



Careers Education, Information, Advice and Guidance Policy

2015-16

Introduction

Purpose:

Careers Education, Information, Advice and Guidance Policy

The Mission statement sets out our aim to help every person in our school to “become the best we can be”. Careers education together with information, advice and guidance processes exist to ensure that every child is equipped with opportunities for reflection on their career aspirations, together with the information needed to help them to set their learning within the context of their preparation for adult life and the world of work.

Aim(s):

- i. To enable students to make well-informed choices about options available to them in choosing subjects, progression and opportunities to prepare for further learning and the workplace
- ii. To ensure that all students have access to impartial careers advice and support from external agencies
- iii. To ensure that parents are well informed so that they can assist their child in making important decisions
- iv. To ensure a comprehensive provision, in line with the best and most recent available guidelines, of careers education including deep-learning experiences, and other opportunities to develop skills for the workplace.
- v. To review provision at least annually in order to retain Investors in Careers status as a quality assurance tool
- vi. To track the career aspirations of every child, to ensure well-focussed support, advice and intervention.

Objectives:

- i. Students should be encouraged to develop qualities which enable them to adjust to and cope with change such as self-reliance, adaptability, flexibility and reliability
- ii. Students should develop job seeking skills, including the ability to produce a letter of application and curriculum vitae, information and communication technology and conduct themselves well at interview
- iii. Students should be prepared for decisions as they approach each key stage
- iv. To ensure that high-quality information is available to students, parents and staff regarding options, pathways and careers.
- v. To retain independent careers advice.
- vi. To provide timely information to students, parents and staff regarding provision in school
- vii. To secure and retain Investor in Careers status
- viii. To evaluate provision annually in order to regularly improve and update our careers and information processes.

Principles/values:

The school has a critical role to play in preparing young people for the next stage of their education or training and beyond. Expectations and aspirations should be set high, including for the most vulnerable and those with special educational needs and disabilities, so that every student is

Careers Education, Information, Advice and Guidance Policy

stretched and acquires the attributes that employers value. This will help every young person to realise their potential

Roles and responsibilities 2015/16

Governors:

Link Governor for CEIAG. To review the provision and strategic direction of CEIAG, ensuring that it is fit for purpose, and fulfils latest statutory guidance

Headteacher:

To monitor CEIAG provision and delivery across the school

Member of SLT with responsibility for oversight of CEIAG

To ensure the implementation of CEIAG across the school via line management of those with leadership and management responsibilities.

Concluding Notes

Monitoring and review:

- Monitoring via meetings (at least termly) between Link Governor and SLT Line Manager
- Monitoring by SLT line management via engagement with Quality Assurance Processes and Line Management
- Review via termly updates to the FGB

Communication:

This policy will be primarily communicated to all stakeholders via publication on the school website

Sources and references:

Investors in Careers Quality Mark

DFE Statutory Guidance "Careers Guidance and Inspiration in Schools" March 2015

Governor approval date: 9 December 2015

Next review date: November 2018