



The Cowplain School

Work hard. Enjoy learning. Achieve highly.

Careers Education, Information, Advice and Guidance (CEIAG) Policy including Provider Access Statement

Adopted: Autumn 2018

Review Date: Summer 2021

This policy is communicated to:

- Governors
- Staff
- Students in Reflection Time and Careers events
- Parents through the school website and Insight

The Cowplain School is committed to our duty to provide CEIAG to students in Years 8 to 11 and ensure that all students have access to impartial and inspirational careers information, advice and guidance in accordance with the 1997 Act, 2003 Regulations, 2008 Act, April 2014 Statutory Guidance and January 2018 Statutory Guidance.

This policy is based on the new statutory guidance for governing bodies, school leaders and school staff published by the DfE in January 2018, and the non statutory guidance *Careers Guidance and Inspiration in School*. National Careers Council advice is also used to ensure the school's provision for Careers Education, Information, Advice and Guidance (CEIAG) will meet or exceed national standards and recommendations.

Ethos

We recognise that effective careers guidance contributes to raising aspirations, improving motivation and overcoming barriers to success.

The careers programme at The Cowplain School is committed to delivering high quality CEIAG by ensuring students make effective and informed decisions about their future through greater self-awareness, career exploration, supported and independent career management, work related learning and the development of

employability skills. A vital part of this is contact with employers, apprenticeship providers, training advisors, colleges and universities.

For the purpose of this policy the following definitions have been used:

Information

Information is data on opportunities conveyed through different media, both mediated and unmediated including face-to-face contact (individual, group, class etc.), written or printed matter, telephone help lines, ICT software, websites etc. Information is also data relating to the individual student – their academic and non-academic achievements, potential and aspirations.

Advice

Advice involves helping a young person to understand and interpret information as well as providing information and answers to questions and clarify misunderstandings; to assist them to understand their circumstances, their abilities and targets; and advise them on their options or how to go about a given course of action; to identify needs and to signpost and refer young people who may need more in depth guidance and support. Independent, impartial advisory work is usually provided on a 1:1 basis but may also be provided in small or class groups.

Guidance

Guidance aims to support young people to better understand themselves and their needs; to confront barriers to understanding, learning and progression; to resolve issues and conflicts and to support them to develop new perspectives and solutions to problems and be able to better manage their lives and achieve their potential. Guidance may also involve advocacy on behalf of some young people and referral for specialist guidance and support. This involves more in-depth 1:1 work conducted by staff trained and competent in guidance work. Guidance usually involves the exploration of young people's circumstances; their ideas, values, needs and beliefs in relation to opportunities or issues that may confront or confuse them.

Aims

The school aims to prepare all students for their futures by providing independent information, advice and guidance, thus ensuring successful progression to Further and/or Higher Education, training, apprenticeships and work. Our model for CEIAG is based on the Gatsby objectives and the Association for Careers Education and Guidance (ACEG) Framework for Careers and Work-Related Education. These objectives underpin the quality of our provision in school.

Our Aims

This Careers Education, Information, Advice and Guidance (CEIAG) Policy aims to:

- develop student knowledge, confidence and skills to transition into future education, training, apprenticeship or employment and to fulfil their career ambitions
- develop student self-awareness; a greater understanding of their strengths, current limitations, personal qualities, interests and values

- develop skills and professional ethics to meet the demands of a changing work environment
- encourage and support career exploration and research through both enrichment and curriculum-based classroom/group work activities, 1:1 guidance interviews, interactive careers media and online tools, access to a careers information library and resources
- develop the careers education we offer by working with parents, employers, business partners, visiting speakers and holding work related activities delivered by representatives from industry
- challenge stereotypes and broaden aspirations in relation to career choices
- provide work related learning and increased exposure to a range of life-long learning and career opportunities in order to enable students to make effective decisions about their future.

Roles and Responsibilities

Headteacher

Mr I Gates, Headteacher, will ensure that adequate provision is made within the school budget for the provision of CEIAG.

Careers Leader

Mr N Brockhurst, Deputy Headteacher, has been appointed as Careers Leader to lead CEIAG and will ensure correct procedures are followed and that all students, parents or professionals involved in the programme fully understand the school's role and the strategies to be implemented.

The Careers Leader will ensure the school has an appropriate policy for CEIAG and a statement of Provider Access, both of which will be available on the school website. The Careers Leader will conduct an annual audit of careers provision and ensure the school works towards the Gatsby Benchmarks, in accordance with the DfE. The Careers Leader will develop and co-ordinate a programme of CEIAG and work related learning across the school and will manage the Careers Advisor, facilitating impartial careers guidance interviews and interventions for students.

Careers Advisor

The school provides access to an appropriately qualified Careers Advisor through a Service Level Agreement with Hampshire Futures, Hampshire County Council. The Careers Advisor is based in a confidential Careers Office with up-to-date careers information and internet access to web based resources including eClips and Fast Tomato. The Careers Advisor will work with individual students, as well as groups of students where relevant, to ensure smooth transition throughout the key stages, to raise aspirations and to signpost further support services around information, advice and guidance where appropriate. Mrs Debbie Dean is available in school two days per week, holds a drop-in session after school and also attends Year 11 Parents' Evenings.

All Teaching Staff

Every tutor and teacher may, as part of learning time, deliver CEIAG. There is also an expectation that CEIAG is woven through all curriculum areas. Many aspects will also be delivered in Reflection Time and through school Advanced Learning Days and events. Therefore all teachers and tutors are responsible for signposting students to further information, advice and guidance.

Link Governor

The school has appointed a lead governor for CEIAG who is responsible for familiarising the school's governing body with the CEIAG Policy and ensuring that school staff follow statutory guidelines. The link governor would also be expected to ensure sufficient time and resources are allocated to CEIAG to fulfil the policy.

Provision

The Cowplain School is committed to providing an effective careers education programme to prepare students for the next steps in their education, training or employment. The school is committed to ensuring that students gain stimulating and inspiring information about a wide range of career pathways directly from employers. All aspects of provision actively avoid stereotyping and each year the programme will develop to ensure students are inspired to aim high and enter the full range of professions and careers.

Equalities

The Cowplain School consciously works to prevent all forms of stereotyping in the advice and guidance provided, to ensure that boys and girls from all backgrounds, abilities and diversity groups consider the widest possible range of careers, including those that are often portrayed as primarily for one or other of the sexes.

The Careers Leader will ensure that disadvantaged students and those with Special Educational Needs and Disabilities have early careers interviews, tailored to their needs to ensure sufficient planning and transition for their next step, to maximise post-16 destinations and prevent students becoming NEET (Not in Education, Employment or Training).

Careers Education

Careers education is embedded in the curriculum within Reflection Time, and in enrichment activities such as the Advanced Learning Day. This is also achieved through engagement in STEM activities and other education schemes and through employer visits and Careers Fairs. All curriculum areas provide careers information and education and industry-related knowledge to help students think about the skills that can be applied in different jobs. A regular audit of provision will track coverage of CEIAG across the curriculum.

Careers Information

The Cowplain School is committed to ensuring students gain sufficient information to consider a wide breadth of career possibilities and support decision making. The school provides comprehensive careers information and education and access to careers software and websites. The school will provide a dedicated Careers section in the school Library, as well as online packages and careers websites for students to use. Resources available will be differentiated to suit individuals and groups according to their needs and requirements.

All post-16, and 14+ providers are actively encouraged to attend careers events including UTC representatives to ensure a fair coverage of all available routes and qualifications.

Work Related Learning

The Cowplain School is committed to ensuring that vocational training and apprenticeships are promoted effectively through all aspects of CEIAG provision. The school is committed to providing work related learning opportunities to provide students with first-hand knowledge of the world of work. A range of opportunities will be provided to expose students to real work situations and enable them to develop a wide range of skills, sector based knowledge and attitudes required in the labour market including work experience, Advanced Learning Days, STEM activities, college and university Taster Days and extended assemblies.

Monitoring, Reviewing and Evaluation

Self-evaluation of the CEIAG programme and provision will be undertaken annually. All evidence will be used to support the school's progress towards meeting the Gatsby Benchmarks.

This will include:

- monitoring and evaluation of destinations data used to identify improvements needed in CEIAG provision, as well as student attainment and progression into Further/Higher education, training and employment
- ensuring the budget provided for both careers and work experience is audited and monitored
- analysing the number, quality and impact of careers interviews through data, destinations data, observations and evaluating action plans
- seeking feedback using feedback forms, online questionnaires, evaluation forms and email. Careers provision and guidance is evaluated based on feedback from students, parents and teachers and developed accordingly
- recording progress towards Gatsby Benchmarks, these should be fully implemented by the end of 2020.

Provider Access Statement

This statement sets out the school's arrangements for managing the access of providers to students at the school for the purposes of sharing 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.

All students in Years 8 to 11 are entitled to:

- find out about technical education qualifications and apprenticeship opportunities as part of a careers programme which provides information on the full range of education and training options available at each transition point
- 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
- understand how to make applications for the full range of academic and technical courses.

Management of Provider Access Requests

Our provision includes a number of events, integrated into the CEIAG programme, to enable students to access a range of providers; these are mainly delivered internally with contributions from external providers as appropriate, and may include some or all of the following:

	Autumn term	Spring Term	Summer Term
Year 7	University assembly Careers Day inc profiling	University taster days	
Year 8	University assembly	University taster days KS4 options evening	Careers Day inc STEM roadshow
Year 9	University assembly	University taster day Careers Day inc fair	
Year 10	University assembly University taster day	Work experience Careers Day – inc CVs	College taster days University summer school
Year 11	Mock interview day Apprenticeship and UTC assembly & pop-up College assembly NCS assembly University assembly University taster day Parents' evening	Apprenticeship fair University workshop NCS assembly & pop-up	

Providers are invited to relevant and/or key events. Any external providers wishing to request access should contact Larissa Rogers by email at larissa.rogers@cowplainschool.co.uk or telephone 023 9261 2020 to identify the most suitable access opportunity.

Our Child Protection and Safeguarding Policy sets out the school's approach to allowing providers into school as visitors to talk to our students.

Premises and Facilities

Once access has been agreed, the school will provide appropriate rooming for the activity along with any equipment requested, if available. Rooming and resources should be discussed and agreed in advance with Larissa Rogers.

Providers are welcome to supply copies of their prospectus or other course literature for the Careers Office and/or the Careers section in the Library.

Other Relevant Policies

This Policy and Statement should be used with reference to one or more of the following documents:

- Child Protection and Safeguarding Policy

Date reviewed and approved:		Reviewed by:		Next Review:	
Summary of changes made:					