



# **The Arnewood School**

11-19 Academy

**Working Together - Shaping Tomorrow**

**ARN/0013**

## **CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE POLICY**

## POLICIES AND PROCEDURES PROFORMA

<b>Subject and Version of Document:</b>	Careers Education, Information, Advice and Guidance (CEIAG) Policy
<b>Author:</b>	Mr M Colman, Head of Sixth Form and Mrs M Bennett, Careers Advisor
<b>Persons/Committees etc consulted whilst document in draft:</b>	Careers Advisor, Senior Leadership Team, Governing Body
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## CONTENTS

- 1.0 School Vision - **Intent**
- 2.0 Policy Scope
- 3.0 Objectives
- 4.0 School Responsibilities
- 5.0 Governor Responsibilities
- 6.0 Provider Access
- 7.0 Monitoring, Evaluation and Review - **Impact**

<u>Appendix 1</u>	Summary of the Gatsby Benchmarks
<u>Appendix 2</u>	Arnewood's Careers Charter - <b><u>Implementation</u></b>
<u>Appendix 3</u>	Arrangements for Provider Access

### **Linked Documents**

*'Careers Guidance and access for education and training providers. Statutory guidance for governing bodies, school leaders and school staff'. DFE, January 2018*

## CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE POLICY

### 1.0 School Vision – Intent –

*‘Outward looking, tolerant and understanding of their place in the wider world’*

- 1.1 The Arnewood School seeks to maximise the life chances of all of our students and so it is crucial to prepare them for life beyond school and college. The values and principals document make direct reference to developing:

*‘knowledge, skills and attributes that Arnewood School students need to lead successful and happy lives’*

- 1.2 The governing body have therefore adopted this policy in order to provide a clear commitment to and framework for Careers Education, Information, Advice and Guidance

### 2.0 Policy Scope

- 2.1 This policy covers Careers Education, Information, Advice and Guidance given to students in Key Stages Three, Four and Five.

- 2.2 The policy also applies to Year 11 and 13 students after they finish their examinations in June of their final year and before they start at their next place of education, employment or training. Though not necessarily in school regularly and attending lessons in July and August of Year 11 and year 13, the policy is still applicable.

- 2.3 The policy has been reviewed in line with the recently published DfE guidance document ‘Careers guidance and access for education and training providers – Statutory guidance for governing bodies, school leaders and school staff. (DfE, January 2018)

- 2.4 This policy accepts the 8 Gatsby Charitable Foundation’s benchmarks as set out in the DfE guidance. They can be seen in Appendix 1 of this policy

- 2.5 This policy covers the legal duty of schools to ensure that a range of education and training providers can access students in Year 7 to Year 13 for the purpose of informing them about approved technical education qualifications or apprenticeships.

- 2.6 This policy refers to events and opportunities in all Key Stages and these events will impact upon all students at the school.

- 2.7 All members of staff at The Arnewood School are expected to be aware of this policy and the importance of Careers Education, Information, Advice and Guidance (CEIAG) in the education of students; CEIAG is not the sole responsibility of the Careers Advisor.

- 2.8 It is important therefore that students leave school aware of themselves as individuals, aware of the opportunities available to them and able to make some decisions about their own life. They should be prepared for the transition from full time education to the world beyond. It is to these aspects of personal and social development that this policy will contribute.

### 3.0 Objectives:

- 3.1 The objectives of the Careers Education, Information, Advice and Guidance policy are as follows:

- 3.1.1 To ensure that all students at the school receive a stable careers programme  
3.1.2 To enable all students to learn from information provided by the career and labour market  
3.1.3 The CEIAG programme should be individual and address the needs of each student  
3.1.4 To link the curriculum learning to careers learning

- 3.1.5 To provide students with a series of encounters with employers and employees
- 3.1.6 To provide students with experiences of workplace(s)
- 3.1.7 To ensure that students have a series of encounters with further and higher education
- 3.1.8 To provide each student with the opportunity to receive personal guidance

#### **4.0 School Responsibilities**

- 4.1 The school has a series of statutory duties:
  - 4.1.1 All registered students at the school must receive independent careers advice in Years 7 to 11, with an opportunity to attend a further interview in the 6<sup>th</sup> form
  - 4.1.2 This careers advice must be represented in an impartial manner, showing no bias towards a particular institution, education or work option
  - 4.1.3 This advice must cover a range of education or training options
  - 4.1.4 This guidance must be in the best interests of the student
  - 4.1.5 There must be an opportunity for education and training providers to access students in Year 7 – Year 13 in order to inform them about approved technical qualifications or apprenticeships. Cf. Section 6 of this policy
  - 4.1.6 The school must have a clear policy setting out the manner in which providers will be given access to students. Cf. Section 6 and Appendix 3. This policy and these arrangements must be published
- 4.2 The school will base its careers provision around the Gatsby Benchmarks. A summary of these can be seen in Appendix 1, and they cross reference with the objectives of this policy cf. Section 3
- 4.3 The Arnewood School believes that good CEIAG connects learning to the future. It motivates young people by giving them a clearer idea of the routes to jobs and careers that they will find engaging and rewarding. Good CEIAG widens students' horizons, challenges stereotypes and raises aspirations. It provides students with the knowledge and skills necessary to make successful transitions to the next stage of their life. This supports social mobility by improving opportunities for all young people, especially those from disadvantaged backgrounds and those with special educational needs and disabilities.
- 4.4 The school will continuously monitor its CEIAG offer and seek further improvement. This will be done by the personnel involved in the design and delivery of the programme as well as by external stakeholders who assess the work of the school (School Improvement Partner and/or Ofsted)

#### **5.0 Governor Responsibilities**

- 5.1 The governing body will ensure that the School has a clear policy on Careers Education, Information and Guidance (CEIAG) and that this is clearly communicated to all stakeholders. They should ensure that this policy is:
  - 5.1.1 based on the eight Gatsby Benchmarks
  - 5.1.2 meeting the school's legal requirements
- 5.2 The governing body will ensure that arrangements are in place to allow a range of educational and training providers to access students in Years 7 – 13.
- 5.3 There will be a member of the governing body who takes a strategic interest in CEIAG and encourages employer engagement

## **6.0 Provider Access**

- 6.1 Introduction - This section of the policy sets out the school's arrangements for managing the access of providers to students at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.
- 6.2 All students in years 7-13 are entitled:
  - 6.2.1 to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
  - 6.2.2 to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
  - 6.2.3 to understand how to make applications for the full range of academic and technical courses.
- 6.3 Appendix 3 shows the way in which education and training providers should get in touch with the school in order to gain access to students and/or parents to inform them about further opportunities
- 6.4 The school will then work with providers in order to identify the most effective opportunity for them to share information about education and training opportunities

## **7.0 Monitoring, Evaluation and Review**

- 7.1 The Headteacher will ensure that:
  - 7.1.1 the work of the Careers Lead, Careers Adviser and CEIAG events are supported and monitored
  - 7.1.2 a member of the Senior Leadership Team has an overview of CEIAG work and reports regularly back to the team
- 7.2 The effectiveness of this policy will be measured in a variety of ways:
  - 7.2.1 Feedback from stakeholders through mechanisms such as the Kirkland Rowell student and parent survey;
  - 7.2.2 Feedback from external visitors to the school such as the School Improvement Partner (SIP) or Ofsted;
  - 7.2.2 the number of students who are NEET in October having left the school in the previous summer. This figure can be compared to national figures as well as against the equivalent figure from similar schools both nationally and within the county.
- 7.3 The Governors of The Arnewood School will review this policy every three years.

## APPENDIX 1 - The Gatsby Benchmarks

### 1. A stable careers programme

<p>Every school and college should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers.</p>	<ul style="list-style-type: none"><li>• Every school should have a stable, structured careers programme that has the explicit backing of the senior leadership team, and has an identified and appropriately trained person responsible for it.</li><li>• The careers programme should be published on the school's website in a way that enables students, parents, teachers and employers to access and understand it.</li><li>• The programme should be regularly evaluated with feedback from students, parents, teachers and employers as part of the evaluation process.</li></ul>
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### 2. Learning from career and labour market information

<p>Every student, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.</p>	<ul style="list-style-type: none"><li>• By the age of 14, all students should have accessed and used information about career paths and the labour market to inform their own decisions on study options.</li><li>• Parents should be encouraged to access and use information about labour markets and future study options to inform their support to their children.</li></ul>
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### 3. Addressing the needs of each student

<p>Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. A school's careers programme should embed equality and diversity considerations throughout</p>	<ul style="list-style-type: none"><li>• A school's careers programme should actively seek to challenge stereotypical thinking and raise aspirations.</li><li>• Schools should keep systematic records of the individual advice given to each student, and subsequent agreed decisions.</li><li>• All students should have access to these records to support their career development.</li><li>• Schools should collect and maintain accurate data for each student on their education, training or employment destinations.</li></ul>
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### 4. Linking curriculum learning to careers

<p>All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.</p>	<ul style="list-style-type: none"><li>• By the age of 14, every student should have had the opportunity to learn how the different STEM subjects help people to gain entry to, and be more effective workers within, a wide range of careers.</li></ul>
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### 5. Encounters with employers and employees

<p>Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.</p>	<ul style="list-style-type: none"><li>• Every year, from the age of 11, students should participate in at least one meaningful encounter* with an employer.</li></ul> <p>*A 'meaningful encounter' is one in which the student has an opportunity to learn about what work is like or what it takes to be successful in the workplace.</p>
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## 6. Experiences of workplaces

<p>Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.</p>	<ul style="list-style-type: none"><li>• By the age of 16, every student should have had at least one experience of a workplace, additional to any part-time jobs they may have.</li><li>• By the age of 18, every student should have had one further such experience, additional to any part-time jobs they may have.</li></ul>
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## 7. Encounters with further and higher education

<p>All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.</p>	<ul style="list-style-type: none"><li>• By the age of 16, every student should have had a meaningful encounter* with providers of the full range of learning opportunities, including Sixth Forms, colleges, universities and apprenticeship providers. This should include the opportunity to meet both staff and students.</li><li>• By the age of 18, all students who are considering applying for university should have had at least two visits to universities to meet staff and students.</li></ul> <p>*A 'meaningful encounter' is one in which the student has an opportunity to explore what it is like to learn in that environment.</p>
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## 8. Personal guidance

<p>Every student should have opportunities for guidance interviews with a career adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made.</p>	<ul style="list-style-type: none"><li>• Every student should have at least one such interview by the age of 16, and the opportunity for a further interview by the age of 18</li></ul>
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## APPENDIX 2 - THE ARNEWOOD SCHOOL CHARTER

### Implementation

#### KS3

##### Year 7:

Focus:	Gatsby Benchmark
Houses of Parliament visit for G&T. (Social Responsibility raising aspiration)	4,5
Careers week	4,5,6
Assemblies	4,5,6

##### Year 8:

Focus:	Gatsby Benchmark
Work Shadow Day	6
Year 8 options programme for KS 4	3,4,7
Assembly/Tutor mentoring	3,4,6,7
Kudos National Careers website introduced to students	4,8
Employability skills programme – Young enterprise	5
Life skills programme	5
Careers Week	4,5,6
Scholars programme/Brilliant club (Reading University/Post Graduates on site and visit) (targeted at Most able PP students)	5,7
Careers appointment with designated Careers advisor	3,8

##### Year 9:

Focus:	Gatsby Benchmark
Assemblies/Tutor Mentoring	3,4,6,7
Careers week	4,5,6
Kudos National Careers website	4,8
Careers appointment with designated Careers advisor	3,8

**Year 10:**

<b>Focus:</b>	<b>Gatsby Benchmark</b>
Work experience	5,6
Assemblies/Tutor Mentoring	3,4,6,7
Russell group university presentation	2,7
Oxbridge days for the Gifted and talented	3,4,7
Life Skills programme	5
Careers appointment with designated Careers advisor	3,8

**Year 11:**

<b>Focus:</b>	<b>Gatsby Benchmark</b>
Assemblies – Transition information Apprenticeships/University/Post 16-choices	3,4,6,7
Careers Event – Workshops for post – 16 decision making	5,7
Mentoring with senior leads regarding post 16 decision making	3,4,8
Life skills programme	5
Destination information sought and recorded	2
Liaise with Hampshire RE – destination and compare records	2
Destination assembly – Having a plan B	3,4,7
Completing Record of Achievement	3,4,7
National Citizenship Service - Assembly	5

**Year 12 & 13:**

<b>Focus:</b>	<b>Gatsby Benchmark</b>
Signposting Apprenticeships/University/Facebook/twitter/Tutor/notice boards	3,4,7
Interview skills day	5,3
Life Skills, Tutorial Package	3,5,7
Work Experience	6
Progress Journals	3,7

Careers Fair and list of work shops	3,5,7
Employability skills website	3,5
Employability Skills programme – Young Enterprise	3,5
UCAS Fair	3,4
Careers Week	4,5,6
Assemblies	3,4,6,7

## **APPENDIX 3 - APPLICATION FOR PROVIDER ACCESS**

### **Introduction**

This document sets out the school's arrangements for managing the access of providers to students at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

### **Student entitlement**

All students in years 7-13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

### **Management of provider access requests**

#### **Procedure**

A provider wishing to request access should contact Mr Mark Colman – Head of Sixth Form and Careers Leader.

Telephone: 01425 625400

Email: [m.colman@arnewood.hants.sch.uk](mailto:m.colman@arnewood.hants.sch.uk)

### **Opportunities for access**

The school offers a comprehensive Careers Education, Information, Advice and Guidance programme and an overview of this programme can be seen in the School's Careers Charter which can be seen on the school website.

The school will make a suitable space available for discussions between the provider and students, as appropriate to the activity. The school will also make available ICT and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Lead or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Adviser so that they can be displayed in the Careers Section of the school library