jobcentre Plus to develop a smoother pathway between education and work.
- To consciously work to prevent all forms of stereotyping in the advice and guidance they provide, to ensure that girls from all backgrounds and diversity groups consider the widest possible range of careers, including those that are often portrayed as primarily for one or other of the sexes.

Partnerships

The School works with a range of partners to deliver a high quality CEIAG programme.

A formal Statement of Intent each academic year is published on the website, which outlines our CEIAG provision and the ways in which we conform to current Statutory Requirements for CEIAG in schools. (See Appendix I)

A school representative should attend termly meetings with the Colchester CEIAG Support Group of Careers Advisers and Careers Teachers, to ensure our Careers Education and Guidance programme is completely up-to-date.

The School purchases Annual Membership of the National Career Development Institute (CDI), to access professional support for all aspects of its CEIAG work.

A member of the Senior Leadership Team liaises regularly with the Essex County Council IAG Participation Consultant for Colchester educational establishments

The School is in regular contact with a wide range of higher education establishments and employers to ensure that its CEIAG provision is fully up-to-date.

The PSHCE programme and extra-curricular opportunities include sessions where students hear from inspiring speakers which introduces them to a world outside their regular communities and ideas of work.

APPENDIX I Statement to Parents

Careers Education, Information, Advice and Guidance (CEIAG) at CCHSG

From September 2013 all schools became responsible for providing CEIAG (to include independent advice) to students, across Years 8 to 13, following the demise of the CONNEXIONS service.

As a school we have elected to use a combination of the following to ensure that we meet our obligations.

Independent Careers Advice is available to our students through:

- the independent expertise of a bought-in careers advisor who will spend a minimum of 20 days a year in school meeting with students individually and in small groups
- all students being alerted to the National Careers Website and Helpline, which exists to help young people with all aspects of careers advice and guidance

Furthermore as a school we continue to offer:

- use of the ICT programmes KUDOS and Careerscape
- specific lesson sessions within the PSHCE programme delivering CEIAG to all year groups
- a dedicated Careers Library which is open to Years 7 to 11 students each break time and lunchtime every day and throughout the school day to Years 12 and 13 which contains the latest information on universities, careers, work experience opportunities, voluntary work, gap year opportunities, interview techniques, CVs, employment
- Year 12 students are given assistance in preparing Personal Statements for UCAS applications
- at various points students are also provided with opportunities for practice university and Oxbridge interviews, these include sessions with form tutors and members of the Senior Leadership Team.
- attendance of the careers advisor at relevant Parent Consultation Meetings and at results collection.

APPENDIX II

Careers Education Information Advice and Guidance at Colchester County High School for Girls

Organisation of CEIAG

Dr Suzanne Parrott – Strategic responsibility for Careers
Mrs Lynda Warren - our Impartial Careers Advisor
Ms Nicola Slee– Link Governor

The content of the Scheme of Work is developed for each year group taking into account the stage of the students and transition points. The lessons are delivered via the PSHCE programme.

Lessons in the Scheme of work are delivered via the weekly PSHCE lesson by Form Tutors, Lynda Warren, Suzanne Parrott or external providers.

Overview

All Key Stages

PSHCE includes economic wellbeing, citizenship, and develops enterprise and entrepreneurship. Students are actively involved in charity fundraising. Extracurricular clubs and trips support students in developing their understanding of subjects. A central database of volunteering opportunities is updated and opportunities are shared within the Careers programme and additional support is provided on an individual basis. Students are encouraged to participate in activities as part of the National Citizen Service and DofE.

Volunteering opportunities are discussed with

Key Stage 3 – A variety of activities designed to introduce students to: the concepts of employment, higher education, careers and career paths/portfolios, the myriad of opportunities ahead of them in life, information, advice and guidance that is available to them at CCHSG to help them decide between, and access, these opportunities.

Key Stage 4

Year 10 - Writing a CV, employment interviews, testimonials, professional correspondence, volunteering, Post-16 opportunities, getting a Saturday/Evening/Vacation job and Child Labour and the Law.

A large number of students take part in the DofE Award at Bronze Level.

Year 11 – More detail regarding options Post-16, how to choose A Level subjects, introduction to the Oxbridge application process, student finance, advice on searching for a job, testimonials, taking a Gap Year, volunteering, National Citizen Service and possible activities over the summer holidays. DofE Silver Award is available to Y11 students.

Key Stage 5

Year 12 – Apprenticeships, taking a Gap Year, National Citizen Service, applying to Higher Education, Oxbridge discussions with Heads of Department, UCAS registration, volunteering, writing Personal Statements and review a of Personal Statements with subject specialists. Forward Thinking Day – a day off timetable which includes external speakers from Higher Education and employment. Students are encouraged to visit open days, take part in masterclasses and summer schools. The EPQ develops research and independent learning skills. Students have an opportunity to apply for a position within the Young Enterprise team. Students are encouraged to undertake work experience in order to support Post-18 progression. DofE Gold award is available to Y12 students

Year 13 – The Student Finance Tour, mock interviews, applying for employment (writing a CV, online applications and interviews), volunteering, advice on university offers.

Impartial CEIAG

The impartial careers advisor delivers impartial IAG to students through 1:1 sessions for Years 8-13) and whole year group talks via the PSHCE programme. They are also present at Parent Consultation evenings for Years 9, 11 and 12. Our Careers Library contains many resources providing independent advice and students have access to the internet and careers software such as KUDOS and Careerscape. Off-timetable days such as Year 10 Enterprise Day, Year 12 Forward Thinking Day and Year 12 Interview Day as well as talks within the PSHCE programme, provide an opportunity for students to hear external speakers from the world of work or academia.

External partners for CEIAG - PSHCE Programme 2016/17

Year 12

National Citizen Service
University of Oxford
British Exploring - Gap Year information
University of Durham
University of East Anglia
University of Essex
University of Cambridge
Lancaster University
A Star Future – International Higher Education
The Army

Year 13

National Citizen Service
Student Finance Tour
Mock interviewers

Year 11

National Citizen Service
British Exploring - Gap Year information
University of Oxford
NEETSA joint schools careers convention

Year 10

Speakers Trust
Enterprise Day

Lynda Warren – impartial Careers Advisor (Years 8-13)

How does Colchester County High School for Girls provide all parent/carers with the relevant and the appropriate information in a range of ways to support them in supporting their daughter?

- 1. Does the timing of the release of information provide adequate time for parent/carers to engage with their daughter and the school before key decisions need to be made?**

Years 8/9 – GCSE preferences

Preferences Evening. Lynda Warren present.

Parent Consultation Evening

Preferences form deadline

Year 11 – Post-16 course choices

28 September Year 11 Information Evening

12 October Colchester Careers Convention

19 October Year 11 Parent Consultation Evening. Lynda Warren present.

8 November CCHSG Sixth Form Open Evening

8 November Sixth Form Taster lessons

19 January CCHSG Sixth Form application deadline

Year 12 – Post-18 choices

13 September Year 12 Information Evening

8 November Year 12 Forward Thinking Day

1 December Year 12 Parent Consultation Evening. Lynda Warren present.

26 April Year 12 Higher Education Evening

June Year 12 register onto UCAS site

18 July Year 12 Interviewing Skills Day

Year 13 – Post-18 choices

September/October UCAS forms deadline

9 November Y13 Parent Consultation Evening

August A Level results Day – Lynda Warren present

Information/meetings scheduled to allow time for parent/carers to engage with their daughter and the school before key decisions need to be made.

2. How does the Colchester County High School for Girls engage with its parent/carers?

Parent/carers invited to come to information/consultation meetings. Hand outs provided to summarise information. Information uploaded to year pages on the school website. Weekly bulletins highlight events.