

CEIAG Policy

St Monica's RC High School

Approved by: Mr C Foley

Date: December 2020

Last reviewed on: December 2020

Next review due by: September 2021

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

Background and ethos

St Monica's 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.

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' in 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 & 8

- Introduction to the World of Work is provided via the LORIC programme delivered weekly on form time. Elements of the PSHCE programme also support formation of a view on work related skills, self-evaluation and possible career choices
- Pupils in Year 7 will be enrolled on the START online careers support platform via Computer Science lessons.

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' events run by GM Aim Higher.
- Virtual Sector Visits from varied careers sectors from our local area to give exposure to a wide range of careers

Year 10 and year 11

- Pupils are 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 events - Students are provided with presentations from a range of local further education providers and are given opportunity to question college staff/other providers, collect materials relevant to their individual needs.
- Virtual Open Evening events are promoted to students from a range of appropriate colleges.
- Writing applications for college.
- I.T. business group to work with the Skilled and Ready programme.
- The Assistant Headteacher with responsibility for CEIAG 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
- Year 10 complete 3 skills workshops that focus on CV writing, interview techniques and the applications process.
- Young Enterprise Company Programme

Roles and Responsibilities

The CEIAG programme is co-ordinated and evaluated by the Assistant Head Teacher for Careers Guidance.

- The Assistant Head Teacher for Careers Guidance leads the development of Enterprise activities in school
- Form teachers, Class Teachers and Heads of Department are all responsible for teaching and giving feedback on the taught aspects of CEIAG
- The Assistant Head Teacher for Careers Guidance 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, though this will be reviewed in March 2021.

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'
- 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
- All Year 11 pupils are given an interview with the Head Teacher in which careers advice is given and follow up appointments booked with Positive Steps for pupil who require further support.

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.

The Assistant Headteacher for CEIAG reports to the Headteacher and the Executive Board as part of the 2020/21 reporting cycle.

- Careers events are evaluated by questionnaire to providers and students
- The whole process of preparation for college applications is evaluated in March when the conditional offers are made to the students.