

THE BOLSOVER SCHOOL

*Nothing but the best*



# Careers Education, Information, Advice and Guidance Policy (CEIAG) KS3 & 4

Approving Body:	Local Academy Board
Date Approved:	July 2020
Review Date:	July 2021



## **Introduction**

The Bolsover School is a mixed secondary school located in Bolsover in the English county of Derbyshire. The school was converted to academy status on 1 October 2012 and the school joined the Redhill Academy Trust on 1 February 2018.

The Bolsover School aims to help all students fulfil their potential and experience success through an educational environment which responds to individual need and stimulates, inspires and challenges each and every student.

The CEIAG programme has three components- Information, advice and guidance. They are interrelated and depend on each other for their effectiveness. Each is required to support and complement the other.

IGAG Definitions used for the purposes of this policy:

### **Information:**

The provision of accurate, up-to-date, objective information about personal and lifestyle issues, learning and career opportunities, progression routes, choices, where to find help and advice and how to access it.

### **Advice:**

The provision of advice through activities that help young people to gather, understand and interpret information and apply it to their own situation.

### **Guidance:**

The provision of impartial guidance and specialist support to help young people understand themselves and their needs, confront barriers, resolve conflicts, develop new perspectives and make progress.

## **Aims**

We provide learners with the key skills to be effective in school and later in life. We are committed to providing a planned programme of careers education, information, advice and guidance (CEIAG) for the students in years 8-11 and we seek to ensure we adhere to the guidelines as outlined in the following:

Careers guidance and inspiration in schools- April 2017

Careers Strategy, Making the most of everyone's skills and talents- DfE Dec 2017

Technical and Further Education Act 2017

Framework for careers, employability and enterprise education-CDI-March 2018

The Good Career Guidance Report- Reaching The Gatsby Benchmarks- April 2018

Careers Guidance and Access for Education and Training Providers –DfE Oct 2018

We aim to ensure all our students:

-develop the skills required to review achievements, plan future actions, make decisions and handle the transition process to life beyond secondary school, i.e. further and higher education, and the world of work

- develop the knowledge and confidence to make career choices which are suitable and ambitious
- develop an understanding of the world of work and how to respond to changes in today's workplace
- develop research skills to fully utilise career information, advice and guidance
- are provided with well-rounded experiences which inspire and motivate them to develop their aspirations.

**Rationale**

The school fully supports the duty to secure independent and impartial careers guidance for all young people at The Bolsover School. CEIAG is seen as a whole school issue and processes are in place to inform, advise and guide students to make well informed decisions regarding GCSE option choices, career pathways, post-16 opportunities and future life. We can demonstrate that we fulfil this obligation as we ensure our students develop high aspirations and consider a broad range of career options.

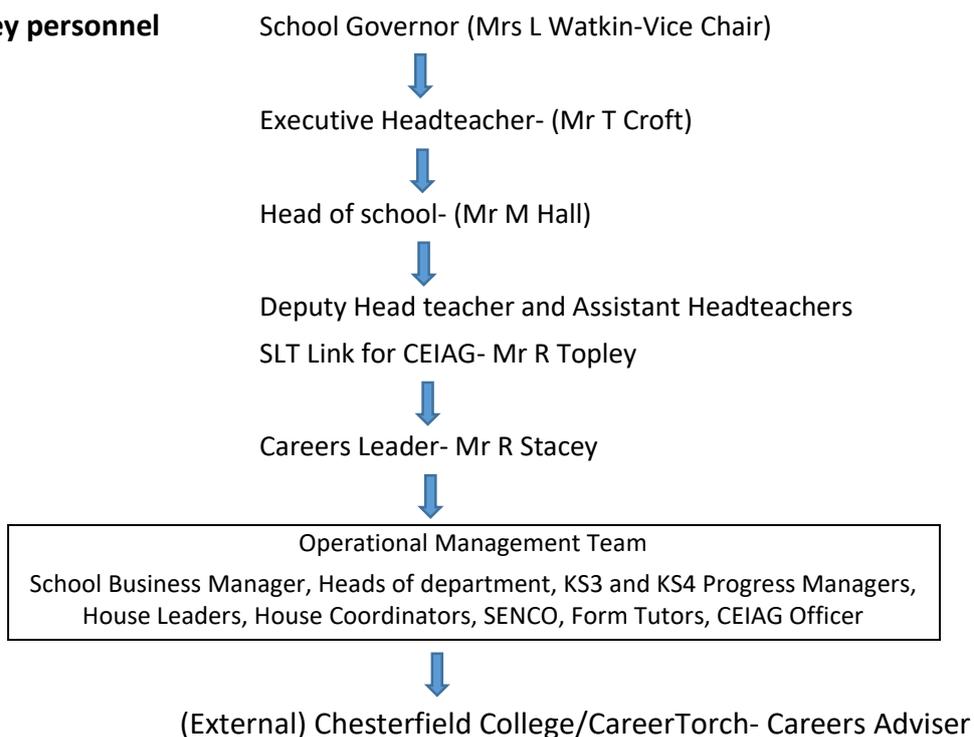
**Commitment**

In line with point 18 of the Statutory Guidance, a member of the governing body is the CEIAG link, and they have been overseeing CEIAG in school since November 2015. This policy is developed and reviewed annually through discussions with Governors, the School Business Manager, Senior Leadership Team and teaching staff. It is underpinned by the school's policies for Teaching and Learning, Assessment, Recording and Reporting.

**Management and Co-ordination**

CEIAG is a whole school responsibility but is managed, coordinated and delivered in the following ways:

**Key personnel**



## **Commitment**

The school Governors and Senior Leadership Team are fully committed to CEIAG and this is demonstrated in the following ways:

- A fulltime CEIAG officer is employed by the school.
- SLT Link, and link governor for careers.
- Careers Leader, Mr Ryan Stacey with responsibility for the delivery of the school careers programme.
- An independent/impartial Careers Adviser who is in school 1 day per week and employed by a reputable fully compliant organisation.
- A dedicated careers meeting room for 1:1 guidance interviews.
- A well-resourced careers library situated within the Learning Resource Centre.
- A dedicated section of the website with links to relevant and up to date careers information.
- Students who are the school careers house champions.
- The school purchases the Xello careers software.
- Careers related information displayed in every department within school.
- Distinctive careers logo.

## **Collaboration**

The following networks support and inform the CEIAG programme in The Bolsover School:

- Bolsover, Staveley and Chesterfield Learning Community- The CEIAG Officer works with the Learning Community Enterprise Adviser and attends regular CEIAG meetings to ensure students participation in Learning Community organised events. The CEIAG Officer is a member of Redhill Academy Trust Careers forum.
- The Bolsover School is a 'Progression Scheme Partner' with the University of Derby and has links with other universities including, The University of Sheffield, University of Oxford, Nottingham Trent University, University of Bradford.
- Other partners include Careers and Enterprise Company, National Citizenship Service, Barclays Life Skills, Local & National employers, Local FE Colleges, Training providers, AMRC, DANCOP, HEPP, ASK, Teach First, East Midlands Chamber of Commerce.

## **Dedicated Employer Partnership**

The schools Enterprise Adviser is Mr Matthew Bust from Robert Woodhead Ltd.

## **Entitlement**

All students are entitled to be fully involved in an effective CEIAG programme and understand the process in order to achieve their potential in school and beyond, and to make successful post-16 transitions. They will have the opportunity to:

- Access to up to date unbiased information on different careers, colleges, sixth forms, training programmes and employment opportunities.
- Access an individual guidance interview by appointment, with a qualified careers adviser and receive an action plan.

- Understand their rights and responsibilities.
- Be empowered to make their own well informed decisions through impartial information, advice and guidance.
- Learn about the world of work.

The delivery of this entitlement is underpinned by the following values:

Impartiality, confidentiality, ownership by the young person, promotion of equality of opportunity, transparency, and accessibility.

### **Delivery of entitlement**

CEIAG takes place as part of 1:1 careers interviews, enrichment week in June, external visits to local providers, employers and universities, enrichment days, tutorial programme, CEIAG days, positive mentoring scheme, parents evenings, visiting speakers, careers related information evenings, and group work sessions delivered by CEIAG Officer and external providers. CEIAG is provided at key points within a students' school career.

#### Year 6

A 'careers' themed day is included in the Transition programme.

#### Year 7 & 8

CEIAG enrichment days, 1:1 interviews, The Big Event, Option Choices, Options evening.

#### Year 9

##### **Autumn Term**

Planned tutorial sessions, topics include- qualifications explained, decision making, and self-awareness. Personal Development Programme.

#### Year 10

##### **Autumn Term**

CEIAG enrichment days- topics include employability, career exploration, Industry day preparation

##### **Spring Term**

CEIAG Enrichment day- Employability Skills/ Review Day  
Industry Day

##### **Summer Term**

Planned tutorial sessions help students to develop practical job search and job application skills.

CEIAG Enrichment day- employability.

#### Year 11

##### **Autumn Term**

Post 16 day- Students are informed of post-16 opportunities. Activities include visiting speakers, careers preparation, research and sources of information. Students visit the

'market place' whereby colleges and training providers are invited in to school to talk to students about post-16 provision.

### **Spring Term**

Enrichment Day-Employability Skills/ Review Day

Sessions on themed topics for year 11's will be delivered by the CEIAG Officer in the LRC during the lunch periods, e.g. CV Writing, completing Application forms, choosing 'A' levels.

**All Year 11 students will have a face to face career guidance interview, several have multiple appointments.**

### **Outcomes**

Information, advice and guidance at The Bolsover School is provided in order to facilitate the wider aims of the school in terms of retention and progression, CEIAG supports the following strands of the school mission statement:

- A broad, balanced and relevant curriculum which promotes a full range of learning, thinking and life skills
- Tracking individual learners through their school career to counteract underachievement and maximise potential
- To work in close partnership with the whole community, particularly parents and local employers.

Student needs, specific outcomes for students:

- I have clear goals
- I know where and how to access help
- I know how I am progressing, I have identified what the next stage is and I know what to do to get there
- I am aware of all progression routes open to me
- I am happy with the CEIAG service and I feel I have been helped
- I have the skills needed in order to make a successful transition
- I have developed skills in enterprise and citizenship
- I have developed employability skills, including those needed for self-employment

### **Referral**

Students can self-refer for individual guidance via their form tutors, most students speak directly with the CEIAG officer. SLT, teaching staff, tutors, the Attendance Officer and other support staff are aware of the referral process. Guidance interviews can be arranged with the external Careers Adviser on Tuesday's each week, or the CEIAG Officer Monday to Friday.

### **Able and More Able Students**

Enrichment activities arranged, including University Visits, Taster days through local 6<sup>th</sup> forms and colleges, STEM events.

### **Targeted Support**

For those students identified as being at greater risk of NEET, further interventions are arranged as appropriate for each student. Support would include visits to colleges and training providers, attending Statement Review meetings, working with parents and on-going support post -16.

### **SEN**

Tailored and timely support provided in Year 10 and 11 in preparation for post-16. Visits to local colleges and post 16 providers arranged, along with taster days.

### **Resources**

Most CEIAG is taught by form tutors in their forms rooms and Personal Development teachers. Topic related sessions are delivered by the CEIAG Officer and many CEIAG sessions are delivered by external representatives from colleges, employers, partners and training providers. A confidential meeting room is available for careers guidance interviews.

The careers library is well stocked and contains the following:

- A suite of network computers, students can use the internet to access careers websites
- Reference books and information sheets detailing various occupation areas
- Information on companies and career pathways stored using the careers classification index
- Information and application forms for colleges, sixth forms and training providers
- Recommended careers related publications such as HEAP, Apprenticeship Guide.

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

Careers related events are evaluated on an ad-hoc basis, the link Governor will oversee delivery of the CEIAG programme. The programme is reviewed annually using the DFE Statutory Guidance. Enrichment day evaluations are completed by students and 1:1 guidance interviews are evaluated by students also. The careers Platform **Xello** is also a tool used to evaluate the impact of careers activities.

### **Review Cycle:**

Updated September 2013

Updated November 2014

Updated November 2015

Updated November 2016

Updated September 2018

Updated April 2019

Updated July 2020

This document takes account of the following policies/school documents:

- CEIAG Action plan, programme of events, framework and CEIAG Entitlement document
- CEIAG Officer's Job Description
- SLT Job Description
- Career Leaders Job Description
- External providers service level agreement
- The School Improvement Policy
- Gatsby Benchmarks