

# St. Monica's Careers Education, Information, Advice and Guidance Policy

## Background and ethos

St Monica's careers department uses the Gatsby Benchmarks as a guide to plan our CEIAG programme. All students have an equal entitlement to high quality Careers Education Advice, Information and Guidance (CEAIG) that provides them with an understanding of the world of work, helps them to explore careers options and supports them in making informed decisions about the opportunities open to them.

As an 11-16 school we aim to enable all students to make effective Post 16 transfer and leave St. Monica's High School equipped with career skills that will assist them in what is an increasingly uncertain future.

In order to provide and maintain a high level of provision for our students the school has recently achieved the 'Inspiring IAG Award' Stage 3. We continue to update the action planning process to inform our CEIAG planning for the future.

## The aims of our CEIAG Programme

There are three important aims of CEAIG which are crucial in order that students reach their full potential in life and we strive to attain these in our programme as outlined below:

- To develop in students a sense of **self awareness and self-development**
- To provide for student opportunities to practise **career exploration** and develop an understanding of the wide range of options open to them. This includes Colleges, apprenticeship and training providers.
- To assist the students to develop **career management skills**, producing perfect work and/or college applications and the ability to make informed decisions.

The school operates an Information Sharing Policy, as illustrated in the Partnership Agreement.

Further we evaluate the effectiveness of the programme in an attempt to improve its effectiveness against the learning outcomes.

## Principles

The CEIAG Programme will

- Link effectively with other areas of the curriculum such as WRL, Citizenship and National Curriculum subjects across the curriculum in order to maximize student learning and avoid unhelpful repetition
- Provide totally impartial and up to date information, through close liaison with careers advisers, employers, FE and HE institutions and Apprenticeship providers.
- Challenge stereotyping and encourage students to widen their career ideas. Students will learn how to deal with prejudice and discrimination and how to develop 'assertiveness' and 'negotiation'
- The programme reflects the nuances of today's and tomorrow's 'World of Work'

## Delivery and content

Each subject area in all years presents related WRL topics, as presented in departmental 'SIPS'. These are 'audited' regularly. This provides an important cross-curricular approach to careers education.

### Year 7

- One lesson of Citizenship per week through which a range of skills and topics related to career activities are taught.

### Year 8

- One lesson of Citizenship per week through which a range of skills and topics related to career activities are taught.

### Year 9

- Options choices for their Year 10 and 11 programmes. Here first careers input through Positive Steps, in terms of introduction sessions and interview.
- A Key 4 Options evening where the programme for options choices is explained and key dates underlined
- Events like 'Have a Go' Careers event organised by the Bury 14-19 Team and 'Choices' event run by GM Aim Higher.
- Visits to careers conventions and exhibitions in the local area

### Year 10 and year 11

- A lesson is taught by a specialist careers teacher (Careers Director – qualified to Diploma level) and supported by form teachers throughout the two years. Student C.V and effective writing of Personal statements for work and preparation for college applications on-line
- Careers advisers are actively involved at all stages, giving group talks, individual interviews, drop-in sessions, encouraging personal careers research and providing individualised information. Use of the Learning Resources Area for
  - College prospectuses and paper resources
  - Use of the internet to access college/university web sites
  - All computers can access New Kudos and The National Careers website
- Talks by training providers and visits to colleges
- Visits to careers conventions and exhibitions in the local area
- Interviews by senior managers to discuss their academic progress and possible career plans
- Next Steps Morning - Students are prepared in advance to question to college staff/other providers, collect materials relevant to their individual needs. In groups of some sixty students they visit the appropriate colleges. Writing applications for college.
- I.T. business group to work with the Skilled and Ready programme.
- The Careers Director collects data on the status of college applications, monitoring individual applications, providing on-going information on college open evenings and supporting students directly who require individual help.
- Year 10 Students attend the 'Have a Go' Careers event organised by the Bury 14-19 Team
- Year 10 work closely with Apprenticeship provider – interested students have small group talks with the apprenticeship representative
- Young Enterprise Company Programme

## **Roles and Responsibilities**

The CEIAG programme is planned, co-ordinated and evaluated by the Careers coordinator working closely with the Deputy Head Teacher for Careers Guidance. A job description will be available to explain these roles.

- The Careers Coordinator have responsibility to organise Enterprise activities in school, the Citizenship teachers, form teachers and Heads of Department are all responsible for teaching and giving feedback on the taught aspects of CEIAG
- The Careers Coordinator is responsible for maintaining the careers information stored in the Learning Resources Centre
- The school works very closely with our Positive Steps advisers and negotiates the Service Level Agreement annually
- The Careers Coordinator is currently completing a Level 6 qualification in Careers Guidance and any future post holder would be expected and encouraged to be equally as qualified
- The Careers Coordinator provides training and briefing sessions for staff involved in teaching CEIAG
- The school is generous with in-service training and recent provision has included attendance at courses for Careers in terms of 'The All our Futures Conference' 'Better choices, better outcomes for young people', provided by New Economy

## **Resources**

- The careers library is housed within the Learning Resources Centre and is easily accessible to students and staff. Materials are audited and replaced annually
- In line with developments in ICT, paper resources are used to a lesser degree and the LRC area reflects this trend. Numerous resources are available on line including New Kudos, for which the school the school pay the licence and access to the National Careers website.
- Financial resources are always available as required.

## **Partnerships**

- The CEIAG work is greatly enhanced through links with a number of partners, such as Positive Steps Advisers, Colleges, Training Providers such as the Growth Company (formally Skills Company) and Alliance Learning, Young Enterprise
- As well as the strong links with our Positive Steps Advisers, we constantly attempt to expand and improve our links with employers and other local groups. A large part of this is our link with Greater Manchester Combined Authority (GMCA) and our associated Enterprise Adviser. This involvement includes the provision of experience of workplaces and employers, talks to students by training providers such as Alliance Learning, FE and HE Colleges.
- Our employability programme with the Salford Foundation - 'Inspired to Aspire'
- Delivery of Young Enterprise programme
- Greater Manchester Higher - a collaborative network of higher education providers from across Greater Manchester, who are working together to provide high quality impartial information, advice and guidance about progression routes to higher education (HE) for learners and their key influencers. They provide them with up-to-date information 14+ and 16+ choices and arrange parents' information sessions too.
- Parents/Guardians are also invited into the Next Steps Morning with year 11 students.
- Year 11 parents are invited into interviews with the Head and Deputy Teachers

## **Baker Clause Policy Statement**

As part of our commitment to informing our students of the full range of learning and training pathways on offer to them, we are happy to consider requests from training, apprenticeship and vocational education providers to speak to students, which includes UTC's.

## **Monitoring and evaluation**

All activities that form the CEAIG work is evaluated and the information is used to inform planning for the next year.

- Evaluation forms are completed at the end of each unit in Citizenship.
- The Next Steps Morning is evaluated by questionnaire to providers, students and parents
- The whole process of preparation for college applications is evaluated in March when the conditional offers are made to the students.

Date Policy Agreed – April 2016, linked to Positive agreement meeting

Date to be Reviewed – March 2018

Reviewed and Updated – March 2018

Date to be Reviewed – September 2018

Reviewed and updated –

Date to be Reviewed – January 2018

Reviewed and updated –