



## CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG) POLICY to incorporate PSHE activities

September 2018 – September 2019

### Introduction.

1. St Edward's Independent Catholic School is committed to providing impartial and independent Career Education, Information, Advice and Guidance (CEIAG) to all pupils in the School through the curriculum, organised PSHE, specific career activities and individual career interviews.
2. CEIAG will focus on the specific needs of all pupils from years 7 – 13 in line with the Education Act 2011 and the Gatsby Benchmarks (2014) as set out below:
  - 1 A stable careers programme
  - 2 Learning from career and labour market information
  - 3 Addressing the needs of each pupil
  - 4 Linking curriculum to careers
  - 5 Encounters with employers and employees
  - 6 Experiences of workplaces
  - 7 Encounters with further and higher education
  - 8 Personal guidance\*

\*Personal guidance should be delivered by a suitably qualified internal or external careers adviser

The Benchmarks are based on international research funded by the Gatsby Charitable Foundation led by Professor John Holman and outlined in a published report (2014). Additionally, the career support will also consider the needs of the individual pupil to promote awareness and personal development.

3. It is the intention that all pupils will leave the School having extended and developed the skills, qualities and knowledge required to support their entry into further education, higher education, apprenticeships or employment.

### Aims.

4. The aim of CEIAG is to raise awareness of the variety of pathways and options available to pupils. It will broaden their horizons, raise aspirations and empower pupils to make informed realistic decisions and choices at all key transition points, both in learning, further training and in employment.

### Objectives.

5. The provision of CEIAG in the School operates with the purpose of providing the following:
  - a. **Self-development.** Allows pupils to identify their individual strengths and areas for development to inform future learning and employment choices. Pupils will have an understanding and awareness of their own abilities and the factors that might influence them.

b. **Career Exploration.** Opportunities to investigate different career options through the provision of a wide range of resources: websites, computer software, individual profiling, video, books, magazines, leaflets and posters. This is supplemented by access to impartial career guidance interviews and a range of external speakers, visits and lectures.

c. **Career Management.** Enables pupils to plan their own progression through key transition points and beyond, making allowances for the potential changes that may occur so that they can adjust their choices appropriately.

d. **Soft Skills.** The CEIAG programme will allow pupils to develop a variety of soft skills, qualities and attributes that are beneficial in the wider world and relevant to a great number of career paths. These can include but are not limited to: communication, teamwork, leadership, decision making, risk awareness, respect for others, motivation, determination, and the ability to challenge stereotypes and bias.

6. Additionally, there will be secondary objectives specific to each key stage. These will be outlined in the relevant sections further on in this document.

### **Organisation.**

7. The programme for CEIAG is managed by the Careers Lead and the UCAS Co-ordinator, who are both line-managed by the Academic Deputy Head. The Careers Lead and the Head of PSHE work in collaboration to ensure that all the pupils in the School are able to access a range of career-related provision in various formats.

8. Delivery of CEIAG takes place through a variety of mediums. Careers-related activities are delivered to Years 7 – 11 by the Careers Lead, Head of PSHE and form tutors as part of the PSHE curriculum. The activities take place regularly throughout the School year for each year group and the specific needs of each year group dictate the timings of the sessions. For example, Year 9 will complete career-related activities in PSHE in the period leading up to making GCSE choices. Additionally, Year 9 pupils will attend timetabled career interviews with the Careers Lead if this is appropriate after the completion of the Morrisby assessment in the Autumn term.

9. CEIAG within the Sixth Form is a more continual process. Not only does it form part of the Sixth Form PSHE curriculum, but it is also supplemented by outside speakers as part of Sixth Form Enrichment, special interest group sessions, visits, and \*individual careers interviews with the Careers Lead.\*

\*This provision will also be available for younger pupils where appropriate as outlined in the Gatsby Benchmarks (3).

### **Provision.**

10. The provision and content of the CEIAG programme is designed to encourage, develop and inspire pupils as they move through the School. Pupils begin by thinking about their personal skills and qualities in Year 7, and end with what their next steps will be in Sixth Form. Along the way, they will also be supported through making decisions at key transition points.

11. Each Year Group will aim to consider the following careers-related areas and questions:

a. **Year 7.** Pupils will explore a range of topics within PSHE sessions that will support them to reflect on different activities and learn new skills to carry forward as they progress through the School.

b. **Year 8.** Pupils will build on their work in Year 7 by taking part in a range of activities within PSHE sessions that will support their self-development in preparation for Year 9. They

will also begin to realise how the personal skills and qualities they identified in themselves can become transferable work-related skills.

c. **Year 9.** At this first key transition point, pupils will learn about the necessity and importance of having to make educational choices (GCSE options). They will begin to seriously consider their pathways beyond School, and realise how the choices they make at this stage can impact upon the routes they wish to follow in the future. Year 9 pupils will also have the opportunity to complete a Morrisby psychometric assessment to support their GCSE choices. The Careers Lead liaises with Subject Heads of Departments and tutors to talk to pupils in order to link the subject curriculum to relevant career progression routes.

d. **Year 10.** When the pupils have made their GCSE choices, they will now explore in more detail the career paths they wish to follow. They will look more closely at the prerequisites for certain jobs and begin matching these to their personal skills and qualities. PSHE activities ensure that the pupils take part in a range of holistic activities that support academic and other study.

e. **Year 11.** Pupils will focus on the key transition point of post-16 choices. They will explore the options available to them as part of continuing in compulsory education, training or work and further examine how their choices here can have an effect upon their futures. The work experience programme will take place in Year 11 and includes CV compilation and writing application letters.

f. **Sixth Form.** Pupils in Year 12 and Year 13 follow the School's 'Next Steps' programme. This is designed to provide frequent CEIAG activities for the pupils and will cover the different pathways available to pupils upon leaving the Sixth Form. Various sessions will look at: the advantages and disadvantages of each pathway, how to compile a CV, creating and submitting a university application, an awareness of the labour market as well as a whole year-group trip to an UCAS exhibition, the National Apprenticeship Show and other local and national events. All pupils are strongly encouraged to supplement this with their own independent research using the resources in the Careers Centre. Pupils should also arrange individual careers interviews with the Careers Lead and seek guidance and specific advice on university applications from the UCAS Co-ordinator.

### **Independent Advice.**

12. The School promotes CEIAG in line with the Department for Education's most recent careers strategy (December 2017) and statutory guidance (October 2018) based on the framework of the eight Gatsby benchmarks as stated above. Therefore, the School ensures that pupils have access to a range of impartial and independent sources of CEIAG through career interviews with the \*Careers Lead, the UCAS Co-ordinator, external agencies, employers, visiting speakers and independent resources to support the internal provision. A range of providers are used to ensure that biased or specific judgments in relation to particular career routes or choices are avoided, as best as practically possible.

\*The Careers Lead. Mrs Sue Prew, is a member of the Career Development Institute (CDI), a Registered Career Development Practitioner and adheres to the CDI's Code of Ethics (Gatsby Benchmarks 3 and 8). The School is also a School Affiliate Member of the CDI.

### **Implementation.**

13. CEIAG for Years 7 – 11 is integrated within the PSHE curriculum and delivered by form tutors and the Head of PSHE. This is supplemented by focused presentations for both pupils and parents specifically at key transition points and also for general information. Pupils are introduced to a range of topics within dedicated PSHE sessions that support independent thinking and self-development.

14. The 'Next Steps' programme makes use of the PSHE curriculum, Sixth Form Enrichment lecture sessions, structured sessions off-timetable, external speakers and visits. Pupils also have the opportunity to meet with the Careers Lead or the UCAS Co-ordinator on a one-to-one or small group basis. University open day visits are organised independently by pupils, but there is a two-day Oxbridge Open Day trip led by the UCAS Co-ordinator who is also the Oxbridge Adviser.

15. Within subject departments, all staff are encouraged to support CEIAG in relation to their specific area of expertise. This is particularly relevant when it comes to pupils researching university level courses and reviewing UCAS application material.

16. CEIAG within the School makes use of a wide variety of resources to support delivery. The UCAS Co-ordinator produces booklets and presentations to supplement information provided to parents and advice given to pupils. Information is welcomed from external organisations such as Morrisby and Cambridge Occupational Analysts (COA) in the form of profiling and assessment. Visiting speakers are regularly sought to provide independent CEIAG for pupils – be that from specialist organisations, universities or employers. A great range of websites are also recommended to pupils, and/or used to supplement information within the broad spectrum of CEIAG. Most of these are subscription and registration free.

18. The Careers Centre is primarily used by Sixth Form pupils during the School day, as it also houses Café 6. It is well furnished and stocked with a substantial range of university prospectuses for browsing or borrowing. A variety of CEIAG books and magazines are also available within the Careers Centre and the smaller careers room adjacent to it. Additionally, there are dedicated computers for pupils to carry out research, work on applications or just browse the different pathways. The Careers Lead is based in the Careers Centre and is available to meet with pupils and parents during break times, lunchtimes and after school to supplement planned career interviews.

19. The Careers Lead and UCAS Co-ordinator will specifically address parents of different year groups throughout the academic year. This includes (but is not limited to): Year 9 Options Evening; Sixth Form Open Evening (for Year 11s); Year 12 'Next Steps' Information Evening; Year 12 UCAS Application Information Evening and School Parents' Evenings.

The Careers Lead also delivers bespoke careers sessions to Years 5 and 6 at St Edward's Preparatory School at the start of the Autumn Term.

### **Work Experience: Please also refer to the School Work Experience Policy**

20. Work experience is an opportunity offered to Year 11 pupils following completion of their GCSE examinations, typically the last week in June/first week in July. Pupils are strongly encouraged to carry out an appropriate work experience placement and to seek and secure the placement themselves.

21. The value and benefits of undertaking some form of work experience, work shadowing or work-related learning is widely recognised in enhancing the preparation of young people for both further and higher education and the world of work. Successful placements can: provide pupils with an insight into the skills and attitudes required by employers; offer an opportunity to develop a pupil's independence and self-confidence; allow pupils to enhance their understanding of the workplace; enable the development of key life skills such as teamwork and communication; confirm (or deny) particular thoughts regarding future career decisions.

22. To ensure the safety and welfare of pupils carrying out work experience, the School works with Prospect Training Services who conduct Health and Safety visits for the Gloucestershire placement providers and compile documentation for pupils. Where a placement is out of county, the employer completes the bespoke School documentation; this ensures that all parties are aware of the roles and responsibilities in relation to the duty of care and safeguarding of the pupil. Staff from School will also aim to either visit pupils or contact the employer whilst on placement. The Careers Lead is the main point of contact throughout the work experience week.

## **Monitoring and Review.**

23. CEIAG within the School is monitored and reviewed on an annual basis by the School Leadership Team and Careers Lead. This occurs through discussion with pupils, key staff, employers and the School Senior Management Team. Any changes or improvements to the programme are entered into the annual development plan and delivery timeline for future review.

Updated: August 2018<sup>1</sup> and October<sup>2</sup> as a working document  
By whom: Sue Prew, School Careers Lead  
When: As required – every year

Please also refer to the KS4 Work Experience Protocols