

Careers Education, Information, Advice and Guidance (CEIAG) and Employability Learning Policy

Introduction

Through a planned programme of activities, Careers Education, Information, Advice and Guidance (CEIAG) and Employability skills, The Royal Wolverhampton School seeks to help all students take their place as suitably qualified and responsible adults within society. The focus is upon career and option choice, raising the aspirations and achievement of individual students and equipping them with skills, attitudes, knowledge and understanding as a foundation for managing their lifelong career and learning.

The school has a commitment to:

- Providing a planned programme of activities to which all students from Years 7 – 13 are entitled which will help them to plan and manage their careers
- Providing IAG which is impartial, unbiased and is based on their needs
- Ensuring that the CEIAG and Employability programme follows local, regional and national frameworks for good practice and other relevant guidance, such as: Section 19 Education Act (2011), The Technical and Further Education Act (January 2017), Careers strategy: making the most of everyone's skills and talents (December 2017), Careers guidance and access for education and training providers: Statutory guidance for governing bodies, school leaders and school staff (January 2018); as well as guidelines from Ofsted, the Career Development Institute and Gatsby benchmark for good career guidance.

Links with other policies

The policy for CEIAG supports and is itself underpinned by a range of key school policies especially those for teaching and learning, assessment, more able learners and SEND.

Entitlement

Students are entitled to CEIAG which meets professional standards of practice and is both personalised and impartial. It is integrated into students' experience of the whole curriculum and based on a partnership with students and their parents or carers. The programme is structured to deliver explicit learning outcomes, raise aspirations, challenge stereotyping and promote equality and diversity.

The careers programme is designed to meet the needs of the students at The Royal Wolverhampton School to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. The primary aims of the Careers Education and Guidance programme are to:

- Help young people develop an understanding of their own and others' strengths, limitations, abilities, potential, personal qualities, needs, attitudes and values.

- Help young people investigate opportunities for further learning and employment, make decisions and manage transitions across key stages.
- Ensure that, wherever possible, all young people leave the school with employment, further education or training.

CEIAG at The Royal Wolverhampton School aims to provide students with the skills, knowledge and understanding to support the 3 core aims of the CDI framework for careers, employability and enterprise education:

- Developing yourself through careers, employability and enterprise education
- Learning about careers and the world of work.
- Developing your career management and employability skills.

The CEIAG programme provides pupils with a wide range of experiences to help them progress effectively through their education and on to successful careers. The intended career learning outcomes for students are based on the National Framework. Assessment

Implementation: Management

The responsibility of the Assistant Principal (careers leader) is to plan, co-ordinate and evaluate the careers programme. They also coordinate work experience for pupils. Subject leaders, Heads of House, PSHE coordinator and Form Tutors are consulted to ensure appropriate coverage of careers themes in the PSHE programme, tutor time activities and in applied subjects across the school.

Implementation: Staffing

All staff contribute to CEIAG through their roles as tutors and subject teachers. The PSHE team at Key Stage 3, 4 and 5, delivers specialist sessions. Heads of House and the PSHE coordinator liaise with the Careers Leader to address needs of all students, including support from teachers and external agencies, such as the independent Careers Advisor. Careers information is available in the Careers office and on the schools website.

Implementation: The CEIAG Programme

The careers programme includes careers education sessions, careers lessons (within the school's PSHE programme), career guidance activities (workshops, group work and individual interviews), information and research activities, employability learning (including 1 week of work experience in key stages 4 and 5). Other focused events, e.g. a higher education fair, apprenticeship fair and UCAS convention are available in key stage 5. In key stage 4 pupils will have an opportunity to take part in an apprenticeship and alternative education convention.

Throughout the school year there will be opportunities for pupils to experience employment encounters through employer led assemblies, drop in lunch meetings, careers fair and future steps events. The careers fair and future steps event will allow pupils to discuss alternative education provision as well.

All students in year 7 will receive independent careers advice as part of a small group. As pupils progress through the school there will be opportunities to discuss future plans and employment through a careers interview with our independent Careers Advisor. The Careers Advisor is central to providing guidance to students on routes beyond school and those students who are unsure of their destination after Year 11 are given further support in groups or as individuals to provide the best possible guidance.

The Careers Advisor also provides an important contribution to the planning, design and delivery of all aspects of our careers education, including careers fair and future steps event, allowing for current labour market intelligence to inform these processes. Year 11, 12 and 13 pupils at risk of not being in education, employment or training post-16 and post-18 are identified and have additional meetings with the Careers Advisor and Connexions, after which appropriate interventions are agreed and implemented. The support is arranged by the relevant Head of House and implemented well before any student at this risk is due to leave the school.

Careers Education helps young people to develop the knowledge and skills they need to make successful choices, manage transition between key stages and between education and the world of work.

Staff Development

Staff training is identified by a needs analysis and planned for in the SIP.

External Partnerships

Firm links have been established with the Business and Enterprise Company and a range of employers, particularly through the provision of work placements within applied courses; some KS4 and many KS5 pupils undertake work placements, integral to their courses. Employers visit the school to run work-related activities with pupils and to speak to pupils about a range of employment sectors. Any education, training providers and employers wishing to visit the school should contact the careers leader. Once all safeguarding and DBS checks are performed, external visitors are welcome to talk to the students at the Royal Wolverhampton School. This could be in the form of an assembly, careers fair or a futures event. With external visitors having access to the chapel, theatre, classrooms or any other suitable space for their event.

There have been recent developments with employers offering apprenticeships and information is shared with pupils about available apprenticeships via external speakers and the Careers Advisor. In addition, employers offering apprenticeships visit the school to facilitate work-related learning and speak to pupils about opportunities within their companies and sectors.

Strong links also exist with Universities and Further Education colleges, who often come into school to speak with pupils. Any provider wishing to request access should contact the Careers Leader in the first instance.

Resources

Funding is allocated in the annual budget-planning round in the context of whole-school priorities and particular needs in the CEIAG area. The Assistant Principal with oversight of CEIAG is responsible for the effective deployment of resources.

Monitoring, review, evaluation and development of CEG.

Our partnerships are reviewed regularly. The following provision is reviewed by the Careers Leader.

- Lesson and tutor observations within PSHE/ SMSC lessons as part of School Self Evaluation
 - Developmental activity is identified annually in the SIP.
 - Feedback on the effectiveness of the CEIAG programme is sought through student focus groups, parent council groups and questionnaires. Resulting action points then feed into the following years' planning process to ensure they are addressed.
 - Review of the school's adherence to the Gatsby Benchmarks through Compass, an online self-evaluation tool for schools.

Principal

Careers Leader

Policy Reviewed December 2019

Next review date December 2020

Appendix 1

Employability Learning and Careers Education, Information and Guidance Statement of Entitlement

As a pupil at the Royal Wolverhampton School, you are entitled to receive a programme of work related and career related learning, careers information and impartial advice and guidance, designed to help you to recognise and develop your skills and abilities, know what opportunities are available in the world of work and to make plans to help you achieve your education and career goals.

At all Key Stages you can expect ...

- access to a planned programme relevant to your year group
- access to a qualified impartial and independent careers adviser for personalised advice and guidance
- help to recognise your likes, dislikes, influences, strengths and preferences in relation to career decisions
- information about the world of work and how the labour market is changing
- information about further and higher education, training and apprenticeships and employment routes

- to take part in activities which challenge stereotyping and raise your aspirations
- to develop skills and qualities to improve your employability
- to develop enterprise skills
- to be well prepared for different transitions
- help to develop financial capability skills
- to develop and strengthen your personal presentation skills for selection processes
- sign posting to relevant up-to-date and impartial sources of careers information and advice Also, not to have limitations imposed on your aspirations based upon your social, economic or ethnic background.

ALL STUDENTS WILL:

By the end of Key Stage 3:

- Begin to develop an awareness of your individual skills, strengths and preferred learning styles in relation to post 16 pathways and future career goals.
- Be able to access careers resources via the School Website.
- Receive careers information and on-going support from staff such as your Tutor.
- Take part in the Year 8 Choices event where you can access information about different curriculum areas and the implications of studying specific subjects in Key Stage 4.
- Have been given the opportunity to have a meeting with a qualified, independent and impartial careers guidance advisor.
- Experience careers education, focused on your development, labour market awareness, educational pathways and employability skills, as part of a Spiritual, Moral, Social and Cultural education programme, through tutor time and employer encounters.
- Be offered at least one individual appointment with a qualified, independent, impartial careers advisor
- Devise an action plan towards your career goals
- Have taken part in an enterprise activity
- Have listened to talks on different careers
- Have been given the opportunity to speak to representatives from various sectors of the world of work
- Have developed financial capability skills
- Have produced and reviewed a Curriculum Vitae
- Have written a formal letter, e.g. covering letter

- Been given impartial advice and guidance on post-16 education, employment and training and apprenticeship options
- Develop presentation and interview skills
- Be able to access careers information and resources via the Library and the Careers Departmental Website
- Be offered the opportunity to take part in taster days/ sessions
- Have visited or spoken to representatives of further or higher education institutions, such as universities, colleges or apprenticeships
- Be given the opportunity to take part in work experience by the end of Key Stage 5:
- Be offered at least one individual appointment with a qualified, independent, impartial careers advisor
- Participate in an enrichment and tutorial programme focused on your personal development
- Develop independent research skills
- Have had the opportunity to meet university representatives
- Have had the opportunity to meet apprenticeship providers
- Have been given the opportunity to volunteer or take part in work experience
- Understand the UCAS process and be able to research different universities and courses using online resources
- Have information and support with financial planning for university, work and training
- Write a personal statement for a UCAS or job application
- Have been mentored through the university application process or supported with job or training applications
- Have access to information on how to apply for internships, sponsorships or Gap Year placements • Be given the opportunity to take part in enterprise and challenge activities