



The Barlow RC High School & Specialist Science College

"If you believe you can achieve!"

SERVICE - PRAYER - ACHIEVE - RESPECT

Careers Education, Information, Advice and Guidance Policy

Mission Statement

As a Catholic school, our mission is to show love through our
Respect for others.

We value our God-given gifts, talents and abilities.
Our aim is to bring out the best in everyone, within a safe
And happy environment.

Everyone should know that we are followers of God by what we do, not just by what we say.

RATIFIED BY GOVERNING BODY	13th September 2018
DUE FOR REVIEW	September 2020

Careers Education, Information, Advice and Guidance

Definition

The Education Act 2011 included changes to careers guidance provision for young people in England. The legal requirement applied from September 2012.

Schools will be required to provide careers guidance from the year in which the majority of students reach the age of 13, up to the end of the school year in which the majority of students reach the age of 16. In most cases this means Years 8, 9, 10 and 11.

Local authorities will retain responsibility for supporting young people who are vulnerable, including those with special educational needs. Every local authority will be required to maintain records on young people not in education, employment or training. (NEET figures).

At the same time, schools are facing the new challenges of destination measures and the implementation of the Raising the Participation Age (RPA). Raising the Participation Age (RPA) came into effect from 2013. Current Year 10 students will be tracked by The Barlow RC High School until their designated NEET date.

New destination measures have been introduced. Destination measures for Key Stage 4 (KS4) will illustrate how successful institutions are in helping their students to progress post-16.

By publishing the destinations of students, schools will put greater focus on ensuring that all students:

- Achieve qualifications which provide them with the best opportunities for their future
- Receive the help, support and advice necessary to enable them to make choices about their next steps in education, training and/or employment and make successful transitions.

These measures have been introduced in two phases. The first phase included all education destinations and was published alongside the KS4 Performance Tables in 2012. The second phase should be published from 2013 and will include employment and work-based learning destinations.

Careers guidance plays a pivotal role in ensuring that students make informed choices and successful transitions.

The Barlow is committed to providing Careers Education, Advice and Guidance to all students through the curriculum and organised activities. We have been awarded the Inspiring IAG Gold Stage 3 Award following a rigorous audit of our current quality of our careers provision. We have also audited our provision against the Gatsby benchmarks which become statutory in 2020 using the recommended Compass self-evaluation tool.

Careers Guidance will focus on the specific needs of the individual student to promote self-awareness and personal development. It will aim to provide current and relevant information to enable each student to make informed decisions about their future. It will be presented in an impartial manner, be confidential and differentiated to suit the requirements of each individual student.

Aims

Careers Education, Information, Advice and Guidance (CEIAG) should promote the following to all students:

- Ensure young people get the support they need to make well informed, realistic decisions about their future through careers education, information, advice and guidance.
- Have appropriate, up to date, accurate and impartial information and resources that all young people can access regardless of race, gender, religion, ability, disability, social background or sexual orientation.
- Empower young people by informing them of how they can access CEIAG to help them plan their future and make well informed, realistic decisions.
- Offer all young people access to impartial and independent careers guidance by our qualified careers advisor that suits their needs.
- Ensure that all staff working with young people are offered and access ongoing training about qualifications/progression pathways and other relevant subjects.
- Work in partnership, with opportunity providers including employers, FE and training providers, and Careers Solutions.
- Working with parents/carers to offer them information, advice and guidance to help them, help their son/daughter.
- Involve young people in the design, delivery and evaluation of CEIAG programmes.
- Promote equality of opportunity, celebrating diversity, challenging stereotypes and raising aspirations.

Provision

The careers programme is managed by the SLT lead for CEIAG; delivered by family tutors and co-ordinated by the Year Group Co-ordinator responsible for CEIAG. Careers resources, available in the learning resource centre for all students, are relevant and updated regularly.

Participation in activities, both in school and off-site, provide employer contact and further information on various career pathways. The Barlow employs an independent careers advisor through Our Futures which provides individual careers advice and guidance for every Year 11 student and targeted year 10 and 9 pupils according to needs. The funding for the Our Futures provision is coming directly from work related learning budget and pupil premium funding.

Careers focused activities delivered by family tutors through the RICH curriculum are provided for all year groups and managed by the Year Group Co-ordinators. Schemes of Work and lesson plans are in place and regularly updated. Workbooks are provided for all pupils and include numerous activities about various career pathways and the skills and qualifications required for each job.

Training needs are identified and offered to all relevant staff as opportunities arise. Sharing of good practice is encouraged to ensure the quality of provision is high.

The SLT lead and the Year Group Co-ordinators are responsible for the monitoring, reviewing and evaluating of the programme. All key stakeholders will be consulted on the impact of the CEIAG

programme and the information acquired will be used in future provision planning.

Auditing of the whole school staff takes place annually and support is offered where required.

Key Stage 3 Provision

- CEIAG session delivered during the spring term by family tutors in line with national frameworks
- Identified curriculum areas in each subject to provide subject related information regarding career pathways available and related qualifications to support the provision of CEIAG.
- Access to the careers advisor during drop in session available at break and lunchtimes.
- Year 8 Options Evening with colleges and apprenticeship/training providers present to offer advice and guidance.
- Parent evenings for year 8 with college and apprenticeship/training providers present to offer advice and guidance.
- Individual careers interviews with careers advisor for targeted year 8 pupils according to needs.

Key Stage 4 Provision

- Year 11 CEIAG session delivered during the autumn term and Year 9 & 10 during the spring term by family tutors in line with national frameworks. Year 11 specifically cover CV writing and receive support with applications to colleges/apprenticeships.
- College and apprenticeship/training provider presentations during assemblies.
- Individual careers interview with advisor for every Year 11 student and targeted year 10 pupils according to needs.
- Regular up to date information on College and apprenticeship/training provider open day events from family tutors and displayed around school.
- Practice Interviews held for year 10 pupils with local colleges and employers.
- Parent evenings with careers adviser/college and apprenticeship/training providers present to offer advice and guidance.
- Referral to outside agencies such as TYSS Service to offer support to potential NEET pupils in Year 11.
- Careers fairs held throughout the year inviting colleges, apprenticeship and training providers to offer advice and guidance to pupils.
- Subject specific guest speakers invited into school to discuss career pathways relevant to those subjects.
- Widening Participation events - Pupils taken on visits to colleges, universities and apprenticeship providers for taster days and events.

Curriculum entitlement for pupils.

It is our belief that Carers education information and guidance should be an essential part of the curriculum for all pupils in the school. Students are entitled to CEIAG which is 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.

Assessment and Recording

There is no statutory requirement for certification or summative assessment of what students have learnt from careers, work related learning and enterprise programmes. However, The Barlow RC High School will actively promote learner self-review, recording and target setting through the use of Screenings, one to one guidance, Progress Files, EBS certification and the Personal Development

Curriculum The Barlow RC High School is committed to gaining the local CEIAG quality award.

Working with Parents

The school will inform and involve parents and carers in all aspects of CEIAG, via letters home, parent's evenings, school newsletters, presentations and the school website.

Partnerships

An annual Partnership Agreement is negotiated between the school and Our Futures identifying the contributions to the programme that each will make. Other partnerships have been developed.

- Xaverian
- Loreto
- The Manchester College
- Trafford College
- Stockport College
- Cheadle & Marple College
- Aquinas College
- Manchester Metropolitan University
- The Manchester University (Widening Participation)
- SETA
- SkillsCo
- Enterprise Employer Network
- Greater Manchester Learning Provider Network (Matt Leigh Apprenticeships)

Resources

The school is well resourced in terms of facilities and funding. Funding is allocated in the annual budget planning round. The careers co-ordinator, with the help of the Administrative support, is responsible for the effective deployment of resources

Staff development

Staff training needs for planning and delivering the careers programme will be identified. The school will endeavour to meet training needs of staff within a reasonable period of time.

Monitoring, review and evaluation

The Year Group Co-ordinator responsible for CEIAG meets with the Senior Manger weekly. The Partnership Agreement with Our Futures is reviewed annually by the designated CEIAG SLT member, Year Group Co-ordinator and the personal adviser, identifying areas for improvement. The Senior Manager reports to the senior management team and governors.

This policy to be reviewed September 2020