

# COWLEY INTERNATIONAL COLLEGE



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

Status	<b>NON-STATUTORY</b>
Delegated to	Principal
Responsible Person	Assistant Principal (Curriculum Developer)
Review Date	Autumn 2021
Ratified Date	Autumn 2018

## 1. Introduction

### 1.1 Rationale for CEIAG

Cowley International College has a statutory duty to provide careers and enterprise information and guidance to all of its students as they progress through the college. Students need the right advice, in the right place, at the right time – backed up by the experiences with employers and educators that make a difference. The advice and experiences need to take place in all years from Year 7 right up to Year 11. For those students who join our sixth form, whether from Cowley or from other institutions, the advice and experiences need to continue during their additional years of study at the college.

All young people need a planned programme of activities to help them choose the correct career pathways. They should receive information and support that has been planned and considered in advance with a view to ensuring that they are able to manage their careers and sustain employability throughout their lives.

### 1.2 Commitment

Cowley International College is committed to providing a planned programme of careers education, information, advice and guidance for all students in Years 7-13, in partnership with a provider of independent and impartial advice (presently Careers Connect).

Cowley International College endeavours to follow the guidelines set out by the DfE, QCA and Ofsted. In particular, much of its present programme of CEIAG has been developed to reflect the aspirations of the DfE document “Careers strategy: making the most of everyone’s skills and talents” (published 4<sup>th</sup> December 2017).

Cowley International College is committed to gaining the “Quality in Careers Standard” which is the national quality award for careers education, information, advice and guidance (CEIAG) in schools, colleges and work-based learning.

### 1.3 Development

This policy was developed and will be reviewed in discussion with the Career Connect Personal Advisers and other relevant partners.

### 1.4 Links with other policies

The policy for CEIAG supports and is itself underpinned by a range of key school policies especially those for teaching and learning, assessment, recording and reporting achievement, citizenship, PSE Education, work-related learning, enterprise, equal opportunities and diversity, gifted and talented, LAC and SEND.

## 2. Objectives

- 2.1 Students' needs The careers programme is designed to meet the needs of students at Cowley International College. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.
- 2.2 Entitlement Students are entitled to CEIAG which meets professional standards of practice and which is person-centred, impartial and confidential. It will be integrated into students' experience of the whole curriculum and be based on a partnership with students and their parents or carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

## 3. Implementation

3.1 Management The Work Related Learning Manager co-ordinates and administers the careers programme and is responsible to the Assistant Principal (Curriculum Developer). The Work-Related Learning Manager will direct and monitor the Careers interview programme, working closely with the Career Connect PA team.

3.2 Staffing The CEIAG programme is planned, monitored and evaluated by the Assistant Principal (Curriculum Developer) and the Work Related Learning Manager.

They have responsibility to ensure:

- All staff contribute to CEIAG through their roles as form tutors, Heads of Achievement and subject teachers.
- Specialist sessions are delivered by the PSE team in conjunction with the Career Connect PA where necessary.
- Career Connect PAs provide independent and impartial CEIAG.
- Careers information is available in both of the College's Libraries, which is maintained by the school librarian and the sixth form supervised study coordinator.
- Careers information is made available via the school network and/or website.

3.3 Curriculum The Careers programme includes careers lessons as part of the school's PSE programme, career guidance activities (group work and individual interviews), assemblies and the Year 8 and Year 9 Choice Programmes. Other focused events, e.g. the

Future Fair in the Autumn term, take place across the school year. This programme is broken down into a CEIAG programme for each year group. Students will be actively involved in the evaluation of some activities e.g. evaluating events performed by outside organisations and the Future Fair.

### 3.4 The Gatsby Benchmarks

The Gatsby Benchmarks were set up by the Gatsby Charitable Foundation and have brought together the best national and international research to ensure high quality CEIAG provision.

These are in the form of eight Benchmarks, as set out below.

<b>The Gatsby Benchmarks</b>
1. <b>A stable careers programme.</b> Every school and college should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers.
2. <b>Learning from career and labour market information.</b> Every student, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.
3. <b>Addressing the needs of each student.</b> Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. A school's careers programme should embed equality and diversity considerations throughout.
4. <b>Linking curriculum learning to careers.</b> All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.
5. <b>Encounters with employers and employees.</b> Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.
6. <b>Experiences of workplaces.</b> Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.
7. <b>Encounters with further and higher education.</b> All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.
8. <b>Personal guidance.</b> Every student should have opportunities for guidance interviews with a career adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made.

Cowley International College has been following these Gatsby Benchmarks for a number of years and is now using them as a measure of the success of its Careers provision.

- 3.5 Partnerships An annual Partnership Agreement is negotiated between the school and the provider of independent and impartial advice (presently Career Connect) which identifies the contributions to the programme that each will make.
- 3.6 Resources Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the CEIAG area. The Assistant Principal (Curriculum Developer) is responsible for the effective deployment of the careers budget. Sources of external funding and resources are used at times whenever these become available.
- 3.7 Staff development Staff training needs are identified as part of the annual review of the CEIAG programme. Funding is provided both from Career Connect and from school funds. The school will endeavour to meet training needs within a reasonable period of time.
- 3.8 Monitoring, review and evaluation The CEIAG programme is reviewed and evaluated on a regular basis by the Assistant Principal (Curriculum Developer) as it forms part of the College Improvement Plan. Annually the programme is also reviewed to identify areas for improvement.
- The Partnership Agreement with Career Connect is reviewed twice a year with a full review of the year taking place at the end of the school year. The results of this are used to inform the Partnership Agreement for the following year.