



**Education  
Partnership  
Trust**

Creating outstanding schools  
which transform learning, lives  
and communities

# CAREERS POLICY



## Document Control

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## 1.0 PRINCIPLE

1.1 The world of work and employment is changing rapidly. Young people face a bewildering range of career opportunities and an equally confusing amount of career information as they progress within their school career. Given this environment, it is vital that our students have access to accurate, impartial, and objective advice and guidance to inform choices about their future. The school must be able to help all individual pupils, irrespective of ability, to make informed decisions at all stages of their experience and development. Pleckgate High School takes the view that CEIAG (Careers Education, Information, Advice and Guidance) must:

- Empower young people to plan and manage their futures
- Respond to the needs of the learner
- Provide comprehensive information and advice
- Raise aspirations
- Actively promote equality of opportunity and challenges of stereotypes
- Helps young people progress
- Track and monitor all pupils including micro populations to ensure they receive appropriate CEIAG.
- Track and monitor NEET figures to ensure CEIAG procedures are fit for purpose

## 2.0 DEFINITIONS

2.1 A career is a “course or progress through life, preparing for the next stage and advancing oneself”. Careers education, advice and guidance at Pleckgate is seen as “whole school” approaches and are key aspects of all pupils’ learning. It is our endeavour to support all pupils at all key stages through this challenge in order to help them to develop into well rounded individuals.

## 3.0 AIMS AND OBJECTIVES

3.1 Effective CEIAG will provide opportunities for pupils to:

- Investigate and implement career/post school opportunities
- Have the skills, knowledge, and attitude to make well-informed, realistic decisions
- Students should be able to plan their future choices and understand how to access CEIAG
- Students should also understand how educational achievements are linked to maximising their potential future choices
- To actively engage with employers to ensure that young people get to experience a workplace setting

## 4.0 IMPLEMENTATION

4.1 In order for the aims of CEIAG to be implemented, the school will ensure we are compliant with the Gatsby Benchmarks:

4.2 A stable careers programme

- We have a clear strategic plan for the CEIAG offer for all pupils Years 7-11 during tutor, assembly, extracurricular trips, and Super Learning Days.
- We have specific actions for vulnerable students which link to the School Improvement plan.
- We complete an annual evaluation of the CEIAG strategy.

- Our strategy is agreed and supported by our governing body.

#### 4.3 Learning from career and labour market information

- Education around the Local Labour Market (LLM) is supported through the use of online learning applications such as Unifrog as well as outside speakers, taster days and formal assembly time. This information will then be further supported during regular tutor time sessions.
- Our school website has links to relevant and up to date information for pupils and parents to access to inform them on the options for post 16 education and employment in the local area.

#### 4.4 Addressing the needs of each pupil

- Ensure that the CEIAG programme of activity taking place raises the aspirations of all students and challenges stereotypical thinking in terms of equality and gender.
- Our students with Special Educational Needs (SEN), those classified as 'at risk' and/or potentially NEET (Not in Employment, Education or Training) will have access to additional support
- CEIAG, Pastoral and Senior leadership teams are at parents' evenings and option evenings so that parents have the opportunity to discuss CEIAG and post 16 pathways.
- We use pupil and parent voice to tailor the CEIAG curriculum to their own needs
- We report, track and monitor compliance in relation to the Careers Strategy objectives.
- We use tracking systems to ensure students are able to keep track of their own journey.

#### 4.5 Linking curriculum learning to careers

- Head of Departments build in opportunities for students to learn how their specialist areas lead into future career opportunities.
- Heads of Department plan extracurricular trips to develop our pupils' understanding of how their curriculum links to future careers.
- We complete an annual audit of the CEIAG offer within the curriculum.
- Our subject teachers across the whole school support the delivery of careers education and guidance and are able to link the content of curriculum with careers, even in lessons which are not specifically occupation led. Subject specialist staff can be powerful role models to attract students towards their field and the careers that flow from it.

#### 4.6 Encounters with employers and employees

**\*DURING COVID 19 RESTRICTIONS ALL ENCOUNTERS WITH EMPLOYEES WILL BE CONDUCTED VIRTUALLY WITH THE OPPORTUNITY FOR OUR STUDENTS TO ENGAGE AND ASK QUESTIONS\***

- Our pupils encounter a minimum of one meaningful encounter with employers and employees during their education at Pleckgate High School.
- We use tutor sessions, lessons, and assemblies to invite employers into the school to enrich our pupils' understanding of the Local Labour Market.
- Our CEIAG coordinator, Heads of Departments and Heads of Year invite employers into school to educate and enthuse students about vocations in their field.

#### 4.7 Experience of workplaces

**\*DURING COVID 19 RESTRICTIONS ENCOUNTERS WITH WORKPLACES ARE LIMITED. IN CASES WHERE IT IS NOT SAFE TO VISIT, WE WILL ENDEAVOR TO ARRANGE VIRTUAL TOURS. \***

- Our CEIAG coordinator, Heads of Departments and Heads of Year plan extracurricular trips to allow our pupils to meet employers and visit different work environments.
- Our CEIAG coordinator also plans visits for our pupils.

#### 4.8 Encounters with further higher education

**\*DURING COVID 19 RESTRICTIONS ALL ENCOUNTERS WILL BE CONDUCTED VIRTUALLY WITH THE OPPORTUNITY FOR OUR STUDENTS TO ENGAGE AND ASK QUESTIONS\***

Our CEIAG coordinator will invite College, sixth form, Apprenticeship providers and Universities into school to educate our pupils on their future education and career options.

#### 4.9 Personal guidance

- Our Tutors and Heads of Year are available to guide our pupils using Unifrog and the information on our website during tutor time.
- Our CEIAG coordinator is available to offer information and guidance to parents and pupils on request.
- All our pupils have the opportunity in KS4 for individual, impartial careers guidance interviews with the relevant support workers.

### 5.0 MONITORING AND EVALUATION

5.1 Evaluation has a crucial role to play in ensuring that the pupils' needs are being met and in determining the extent to which the CEIAG programme is meeting its declared aims and outcomes.

5.2 Evaluation of the CEIAG programme is an on-going and cyclical process and all aspects are regularly reviewed and monitored to inform future policy planning.

5.3 Evaluation also includes the views of employers, training providers, governors, pupils, and parents. Their views are elicited via, discussions, surveys, and questionnaires.

5.4 The IAG provision can review annually with relevant members of the School's Leadership Team and the Careers and IAG Coordinator.

### 6.0 LINKS

6.1 The Careers policy should be read in conjunction with 'Careers guidance and inspiration in schools' document [DfE March 2015], 'Careers guidance and access for education and training providers' document [DfE January 2018]. It also relates to the Inspiration vision statement' published by the government in September 2013 and Ofsted's 'Going in the right direction report' 'Every Child Matters', and Statutory Guidance: Impartial Careers Education 2010, Quality, Choice and Aspirations 2009.

## 7.0 RESPONSIBILITIES

- 7.1 Governing body and specifically careers link governor: To ensure that the school is compliant with legislation and to enable an annual evaluation of careers within the school
- 7.2 Deputy Head Teacher- A McGinty: To enable an annual evaluation of careers within the school ensuring a clear strategy for advice and guidance, this is appropriately resourced and meets the school’s legal requirements.
- 7.3 Assistant Headteacher- G Morris (line manager of CEIAG): To plan a strategic approach to the CEIAG in line with the School Improvement Strategy. To oversee the CEIAG teams with specific focus on vulnerable groups within the school’s cohort.
- 7.4 CEIAG Coordinator- J Blears: To ensure that the school maintains its high level of CEIAG provision for all pupils at all times overseeing tutors ensuring the CEIAG is delivered.
- 7.5 Pastoral and SEND team: To oversee the teams they hold responsibility for and ensure appropriate CEIAG is delivered to all pupils within their managed areas in collaboration with the CEIAG Coordinator.
- 7.6 Heads of Departments: To oversee the teams they hold responsibility for and ensure appropriate CEIAG is delivered to all pupils within their managed areas in collaboration with the CEIAG Coordinator.
- 7.7 Tutors and Teachers: To deliver appropriate CEIAG to all pupils and signpost pupils to the CEIAG coordinator where specialist/further information is required.

## 8.0 MANAGEMENT OF PROVIDER ACCESS REQUESTS

- 8.1 Procedure - A provider wishing to request access should contact Janine Blears, CEIAG lead, Telephone: 01254 249134; Email: [jblears@pleckgate.com](mailto:jblears@pleckgate.com)

**\*DURING COVID 19 RESTRICTIONS ALL ENCOUNTERS WITH EMPLOYEES WILL BE CONDUCTED VIRTUALLY WITH THE OPPORTUNITY FOR OUR STUDENTS TO ENGAGE AND ASK QUESTIONS\***

## 9.0 OPPORTUNITIES FOR ACCESS

- 9.1 A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers:

<b>Year 7</b>	Children have an introduction to a number of different types of job/careers in lessons and Tutor time.
<b>Year 8</b>	Children have a continuation of careers and guidance information in lessons as well as developing their knowledge of employment through <b>virtual visits</b> .

<b>Year 9</b>	Children have a continuation of careers and guidance information in lessons and <b>departmental trips (when safe to do so)</b> , as well as teaching them about education and career pathways. This is shared through information and guidance provided by teachers and employers. In addition, they will be introduced to the Local Labour Market information to support choices for key stage 4 options.
<b>Year 10</b>	Children have a continuation of careers and guidance information in lessons, visiting employers and departmental trips. Teaching them about their options for key stage 5 education and employment. Children will receive a one to one interview to help them navigate the decisions they will be making for the end of Year 11. This is inclusive of CV writing, personal statements, and interview skills.
<b>Year 11</b>	Children have a continuation of careers and guidance information in lessons, visiting employers and departmental trips. We will support them in their decisions and applications to Colleges, Sixth forms and Apprenticeships. This is inclusive of updating their CV, personal statements, and interview skills.

9.2 PSHE & CEIAG Super Learning Days Year 7 – 11 Overview 2019/20

<b>WEEKLY SCHEDULED ASSEMBLIES &amp; TUTOR SESSIONS</b>	
<b>MONDAY</b> - Year 7	<p>Opportunities for employers to engage with a specific year group about your work sector.</p> <p>Discussions around Qualifications, skills, and job opportunities.</p>
<b>TUESDAY</b> - Year 9	
<b>WEDNESDAY</b> - Year 10	
<b>THURSDAY</b> - Year 11	
<b>FRIDAY</b> - Year 8	
<b>CURRICULUM OPPORTUNITIES</b>	
<p>There are opportunities for employers to liaise with the CEIAG coordinator and Heads of Department to educate our pupils on how their subject leads onto further study and/or employment.</p> <p><b>Examples of how you might support specific subject areas:</b></p> <ul style="list-style-type: none"> <li>● Subject specific talks in lessons</li> <li>● Opportunities for practical application of knowledge and skills</li> <li>● Competitions</li> <li>● Projects to extend learning</li> <li>● Visits to places of employment</li> </ul>	

Please speak to our Careers Coordinator J Blears [jblears@pleckgate.com](mailto:jblears@pleckgate.com) to identify the most suitable opportunity for you.





## 10.0 Premises and facilities

- 10.1 If an in-school meeting is arranged: The school will make the main hall, classrooms, or private meeting rooms 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. All meetings will be in line with health and safety guidance for COVID 19 at that time.
- 10.2 If it is appropriate for a virtual meeting to go ahead: The school will make the arrangements with the IT support team to provide technical support and ensure that the live or pre-recorded session can be accessed by our students and staff.
- 10.3 Providers are welcome to send a digital copy of their prospectus or other relevant course literature to the CEIAG coordinator J Blears. This information will then be distributed through our online Careers classroom for all students to access.