

# Harlington Upper School



## Careers Education, Information, Advice and Guidance (CEIAG)

Policy No: HUS060

Edition 2: September 2016

Approved By: Governing Body (1)

Document Control		
Edition	Issued	Changes from previous
1	22/09/16	<ul style="list-style-type: none"><li>New Policy</li></ul>
2	03/07/2017	<ul style="list-style-type: none"><li>Internal review only – minor amendments to reflect change from House to Year pastoral system.</li></ul>

Policies/Documents referred to in this policy	Post holders/Persons named in this policy
DfE Careers guidance and inspiration in schools (March 2015)	

Review Frequency: Every 2 Years

Review Date: September 2018

### Rationale:

Careers Education, Information, Advice and Guidance (CEIAG) programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. The school will provide a planned progressive programme of activities supporting students in choosing 14 – 19 pathways that suit their interests and abilities, helping them to follow a career path and sustain employability throughout their working lives.

### Aims and Commitment:

Harlington Upper School and Sixth Form is committed to providing our students with a programme of professional and impartial careers education, information, advice and guidance (IAG) for all students in years 9 – 13.

### Aims:

Harlington Upper School and Sixth Form's CEIAG Policy aims to:

- Fulfil statutory requirements in the delivery of CEIAG.
- Provide high quality comprehensive and impartial advice and guidance.
- Develop student understanding of the world of work.
- Support inclusion, challenge stereotyping and promote equality of opportunity within career pathways and choices.
- Encourage participation in continued learning including higher and further education.
- Develop enterprise and employment skills.
- Support successful transition to the next stage of education or training and help students choose routes that are appropriate to their needs.
- Raise aspirations and increase motivation.
- Contribute to the economic prosperity of individuals and communities.
- Meet the needs of all our students through appropriate differentiation.
- Focus students on their future aspirations.
- Involve parents and carers.

### **Statement of entitlement:**

As a student of Harlington Upper School and Sixth Form you are entitled to receive a programme of careers education, information, advice and guidance.

Your CEIAG programme will help you to:

- Understand yourself, your interests, likes and dislikes, what you are good at and how this affects the choices you make.
- Find out about different courses, what qualifications you might need and what opportunities there might be.
- Develop the skills you may need for working life.
- Make realistic, but ambitious, choices about courses and jobs.
- Develop a plan of action for the future.
- Understand the different routes after Year 11 including training, further and higher education and jobs.
- Be able to make effective applications for jobs, training and further/ higher education.
- Develop your interview skills.
- Improve your confidence.

You will receive:

- Careers based lessons.
- Access to the careers library – information is available in books, leaflets and online.
- Access to face to face guidance with qualified Careers Advisors.
- Opportunity to organise and undertake Work Related Learning.

You can expect to be:

- Treated equally.
- Given careers information and advice that is up to date and impartial.
- Treated with respect by visitors to the school who are part of the careers programme.
- Given extra help if you have special needs.

Appendix 1:

## **Delivery of CEIAG at Harlington Upper School**

### Management:

The Careers Team comprises of two qualified and experienced Careers Advisors and is managed by an Assistant Head Teacher who is accountable to the Headteacher.

### Student Entitlement:

Careers Education Information and Guidance is an important component of the 14-19 Curriculum. At Harlington Upper School and Sixth Form we fully support the statutory requirement for a programme of careers education in Years 9 – 13.

### Implementation of Careers Education:

Careers Education is delivered through a variety of methods from face to face meetings, assemblies, targeted workshops, form time, Personal Development curriculum and Sixth Form studies.

## **Implementation of Careers Guidance**

Careers lessons:

- Careers based lessons will be delivered during Personal Development lessons for Year 9, 10 and 11 students.
- Sixth Form studies will be used to deliver careers based lessons for Year 12 and 13 students.

Face to face guidance:

- Opportunity to arrange and meet qualified Careers Advisors for impartial advice and guidance during school hours.
- Students can either self-refer, ask their form tutor or year office for referral.

Careers library:

- A wide range of materials.
- Open throughout the school day.
- Situated in the main library.

Extra support where appropriate:

- Students in Year 9, 10 and 11 are targeted for extra help by SENDco, Head of Year, form tutor or subject teachers within the school.

Post 16 Option Day:

- Post 16 Option Day for all Year 11 students is arranged in school to compliment other Open Events run by local colleges.

Careers Fair:

- A biennial careers fair is organised and hosted at the school with a wide range of local and national companies invited in. Students and parents of all year groups and from local feeder schools are invited to visit.

National apprenticeship week:

- The school fully supports National Apprenticeship Week and organises and hosts a wide variety of local and national organisations and employers during the week. All students have access to these providers during lunch times.

Apprenticeships:

- Apprenticeship availability is provided by a live RSS feed on the school website.

ICT: A range of software products are available for students to use. These include but are not limited to:

- National Careers Service
- National Apprentice Service
- Prospects
- I Could
- UCAS

Notice Boards:

- A wide range of information is shared with students through the use of notice boards around the school.

Social Media:

- Twitter account @huscareers for whole school opportunities/ hints and tips.

Work Experience:

- Year 10 students will have an opportunity to arrange Work Experience when it is appropriate for them during their school holidays.

Work Related Learning:

- A targeted group of Year 10 students will be offered a Work Related Learning package which will include work experience in the summer term of Year 10.

Careers and Enterprise:

- The school is working with The Careers & Enterprise Company (SEMLEP) to develop and put in place its Careers and Enterprise programme.
- An identified group of Year 11 students attend The National Skills Show or similar local event.

Parents and Carers:

Parental involvement is encouraged at all stages. Online resources have been specifically chosen to help parents become more involved. All online resources are easily accessed through the links on the school website, and parents/ carers are kept up to date with careers related information through letters, newsletters and at key parent evenings.

Equality and Diversity:

Careers Education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

Resources:

Funding is allocated in the annual budget. The Assistant Headteacher is responsible for the effective deployment of resources.

Staff Development:

Staff training needs are identified as part of the School Appraisal Process.

Monitoring, Review and Evaluation:

Careers Education is monitored and evaluated annually by the Assistant Headteacher with support from the Careers team through discussion with key staff and students, and based on current good practice guidelines by DfE, Ofsted, CDI Framework (of which the school is an affiliate member) and the Gatsby report.

For further information and guidance please refer to 'Careers guidance and inspiration in schools'

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/440795/Careers\\_Guidance\\_Schools\\_Guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/440795/Careers_Guidance_Schools_Guidance.pdf)