



North Leamington School
Careers Education Information,
Advice and Guidance Policy
March 2018



Policy Name: Careers Education Information Advice and Guidance Policy

Date: March 2018

Review Date: March 2019

Rationale for Careers Education Information Advice and Guidance (CEIAG)

Careers Education, Information Advice and Guidance makes a major contribution to preparing young people for the opportunities, responsibilities and experiences of life, in order to help them make a successful transition to adulthood by:

- Preparing students for the opportunities, responsibilities and experiences of life
- Supporting young people to achieve their full potential, by making appropriate progression.
- Empowering young people to plan and manage their own futures
- Providing comprehensive information on all options
- Raising aspirations
- Promoting equality, diversity, social mobility and challenges stereotypes
- Enabling young people to access and sustain employability and achieve personal and economic wellbeing throughout their lives.
- Enabling young people to make well informed choices and decisions for their future.

Purpose

North Leamington School is committed to career learning and development and it intends to fulfil its statutory obligations. CEIAG provision supports North Leamington School's overall vision and is linked to the School Improvement Plan. Governors and senior leaders have a key role in developing and approving the policy and this process ensures a high profile and a secure place for CEIAG within the school curriculum. This policy is linked to other NLS policies including Equalities and Health & Safety.

Commitment

North Leamington School is committed to providing all its students with a planned programme of careers education activities throughout their school career, with opportunities at key transition points to access impartial information and expert advice and guidance. It is also committed to maximise the benefits for students by using a whole school approach involving parents, carers, external IAG providers, employers and other local agencies.

Opportunity

North Leamington School students regularly receive information about different career opportunities and how to apply for them. Students have the opportunity to find out about different areas of work through visiting speakers, lessons, a structured work experience programme and the opportunity to visit different work places.

Respect

North Leamington School respects all students' rights to choose the progression pathway they wish to follow and is committed to ensuring that students have necessary independent and impartial information advice and guidance to allow them to reflect and make good decisions.

Excellence

North Leamington School is committed to providing all students with the ability to make excellent career choices and to aspire to be the best that they can be through the provision of a planned programme of careers education activities that will enable them to achieve their potential.



Management

This area is supported by a Senior Assistant Head Teacher who has strategic responsibility for CEIAG, oversight of the Work-Related Learning Leader and the Careers Coordinator, with access to administration support. North Leamington School has responsibility for securing its external careers guidance service.

The Senior Assistant Head Teacher, the Work-Related Learning Leader and the Careers Coordinator will also oversee the structure for delivery by members of staff who have access to relevant training.

The Senior Assistant Head Teacher and the Work-Related Learning Leader will review and evaluate the provision with all stakeholders including young people and the external IAG service, taking into account the school's destination measures.

Curriculum Provision

There is a planned programme of learning experiences with learning outcomes for Year 7 to Year 13, and a transition programme from Year 6 into 7, which enable young people to:

- Develop themselves through career and work-related education
- Learn about careers and the world of work
- Develop career management and employability skills

North Leamington School, alongside the governing body must ensure that the independent careers guidance provided:

- is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option;
- includes information on the range of education or training options, including apprenticeships and technical education routes;
- is guidance that the person giving it considers will promote the best interests of the students to whom it is given.

NLS Provider Access Statement

North Leamington is committed to providing students with impartial transition advice, therefore the following guidelines have been put in place for all external educational providers.

This policy statement sets out the School's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the School's legal obligations under Section 42B of the Education Act 1997 and the statutory guidance set out in the DfE document "Careers guidance and access for education and training providers" (January 2018).

All students 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 and group discussions and taster events
- understand how to make applications for the full range of academic and technical courses



Procedure: Any educational provider wishing to access North Leamington School must email: workexperience@northleamington.co.uk with specific details of request.

Any request received will be considered by the Careers Lead in conjunction with SLT/Headteacher. The School's aim is to provide students with appropriate information about all potential pathways into other education, training or employment and will carefully consider all requests for access. The School reserves the right to refuse requests from any provider who does not have an accredited, appropriate, age related course or in circumstances where the provider fails to agree to comply with the School's safeguarding arrangements and any conditions stipulated by the School. A request may also be refused if the School does not have capacity to host the event during the period indicated by the provider.

The provider must also comply with any safeguarding regulations as stipulated by the school.

Premises and facilities

The school will make suitable facilities available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team. Each event will have a named member of NLS staff to support.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is available to students.

Personal Provision

Elements of the above will require access to individual information advice and guidance through:

- internal staff, external visitors and mentors including alumni
- external sources using email, telephone, and websites, the National Careers Service and specialist face to face careers guidance

We will secure additional access to face to face external specialist careers guidance as stated in the Education Act 2011 for our vulnerable students as defined by North Leamington School's governing body.

Resources

North Leamington School will provide resources for the successful implementation of this policy through securing:

- An annual budget to cover internal needs, CPD opportunities and commissioning of external sources
- Adequate staffing
- Student and staff access to information (electronic and hardcopy)
- Designated space for individual, group and research sessions

Partnerships

The policy recognises the range of partners that support the CEIAG offer within our school. These include:

- formal arrangements with our external provider of careers guidance and others
- liaison with post 16 providers and higher education institutions
- employers and training providers
- parents and carers
- others specific to our school.



Measures of success

In accordance with government guidance, we work towards implementing the 8 non statutory Gatsby benchmarks for CEIAG, namely:

1. A stable careers programme
 2. Learning from career and labour market information
 3. Addressing the needs of each student
 4. Linking curriculum learning to careers
 5. Encounters with employers and employees
 6. Experience of workplaces
 7. Encounters with further and higher education
 8. Personal guidance.
- Success can be measured by destination figures post years 11,12 and 13 in line with the new destination measures; data which in future will be published by the Local Authority
 - Student satisfaction will be measured by a satisfaction survey
 - Student satisfaction with course choices will be measured by the number of students wishing to change courses in years 10, 11, 12 and 13.
 - Achievement of quality careers award – this will both drive any identified areas for improvement and also give independently verified evidence of CEIAG provision

Monitoring

Implementation of the policy will be reviewed by the Governing Board on an annual basis.

Complaints

The School's complaints procedure applies to decisions taken under this policy.

Approvals and review

This policy is reviewed annually in discussion with staff and governors.

Effective from: March 2018

Approved by:

Review date:

Review leader: S Kavanagh