



Careers Education, Information, Advice & Guidance (CEIAG) Policy

Last updated: October 2018

Introduction and Context
A young person's career reflects the progress they make in learning and work. It is part of the vision and mission of Beckfoot Upper Heaton that no learners will become 'Not in Education Employment or Training' (NEET). We believe that all learners need a planned programme of activities to help them choose Year 8 to Year 13 pathways that are right for them and to be able to manage their careers, sustain employability and achieve personal and economic wellbeing throughout their lives.
Beckfoot Upper Heaton recognises that it has a statutory and moral duty to provide careers education in Years 7 – 11 (1997 Education Act 2003 Regulations) and to give learners access to impartial careers information, education and guidance (1997 Education Act, 2008 Education and Skills Act). We are committed to providing a planned programme of impartial careers education, information, advice and guidance (CEIAG) for all learners in Years 7 – 11, in partnership with engaged providers; and to provide extra support as required for learners with additional needs. Beckfoot Upper Heaton endeavours to follow best practice guidance from the careers profession, from other expert bodies such as Ofsted and from Government departments that might appear from time to time. Beckfoot Upper Heaton works closely with Leeds City Region Enterprise Partnership (LEP) who work with public and private sector partners, providing support and funding to help businesses grow, attract new investment to our region and develop the skills, energy and digital infrastructure to create jobs and prosperity. They provide expert careers resources and links with businesses to ensure Beckfoot Upper Heaton students are able to choose the pathways that are right for them. For further information, please view their website. http://www.the-lep.com/skills-and-training/future-goals/
Beckfoot Upper Heaton have embedded the eight Gatsby Benchmarks of Good Career Guidance into our students learning experience throughout their time with us. http://www.gatsby.org.uk/education/focus-areas/good-career-guidance
This policy was developed and is reviewed annually in discussion with teaching and support staff, learners, parents, governors, advisory staff and other external partners.
The policy for CEIAG supports and is itself underpinned by a range of key policies especially those for teaching and learning, assessment and recording achievement, PSICHE, gifted and talented, looked after children and special educational needs/LLD and equal opportunities.
Beckfoot Upper Heaton is a learning community in which we all – staff, students and parents – share a common set of values to enjoy, to learn and to succeed.

Our introduction and context fits in with 'Our Core Purpose' which is:

Beckfoot Upper Heaton learners believe that anything is possible within a caring community where learning is exciting and engaging. Students are confident, aspirational learners, outward looking and thrive in an ever changing world.

Objectives

Our Careers Education programme is designed to meet the needs of learners at Beckfoot Upper Heaton. Activities are personalised to ensure progression in their career learning and development, and to strengthen their motivation, aspirations and attainment.

Entitlement

Students at Beckfoot Upper Heaton are entitled to receive:

- Clear advice and information about **all** the options available, so that they understand what they involve
- Support and guidance to help them make choices and complete a career plan for the future
- Regular personal support and information on how well they are doing
- Help to decide what to do when they leave their course, including further learning, training or employment

- A programme of Careers Education which helps them to develop skills and knowledge to make choices and the transition to work and learning; by addressing the following themes: self-development, exploration of opportunities, decision making, implementing career plans
- The opportunity to be involved in making decisions about things that effect their learning
- An opportunity to set out an individual learning plan
- An opportunity to learn about the world of work (WoW)

Students and Parents/Carers are made aware of this entitlement through Beckfoot Upper Heaton's web site. Students are encouraged to review their entitlement regularly within tutorial settings and designated Careers Education lessons.

The delivery of this entitlement is underpinned by the following values;

- Impartiality
- Confidentiality
- Ownership by the young person
- Promotion of Equality of opportunity
- Transparency
- Accessibility
- Raising aspirations
- Promoting equality of opportunity and actively challenging stereotypes
- Helping young people to progress

Outlined below is an overview of the types of experiences students will access at different stages:

Year 7	Year 8	Year 9	Year 10	Year 11
Nell Bank trip to develop life skills. Careers Fair.	GCSE option choice interviews. Careers Fair.	Futures First, giving access to employers. Prison me no way. Careers Fair.	Work experience Careers Fair	Post 16 choices Personal Careers Advice. Careers Fair

Year group activities explained in more detail:

- **Nell Bank** – All **Year 7** will attend Nell Bank and take part in a number of team building activities on their journey to develop life skills followed by a Wider Learning Day later in the year to further develop life skills.
- **GCSE Option choices** – Students at Beckfoot Upper Heaton choose their GCSE options during **Year 8**. Students receive an individual conversation with a senior member of staff to help them make the right decision. This culminates in a parents evening whereby students and parents can discuss options with subject teachers. Each student will attend a personal Careers Education Advice session.
- **Wider Learning Day** – **Year 9** students will have a full day with 'Prison Me! No-Way!' who are a national educational charity with a core aim of raising awareness among young people about the causes, consequences and penalties of crime. Their programmes are designed to help 8 to 18 year olds from all walks of life and cultural backgrounds; they are top quality, accessible, flexible and effective and most of all help equip students with the

skills to make informed decisions and choices. Each student will attend a personal Careers Education Advice session.

- **World of Work (WoW) – Year 10** students complete a week of **work experience** with an employer. Our careers team work closely with students and tutors to prepare students for this and ensure they have an enjoyable and productive experience (and maybe even a part time job at the end of it!) Each student will attend a personal Careers Education Advice session and WoW session. **Wider Learning Day** – Students will take part in a full day of Careers Education at an employer's site where they will experience a variety of employment based activities and have opportunities to discuss a variety of careers with employees.
- **Post 16 Choices – Year 11** students will receive at least one Personal Careers Advice session to discuss their next steps following their GCSE exams. There will be many opportunities for students to have contact with employers, Post 16 providers, Apprenticeship providers throughout the year.

Activities for all Year groups

Careers Education assemblies will be delivered each half term and there will be careers lessons delivered throughout the year. Students will be given access to employers and the World of Work at various points throughout the academic year and given updates on the current Labour Market. All students will have access to our Careers Education Personal Advisor at break times and will be able to explore Careers in our Careers corner in the LRC daily.

* **Wider Learning Days** – On these days, students are off normal timetable and take part in varying activities linked to Careers Education around such themes as STEM. Sessions may often be delivered via external agencies and speakers.

* **College and University taster days** – these will run with individuals and groups of students throughout the year based on interest and availability.

* **Guest speakers, industry experts and outside agencies** – students will be invited to presentations from industry experts, careers agencies, former Beckfoot Upper Heaton students as well as parents to offer specific industry advice. This also includes the Speakers for Schools programme. If Parents/Carers are keen to involve themselves in this then please contact our CEIAG Lead, Stephanie Lowther slo@beckfootupperheaton.org

Roles and Responsibilities

Beckfoot Upper Heaton's CEIAG Lead, Stephanie Lowther, co-ordinates the Careers Education programme and is responsible to the Assistant Head Learner Experience, Victoria Armitage. Work experience is planned and implemented in liaison with Student Managers and our Careers Education Personal Advisor.

Staffing – All staff contribute to Careers Education through their roles as tutors and subject teachers. Staff are provided with training on delivery of Careers Education via tutor meetings and CPD sessions at appropriate times throughout the year. The Careers Education programme is planned, monitored and evaluated by the CEIAG Lead, Stephanie Lowther and Assistant Head Learner Experience, Victoria Armitage, in consultation with SLT. Careers information is available from the Careers corner in the LRC, and on corridor displays which are maintained by the CEIAG Lead, Faculty Leaders and appropriate support staff. Administrative support is available to the CEIAG Lead.

An annual Partnership Agreement is negotiated between Beckfoot Upper Heaton and an appropriate IAG provider which identifies the contributions to the programme that each will make. Other links are to be fostered and developed.

Monitoring, Review and Evaluation

Year 11 progression data (destination information) –

this information is provided by the Connexions Career Service who provide our Careers Education Personal Advisor and is used to monitor the number of students who progress into various post-16 opportunities. The Careers Service provides follow-up information, which serves to monitor dropout rates from destinations. These factors are taken into consideration when reviewing IAG services.

Our Careers Education Personal Advisor provides weekly updates on destinations information for individual Year 11 students, this information can then be reviewed by Student Managers, SLT and the CEIAG Lead. Half termly reviews by the CEIAG Lead, Stephanie Lowther, ensure that both parties are meeting their commitments.

Parents/Carers are welcome to give feedback on any aspect of the CEIAG programme to the CEIAG Lead and Careers Education Personal Adviser who attend Parent/Carer evenings for Years 8-11. Feedback is also sought using work experience diaries and the process of annual review and target setting. Students assess Wider Learning Days and any provision by employers/external agencies and speakers.

Systematic planned evaluation takes place on a rolling basis. This involves all parties and builds on assessment of learning as detailed above.

There is a programme of review for all key stakeholders including: school staff, SENCO, Kimberley Mosby, CEIAG Lead, Stephanie Lowther and Assistant Head Learner Experience, Victoria Armitage. The CEIAG Lead takes personal responsibility for the annual review of the CEIAG policy.

This policy statement sets out Beckfoot Upper Heaton's arrangements for managing the access of providers to students for the purpose of giving them information about the providers' education or training offer. This complies with Beckfoot Upper Heaton's legal obligations under Section 42B of the Education Act 1997 which states that all pupil's in years 8 – 13 are entitled to:

- Find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies, group discussions and taster sessions;
- Understand how to make applications for the full range of academic and technical courses.

Beckfoot Upper Heaton requests a provider wishing to request access should contact Stephanie Lowther, CEIAG Lead, Telephone: 01274 493533, email: slo@beckfootupperheaton.org

Date of policy: October 2018

Review date of policy: October 2019

Signed

Date

Head teacher