



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

Updated by: Mr A Scholes

Date: September 2018

Approved By: Full Governing Body

Date: October 9th 2018

Date for Annual Review:

Date: September 2019

'High quality and impartial careers guidance ensures that learners follow study programmes that build on their prior attainment and enable them to develop clear, ambitious and realistic plans for their future. Learners understand the options available and are informed about local and national skills needs.' (OFSTED, September 2018)

Introduction

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

Mission Statement

Through a planned programme of activities, Careers Education, Information, Advice and Guidance (CEIAG) and Employability Skills, Reddish Vale High School seeks to support all students in taking their place as suitably qualified and responsible adults within society. Our focus is upon career and option choice, raising the aspirations and transforming the lives of individual students by equipping them with skills, attitudes, knowledge and understanding as a foundation for managing their future.

We have a 2020 Vision to achieve the 8 GATSBY Benchmark standards for outstanding careers provision and a commitment to:

- **Providing a planned programme of activities to which all students from years 7-11 are entitled which will help them plan and manage their careers.**
- **Enabling students access to impartial IAG which 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.**
- **Working in partnership with the Enterprise Advisor Network and the Growth Company to ensure all students access education, employment or training at the relevant access points.**

Student Entitlement

Students are entitled to CEIAG which meets professional standards of practice and is both personalised and impartial. Our programme is integrated into the whole curriculum and is structured to deliver explicit learning outcomes that meet the needs of our students and raise aspirations.

A more detailed breakdown of the student entitlement can be found at the end of this document (Appendix 1).

Aims

- Help learners develop an understanding of their own and others' strengths, limitations, abilities, potential, personal qualities, attitudes and values.
- Support learners to investigate opportunities for further learning and employment, make decisions and manage transitions across key stages.
- Ensure all learners leave the school with employment, further education or training.
- To embed the new government careers strategy and its adoption of the Gatsby Career Benchmarks.
 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

Leadership

We have a designated lead for Careers and Enterprise in the school who plans, co-ordinates and evaluates our careers programme with a member of the senior leadership overseeing the development of this. As well as planning and implementing work experience for year 11 pupils, Faculty Leaders and Heads of Year are consulted to ensure appropriate coverage of careers themes in our Ethics and Morality programme, tutor time activities and across the curriculum. This is our co-ordinated approach through the work of the Careers and Enterprise Leader and is a school improvement priority.

Staffing

All staff contribute to CEIAG through their roles as tutors and subject teachers. Heads of Year liaise with our Careers and Enterprise Leader to help address the needs of all students. An independent Careers Advisor is employed for 1 ½ days a week and provides IAG.

The Careers Programme

Our careers programme includes careers education sessions, careers lessons (within the school's Ethics and Morality programme), career guidance activities (group work and individual interviews), information and research activities, employability learning (including 1 week of work experience in key stage 4). Other focused events, e.g. a further education fair are provided at Key Stage 4 and Aspiration assemblies for all year groups. Work experience takes place at the end of Key Stage 4. Students are actively involved in the evaluation of activities including work experience through lessons and in written feedback.

All students receive at least one careers interview with the Careers Advisor during KS4 and additional intervention strategies are introduced for those students who may find processes such as securing Work Experience placements particularly challenging. 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 and our partnership with the Enterprise Advisor Network also provides an important contribution to the planning, design and delivery of all aspects of our careers education, including assemblies from inspirational speakers and employers, allowing for current labour market intelligence to inform these processes. The Careers Advisor runs a weekly Drop-In Sessions where pupils from all year groups are able to access information and guidance. Year 11 pupils at risk of not being in education, employment or training post-16 are identified and have additional meetings with the Careers Advisor, after which appropriate interventions are agreed and implemented. The support is arranged by the relevant Head of Year and implemented well before any student at this risk is due to leave the school.

An overview of our Careers Programme can be found at the end of this document (Appendix 2).

Partnerships

- Enterprise Advisor Network
- Connexions Personal Advisor
- Careers Advisor from the Local Authority

Resources

Funding is allocated in the annual budget-plan in the context of whole-school priorities and particular needs in the CEIAG area. The whole school lead for Careers and Enterprise is responsible for the effective deployment of resources.

Management of Provider Access Requests

Procedure

A provider wishing to request access should contact Adam Sholes, Careers and Enterprise Lead, Telephone: 0161 4773544 E-mail: a.sholes@reddish.stockport.sch.uk

Premises and Facilities

The school will make the school hall or classrooms available for discussions between the provider and students, as appropriate to the activity.

Students at lunch and break

The school will also make available AV and other specialist equipment to support provider presentations.

This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Library.

The Careers Library is available at all times.

Monitoring and Evaluating the quality of CEIAG

- Lesson and tutor observations as part of the school's focussed learning walk timetable.
- Feedback on the effectiveness of our Careers Programme is sought through our partnership with the Enterprise Advisor Network, as well as parent and student voice.
- Review of the school's adherence to the Gatsby Benchmarks through Compass, an online self-evaluation tool for schools.
- A designated SLT link overseeing the leadership Careers and Enterprise education.

Opportunities for Access

- A number of events, integrated into the school careers education and enterprise programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents (See Appendix 1 and 2)
- Calendared parents and options evenings are offered for all year groups

Please contact Adam Sholes to identify the most suitable opportunity for you. The school safeguarding policy sets out the school's approach to allowing providers into school as visitors to talk to our students. The visiting speakers' policy should also be read in conjunction with this policy.

Appendix 1 – Statement of Entitlement



At Reddish Vale High School there will be no limitations imposed on student aspirations based upon your social, economic or ethnic background.

At all key stages you can expect:

- Access to a planned programme relevant to your tutor group.
- Access to a qualified, impartial and independent careers advisor for personalised advice and guidance.
- Help to recognise your likes, dislikes, influences, strengths and preferences in relation to career decisions.
- Information in relation to 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 stereotypes and raise aspirations.
- To develop your skills and qualities to improve your employability.
- To develop enterprise skills.
- To be well prepared for key transitions.
- Help to develop financial capability.
- Your speaking and listening skills and personal presentation to be developed for selection processes.

By the end of Key Stage 3 you will:

- Begin to develop an awareness of your skills, strengths and preferred learning styles.
- Be able to access careers resources via the Library.
- Receive careers information and on-going support from staff such as your Tutor.
- Take part in the GCSE Options event where you can access information about different curriculum areas and the benefits of studying certain subjects in Key Stage 4
- Have been given the opportunity to have a meeting with a qualified, independent and impartial careers advisor.

By the end of Key Stage 4 you will have:

- Experienced careers education, developed labour market awareness, increased your understanding of your skills, knowledge and experience in relation to post-16 pathways, through tutor time and Careers events throughout the year.
- Established a clear understanding of your skills, strengths and areas for improvement and the ability to link these to potential career choices.

- Been offered at least one individual appointment with a qualified, independent, impartial careers advisor.
- Devised an action plan towards your career goals.
- Take part in enterprise activities.
- Listened to talks about careers.
- Been given the opportunity to speak to representatives from various sectors of the work of work.
- Developed financial capability skills.
- Produced and reviewed a Curriculum Vitae.
- Written a formal letter, e.g. covering letter.
- Received and sought impartial advice and guidance on post-16 education, employment and training and apprenticeship options.
- Practised and developed presentation and interview skills.
- Accessed careers information and resources via the Library.
- Took part in taster days/sessions.
- Visited or spoken to representatives of further or higher education institutions such as colleges, universities or apprenticeships.
- Had the opportunity to take part in work experience.

Appendix 2 – The RVHS Careers Programme



The table below provides a brief outline of the careers provision students will experience in each year group. The programme is personalised and differentiated to ensure relevance and progress in students' learning, development and knowledge.

Year 7	<p>To understand the career choices that are open to you. Developing your employability skills. Planning for the future. Developing links from classes to careers.</p>
Year 8	<p>Choices Day - awareness of options. What your strengths are and how to use them. Which job will match my strengths and what do I need to work on. Developing links from classes to careers. To have an increased awareness of which career opportunities are open to me. To develop links to industry professionals.</p>
Year 9	<p>Careers adviser talks Employer drop in sessions including talks from the army, police and other services. Developing links from classes to careers. Making Important Decisions. Knowing what qualities employers look for. Developing skills employers want.</p>
Year 10	<p>Post-16 options talks with LA Careers advisor. (Easter) CV, interview and job application workshops and delivery during form time. Gateway Project - University taster days Year 10 Enterprise Day (23/3/18) Online profile- (Safer Internet day) College Taster days. Mock Interview day.</p>
Year 11	<p>Further Education presentations. Regular talks from LA Careers adviser. Application workshops. Engagement Post 16 evening. Practicalities of making applications. Further exploration of options.</p>

The Careers team is continually implementing relevant career and enterprise opportunities extra to what is outlined. In addition, all students have open access and individual timetabled meetings with Mr Sholes/ Mrs D McGowen, careers advisors.