



The Grange School Careers Education Advice and Guidance Policy

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Introduction

The following policy has been developed to underpin and support The Grange's CEIAG Plan in response to the DfE statutory guidance 'Careers guidance and access for education and training providers' January 2018.

The aim of this policy is to ensure that standards and resources are well defined and in place. In turn, this will provide a secure platform from which outstanding CEIAG is delivered to all students.

We are committed to meeting national and local expectations in relation to careers by:

- Securing independent and impartial careers guidance for students in Year 9 – Year 13 as required by the 2011 Education Act. In implementing this duty, we will pay particular regard to the Gatsby Benchmark regarding personal guidance and Ofsted's inspection criteria for evaluating careers provision in schools (September 2015).
- Fulfilling our duties under the Equality Act 2010 to promote equality of opportunity, foster good relations across all people, eliminate harassment and discriminatory practices and support children with protected characteristics.
- Committing to gaining a nationally recognised careers Quality Award, to demonstrate excellence in CEIAG which is a recommendation of the statutory guidance.
- Ensure the Grange School's CEIAG is supported by the Bucks Skills Hub and utilises their support through focus on employer engagement, relevant labour market information and provision.

The policy for CEIAG supports and is itself underpinned by a range of key priorities and



best practice, including the eight Gatsby benchmarks which were devised from their international careers survey 2014 as what good, quality, impartial CEIAG should look like.

The eight Gatsby benchmarks are:

- 1. A stable careers programme**
- 2. Learning from career and labour market information**
- 3. Addressing the needs of each pupil**
- 4. Linking curriculum learning to careers**
- 5. Encounters with employers and employees**
- 6. Experiences of workplaces**
- 7. Encounters with further and higher education**
- 8. Personal guidance**

The school's planned CEIAG provision reflects the CDI Framework for Careers, Employability and Enterprise Education, as well as the National Curriculum programme of study for PSHE and citizenship.

2. Rationale

Careers Education, Information, Advice and Guidance across the Grange School should provide a foundation for students to move not only in to further education, vocational training or employment, but to the next stage of their development as citizens. We wish our students to move onto their 'Next Steps' having developed the key employability and enterprise skills which are highly valued by employers, colleges and universities.

By working with key stakeholders our aim is for every child to fulfil their potential and be inspired to achieve a successful future, develop high aspirations and be ambitious. It is with this objective that our CEIAG policy has been developed.

We are committed to providing a planned programme of high quality Careers Education, Information, Advice and Guidance (CEIAG) to all students and recognise the important role that careers education / work-related learning plays in:

- preparing and supporting young people to sustain employability and achieve personal and economic wellbeing throughout their lives
- empowering young people to plan and manage their own futures
- contributing to strategies for raising achievement, especially by increasing motivation
- raising aspirations and inspiring young people to achieve their full potential
- developing core competencies and employability skills. We have developed our own Grange Enterprise and Learning Skills (GELS), which underpin our approach to learning. These are; Communication, Creativity, Self Management, Leadership, Reflectiveness, Can-Do attitude, Team working and Independence.
- promoting equality, diversity, social mobility and challenging stereotypes



Aims & Objectives

Our key aim is to support all students to achieve their personal best and to fully prepare all of our students for life after school.

The Grange School seeks to provide a planned programme of CEIAG for students in partnership with The Bucks Skills Hub, training and HE providers, businesses, parents, alumni and other external agencies.

The school's ambition is to ensure that all students leave equipped with the relevant skills and knowledge required to successfully support their entry to the next stage of their development. To this end, our CEIAG programme has three main aims:

- Self-Development – enabling students to understand themselves, their strengths and the influences on them, acquiring the core competencies and GELS necessary to enable them to access the full range of opportunities
- Career Exploration – investigation of opportunities in learning and work, understanding the changing world of work and labour market information
- Career Management – developing skills enabling them to make and adjust plans and to manage change and transitions.

Careers education forms an integral part of the curriculum at The Grange School. The taught curriculum is supported by a comprehensive programme of organised activities. Careers guidance focuses on the specific needs of individual students to promote self-awareness and personal development. The school's aim is to provide current and relevant information, in an impartial, confidential and differentiated manner, to enable each student to make well-informed decisions about their future.

Leadership and Management

The school's CEIAG is planned, delivered, monitored and evaluated by the CEIAG Lead in consultation with and supported by other relevant staff, (the Careers Team is led by Mr Sabin and primarily contains Mrs Ingle and Mrs Cooper-Smith) including;

- Careers and Work Experience Coordinator – Mrs J Ingle
- Employer Engagement Liaison – Mrs L Cooper-Smith
- PSHCE leader – Mr N Hood
- Sixth Form Leader – Mrs P Bowey
- Independent Careers Advisor – Mrs S Kittles
- Subject Leader for Business and Enterprise – Mr A Haycock
- CEIAG Link Governor
- Form Tutors and subject teachers



Provision

The CEIAG programme is designed to meet the needs of students at different stages of their learning journey through school. It is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. Consideration for SEN learners is taken into account and activities are differentiated to ensure an inclusive approach and equality of access.

Key Stage 3 provision:

- Year 9 Careers Education programme delivered through PSHE
- Year 9 attend the Careers Fair and complete a range of employment related activities in advance so they can fully utilise the experience.
- Year 8 and 9 have one lesson every 2 weeks which focuses on Enterprise and Employability skills and Careers preparation, including focused guided sessions utilising online careers resources/packages.
- Year 7 have one lesson every 2 weeks which focuses on the development of our GELS.
- Year 9 options discussions with form tutors.
- Year 9 options process includes presentations and advice on pathways and opportunities available, so students can make a fully informed choice.

By the end of Key Stage 3 all students will have:

- A better understanding of the full range of 14-19 opportunities for progression.
- A better understanding of their strengths and areas for development, and support to evaluate how these might inform future choices in learning and work.
- An understanding of some of the qualities, attitudes and skills needed for employability.
- Used online careers resources to research information about opportunities and apply their findings to help to make informed choices for Key Stage 4 options.
- Received appropriate advice and guidance on Key Stage 4 options.

Key Stage 4 provision:

- Careers education programme delivered through PSHCE
- Year 10 and 11 attend the Careers Fair and complete a range of employment related activities in advance so they can fully utilise the experience.
- Completed a 2 week work experience placement and reflected on their experience
- Opportunities for all students to request a 1:1 interview with an external Careers Advisor
- Work experience support provided to identified, targeted students (SEN, PP, EAL)
- Opportunity to attend options events at other schools and colleges



- All students complete a 'Moving On' survey at the end of Yr10 which forms the basis of targeted sessions in Yr11 with an external Careers Advisor. This support can be 1:1 or in smaller groups of students with similar needs.
- Assembly programme will deliver a range of careers related sessions to help students to make informed decisions on their next steps
- 6th Form options evening and presentations to explain the Grange offering to all Yr11
- All Yr11 students who apply for our 6th form will receive a 1:1 interview to explore the most suitable choices for their next steps
- Targeted students, who do not apply for our 6th form will receive 1:1 support to help them make the best choices for their next steps
- A comprehensive Academic Mentoring system will be offered to all targeted students, which will include an in depth 1:1 discussion about their next steps

By the end of Key Stage 4, all students will have:

- Enhanced their self-knowledge, career management and employability skills.
- Used online resources and other sources to investigate and explore future choices and progression routes.
- Experienced the world of work through visiting a local employer.
- Been given direct access to employers, colleges, training providers and universities and attended the Careers Fair on 3 different occasions
- Been given guidance to help identify a range of post-16 options and support networks that they can use to plan and negotiate their career pathways.
- Been provided with the resources to complete the post-16 application procedures, including CVs, personal statements, and preparation for interview.
- Been offered a 1:1 careers interview with an external Careers Adviser and an interview regarding 6th form choices and a next steps discussion as part of the Mentoring process

Key Stage 5 provision:

- Year 12 and 13 Careers Education programme delivered through the pastoral support programme
- Year 12 one-week long work experience placement in the Summer Term, with a Careers focused unit to be completed by any who do not attend work experience
- Year 12 sessions focusing on UCAS/Apprenticeships.
- Assemblies on work experience and other topics.
- Visit to UCAS Convention and opportunity to attend the National Apprenticeship Show.
- Visits to the Careers Fair
- Opportunity for all students to request a 1:1 interview with an external Careers Adviser.
- Guaranteed offer of a 1:1 interview with an external Careers Adviser for identified, targeted students (SEN, Pupil Premium, EAL)



By the end of Stage 5 all students will have:

- Enhanced their self-knowledge, career management and employability skills.
- Used ICT software and other sources to investigate and explore future choices and progression routes.
- Received guidance through the UCAS application procedure.
- Been given direct access to employers and universities.
- Been given guidance to help identify a range of Post-18 options.
- Been provided with the resources to develop their CVs, personal statements, and interview preparation.

Resources

Careers related resources are available in the main school library as well as in the 6th form study centre. There is also a careers notice board where up to date information and opportunities are displayed. Materials are audited annually and replaced when necessary.

Funding is allocated in the annual budget planning round. Funding for developments in the school's CEIAG and Employability offering is considered in the context of whole school priorities. Sources of external funding are actively sought. Physical resources are updated annually as well as new digital resources purchased as and when needed.

Staff Development and CPD

Staff training needs for planning and delivering the CEIAG programme are identified through staff appraisal and activities planned to meet them. The Careers team members regularly attends careers meetings / networking events as well as industry specific events in order to ensure they are up to date with all industry and labour market information. Collaboration with The Bucks Skills Hub Enterprise Coordinator helps to ensure that the most effective support and resources are available to assist with our delivery and staff development.

Monitoring, Review and Evaluation

The Careers Team are responsible for the monitoring, review and evaluation of the programme. Activities that form part of the CEIAG programme are evaluated and information is used to inform planning for the next year. Evaluation focuses on how effective the event/activity has been in helping students to achieve the intended learning outcomes. The review report will be completed at the end of each academic year and will draw information from a range of sources which include some of:

- Student, parents and staff surveys
- Student focus groups
- Regular meetings with the external Careers Adviser



- Evaluation of activities as and when they happen for one off activities
- Evaluation of on-going activities at the end of the academic year
- Student feedback e.g. Careers day evaluations
- Information on intended destinations for year 11, 12 and 13 learners
- NEET and destination data

Partnerships

The CEIAG programme is greatly enhanced through our links with a number of partners. We constantly strive to expand and improve our links with employers and other local organisations. The Bucks Skills Hub and Study Higher provide regular support, but we also benefit with support from our Enterprise Advisor (Paul Baker) and our Enterprise Coordinator (Ruth Deraed). We are actively seeking to develop our links with business and utilise these for one off activities as well as to enhance curriculum delivery.

Engaging Parents/Carers/Governors/Alumni

The school seeks to actively engage parents and carers in the formulation and development of careers provision. Regular careers updates together with requests for assistance with careers events are provided through the school newsletter and other social media. A database of parents / carers / Governors/alumni able and willing to support with events and other planned activities such as work experience is maintained by Mrs Cooper-Smith

