



Northampton School *for Boys*

Careers Education; Information; Advice and Guidance

Approved by: Curriculum Committee

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Northampton School for Boys

Careers Education; Information; Advice and Guidance Policy – CEIAG Policy

Introduction

Northampton School *for Boys* is an 11 to 18 Boys Teaching School. Girls are admitted into the Sixth Form. The school has a house system which promotes healthy competition between students as well as providing a sense of belonging to a family within a large school. This policy reflects the importance that the school places on students' personal development and progression.

Mission Statement

The purpose of Careers Education, Information, Advice and Guidance at Northampton School *for Boys* is to provide a whole school and community approach to engage all students in years 7 to 13 in learning about the world of work. We aim to enable young people to make confident and well informed decisions about their futures through a structured programme of CEIAG. This will support and empower young people to manage their own careers learning through:

- Understanding their own strengths and weaknesses.
- Developing their decision making skills.
- Learning about the labour market and options post 16.
- Finding out how to research relative careers information.
- Gaining an awareness of how to make successful transitions at key points throughout education and beyond.
- Discovering how to gain a competitive edge through the development of work skills; enterprise activities; voluntary opportunities; work placements and meeting a wide range of local and national employers and agencies.
- One to one careers guidance with an in-house careers adviser – all students in years 10 and 11 are offered a 45 minute appointment in the first instance.

Lunch time drop-ins are available every day and all students are entitled to book an appointment. Students can consolidate their learning and continue their planning by using the careers resource centre at school and ICT based careers sites and software. Opportunities and events are advertised via registration notices and the student career page "The week ahead".

Students in years 10 and 11 are monitored with regards to their careers planning via a future plans worksheet that informs the careers adviser of student progress and also any need for targeted intervention. Good communication with Form Tutors; Year Team Leaders; the

Additional Intervention Team; parents and external agencies provide a valuable network to help give appropriate support to young people.

The Careers Adviser will receive independent and external training where required to ensure impartiality of advice provided.

Objectives

There is a planned programme of careers education and guidance at each stage of a student's development to ensure a smooth transition from key stage to key stage. Support is differentiated and personalised according to individual needs. The current CEIAG programme starts in year 9 but this will be extended to include activities in years 7 and 8.

Year 7

Introduce students to what work is and why people work. Develop an idea as to the different job families and introduce the students to the careers library. Start on STEPS booklets and the Real Game activity.

Year 8

The focus of the work will be on self-awareness and students' strengths and weaknesses. Students will be introduced to the idea of making informed decisions. The meaning of different types of qualification.

Year 9

Develop the idea of decision making from work in year 8 and increase detail of self-awareness. Guide students through the preferences process and parents at the preferences evening. Introduction to employer talks and use of the careers library.

Year 10

Assembly – Preparing for the future. Enterprise week involving external agencies; workshops and a careers fair. Students have individual appointments and careers resource centre drop ins. Students given future plans work sheets. Work placements are introduced as relevant. A programme of lunch time speakers introduced. Students who may benefit from a schools link work experience placement are identified and set up.

Year 11

Introduction to the year ahead outlining careers planning; Enterprise week; focus on employer and local agency contacts; CV building; careers advice and post 16 plans/opportunities. Another round of individual careers appointments and possible lunchtime drop ins. Programme of lunch time speakers. Update the future plans work sheets. Work seekers are identified and supported. Apprenticeship fair and the Skills show. Young Enterprise activity. Advice clinics over the exam periods.

Sixth Form

One to one guidance for students who self refer or are referred by staff. Supporting students who leave the Sixth Form early to ensure they do not become NEETs. Help students to find work experience/conference opportunities and prepare for interviews. Support students through their UCAS process. Employment and Opportunities fair to promote apprenticeships and enable students to network with employers.

Underpinning principles of CEIAG.

- All students have an entitlement to Careers Education; Information; Advice and Guidance regardless of race; gender; religion; ability; social background or sexual orientation.
- Individuals have equal access to accurate, up to date and impartial information and guidance.
- Careers education; information; advice and guidance is an integral part of the whole guidance programme.

Students will be made aware of their entitlement through

- Year 7 induction
- Year group assemblies
- The school's CEIAG web pages.

Links with other policies

The policy for CEIAG supports and underpins a range of key school policies. These include:

- Citizenship and Guidance
- Work related learning
- Equal opportunities
- Enterprise education
- Behaviour management
- Gifted and talented
- Entitlement

Curriculum

The school runs a coherent Citizenship and Guidance programme delivered over 7 years. This is delivered through:

- Group work and discussion
- Individual research
- Enterprise activities
- External visitors/employer workshops
- Use of Careers software
- Work experience (Year 12)
- Experience of voluntary work/extra curricular activities
- Individual guidance
- Visits off site (eg Higher education conference)

In Key Stage 4 students receive 5 days of Enterprise education that encompasses personal finance; self-awareness and labour market awareness.

CEIAG is delivered in partnership with:

- Link Prospects personal advisers
- Employers
- External agencies including universities; training providers and further education establishments.
- Parents
- Students past and present.

The school provides opportunities for students to access a wider “Guidance Community” to enhance their knowledge and skill.

Staffing

All staff work as a team to support CEIAG through their various roles. For example:

- Input into Gifted and Talented programme
- Referrals to school's Careers' adviser
- Supporting with Behaviour/issue management
- Supporting students with SEND
- Helping students manage the transition between school and work/college/university.

Resources

Careers software is kept up to date. A programme of speakers is arranged for students to access at lunch times.

The school's Careers adviser is available every day in school.

Evaluation

The Careers Education; Information; Advice and Guidance programme will be evaluated annually. The success will be measured by monitoring the gathered information on destinations of students at the end of Y11 and also Y13 at the end of each year which has to be reported to the DfE. We expect all students to move onto another course of education or into employment which would give the school a level of 0% NEET. Discussions on how provision has operated during that year will involve:

- The school's Careers adviser
- Link Prospects personal advisers
- A member of the Senior Management team

Additional evidence will be collected from:

- Employers' opinion
- Student feedback.

The school will also have cognisance of the 'Matrix Standard' when completing the annual review of provision.

Outcomes of the review will aid the development of the programme and will be outlined in the School's Development Plan and the 12 month action plan for CEIAG.

It is proposed to adopt a recognised CEIAG Quality Award which will allow the school to assess how effective we are and indicate areas of development to bridge any gap in our provision. An outstanding CEIAG programme will:

- Provide and deliver effective career related learning and careers guidance.
- Ensure appropriate training and continuous professional development.
- Deliver a coherent careers education and work related curriculum.
- Provide impartial advice and guidance with equality of access for all.
- Work with external partners and agencies.
- Involve and support families and carers by informing them and engaging them in the process.

- Monitor; evaluate and develop the provision to ensure a quality programme which is reviewed regularly.
- Measure the impact of provision set targets and objectives and evaluate the outcomes.

Acronyms:

CEIAG Careers Education; Information; Advice and Guidance

ICT Information Communication Technology

STEPS Skills to Ensure Personal Success

NEET Not in Education; Employment or Training

UCAS University and College Admissions Service

SEND Special Educational Needs and Disabilities