**Toot Hill School and College**

**Careers Education and Information,**

**Advice and Guidance (CEIAG)**

**Policy**

**September 2019**

**School Lead: Fiona Farmer**

**Governor Lead: Tricia Pedlar, Chair of Governors**

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| **Approved**  |  |
| **Date of next review**  | September 2020 |

**Signed by Chair of Governors** **or** **Chair of Committee**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**: \_\_\_\_\_\_\_\_

# INTRODUCTION

Students need a planned programme of activities to enable them to gain the knowledge, understanding, skills, attitudes and attributes required to make informed choices about their 11 -18 pathways and to enable them to manage their careers and sustain employment throughout their lives.

Effective careers education is impartial and considers young people's personal abilities, needs and preferences. It is motivating and it raises aspiration, by providing clear targets and by encouraging young people to participate in learning and to attain qualifications to reach their full potential.

A clear picture of the current and projected local and national labour market helps to support students’ future career intentions and helps inform future education and training plans. Toot Hill School has a duty to provide careers education from Year 8 to 13 and to give students access to careers information and impartial guidance.

# AIMS AND OBJECTIVES

This policy aims to detail the procedures and guidelines for the delivery and availability of Careers Education and Information, Advice and Guidance (CEIAG). The main aims of the policy are:

* To set out the procedures put into place to ensure that CEIAG is delivered in line with the Career Strategy December 2017. The School and College will work towards the Gatsby Benchmarks. The School and College has the Careers in Quality Standard- Career Mark.

* To develop students’ aspirations, self-awareness and participation in CEIAG.

* To encourage students to make good use of resources available to them in order that they can make well informed decisions throughout their school journey and beyond.

* To enable staff to explore the resources available so that they are able to support students with CEIAG throughout the school, across all teaching staff including (subject teachers, Head of Years/Achievement Coordinators and tutors)

* To maintain a good working relationship between the school and outside agencies including the The Careers Enterprise Company, D2N2 Local Partnership, the Newark Employability Network, Careers Local, Enterprise Adviser, Bingham Business Club, Employers who work in partnership with the school, local Colleges, Apprenticeship Providers and Universities. Safety Measures are contracted to handle the Health and Safety for Work Experience – see separate policy.

* To create mechanisms for feedback from staff, students and parents about the delivery and availability of CEIAG, so that the procedures and delivery can be continually evaluated and improved via the School Improvement Plan.
* To ensure that the Head Teacher, Senior Leaders and Governors are kept up to date on changes in legislation who in turn ensure appropriate resources and budget are in place to deliver the Strategy.
* To ensure that all students have the employability skills required by employers at the end of Year 11. These employability skills are those from the D2N2 employability framework. Students will have to have 7 meaningful face to face encounters with employers from Year 7 to 13.
* To motivate and encourage every student to not only achieve their full potential academically but to also make the most of enrichment opportunities as well as work experience by the end of Year 11 and Year 12. It is the school’s duty to ensure that students are employable at the end of Year 11 before moving on to their Post 16 destination.
* To monitor and evaluate destination information for both Year 11 and 13 leavers.
* To recruit former students as part of our Alumni network to inspire current students.

The CEIAG policy is underpinned by the School’s provision for PSHCE and Pastoral Care including Students Services and Behavioural support. Students identified as most at risk of becoming NEET, Looked After Children, students receiving Pupil Premium and students identified as having Special Educational Needs are all given additional support from specialist teams in school. This is also applicable to Gifted and Talented students. The CEIAG policy has been developed alongside other whole school policies, reinforcing those aims that are appropriate to CEIAG.

The CEIAG policy is underpinned by the following DfE statutory and non-statutory guidance:

* Careers guidance and inspiration in schools DfE statutory guidance March 2015
* Participation of young people in education, employment or training DfE statutory guidance April 2014
* Careers guidance and inspiration in schools. DfE non-statutory guidance April 2014
* Governors Handbook
* Careers Strategy December 2017

**MANAGEMENT AND KEY STAFF**

The School and College Careers Leader is Mrs F. J Farmer.

**PROVISION**

The delivery of CEIAG occurs through all curriculum areas and through events which lie outside of the curriculum area. Some events involve all students, while others are targeted to students according to their individual needs. Delivery is focussed at key transition points:

* Key Stage 3 – Identifying strengths, getting to know me, option choices, making well informed decisions.
* Key Stage 4 - Destination Planning – College, Apprenticeship, Traineeship, other education/training
* Key Stage 5 – Destination Planning – University, Apprenticeship, Employment

The CEIAG programme includes Careers Guidance activities including:

* Completion of Careers Work Books during Active Tutoring.
* Aspirations Workshop – What could I be? Exploring Career aspirations in tutor time in Year 7-11.
* Inspirational Guest Speakers in School – Year 8-13.
* Options Information Evening in Year 8.
* Year 8 Options Taster morning
* Visits to Employers
* Competitions
* Year 9 Guest Speakers
* Year 10 CV writing/Preparation for interview Day – employer as guest speaker
* Year 10 Mock Interview Day – interviews with Employers
* Applications and preparation for Work Experience
* Year 11 and 12 Work Experience
* Work Experience Debrief and reflection
* Destination Week: College and University visits, Apprenticeship/Trainee Guest Speakers in Year 10.
* Careers embedded in the curriculum through subject areas.
* 1-2-1 interviews with Senior Leaders at decision making time for example Year 8 and Year 11.
* 1-1 advice and guidance meetings with Level 6 qualified Careers Adviser, on request or referral.
* Parents Forum – termly meeting with parents.
* Enrichment Programme
* Student voice – Diplomats, Ambassadors and Prefects
* Residential Trip in Year 8
* Foreign Exchange visits
* Duke of Edinburgh Award

## ENTITLEMENT FOR CEIAG

Students are entitled to careers education, information, advice and guidance which is both impartial and confidential. At Key Stages 3, 4 and 5, students are able to access an interview with a member of staff and the Schools Careers Adviser. This impartial advice based on the individual student’s needs. Targeted support is available for students at risk of becoming NEET. There is also the opportunity for students to have access to careers advice from independent and local institutions including many employers, local colleges, apprenticeship providers and universities. Students have access to the Toot Hill Extra website and Virtual Careers Library and are able to follow on twitter for updates on Careers information. In addition the National Careers Service website, Icould, Start and Success for Schools website provide further advice and guidance. Unifrog is available to all students across the whole School.

**KEY STAGE THREE:**

**Tutor 1-to-1s**: Tutors may refer students who need specific careers advice to a Head of Year, Achievement Coordinator, Gifted and Talented Coordinator, Senior Leader or the School Careers Adviser. Tutors can also refer students to careers resources on the school website. Details of individual 1-to-1 meetings and consequent individual targets will be recorded and maintained as part of active tutor records.

**Referrals**: SLT, Heads of Year, Achievement Coordinator, SEN, Behavioural Support, Individual Mentors, School Careers Adviser.

**Independent careers advice**: Available from the school’s network of employers. Colleges, apprenticeship providers and universities. In addition the School’s Career Adviser.

**Year 8 Options Information Evening:** All students and their parents are invited to attend an information evening where they can learn about and discuss the options available to them for Key Stage 4 study.

**Alternative Provision:** The Head of Year/Achievement Coordinator for each year, the SEN team, and Tutors may liaise to discuss and decide whether it is in a student’s best interests to continue with a full cohort of options subjects; this decision will be discussed and made with parents/carers.

**Year 8 Option Taster morning**: This is an opportunity for students to try a subject that they do not currently do in Year 7/8. This will support their decision making ensuring they make a well informed decision.

**Year 7 and 8 Parents Evenings and Student Review Days**

This is an opportunity to update parents and to set student targets across subject areas at Parents Evening and for personal development and Careers development targets to be set at the Student Review Day. This supports the option decision making in Year 8.

**Key Stage 3 Enterprise/TFest/Ignite:** Throughout the key stage, students develop enterprise skills across the curriculum during lessons, and in extra-curricular activities/enrichment, with a particular focus on raising aspirations, team work, creativity, independence and resilience.

**Year 7 and 8 PSHE lessons**

Year 7 have weekly lessons and cover careers research during their lessons and using Start and icould websites to find the career most suitable to their strengths and preferences. Year 8 continue to build on this identifying their favourite subjects and how they can link this to a career. This work supports Year 8 making a well informed decision for their GCSE option choices.

**Student Voice**

Year 7 and 8 have the opportunity to be a Diplomat for their year group and work on fund raising and having a say in shaping the school. There are also Subject Ambassadors who support teaching for example Language Ambassadors will go into Primary Schools to inspire children. The Ambassadors from Year 7 to 11 feedback on the current careers provision and what they think it should look like in future.

**Visits and Guest Speakers**

Subject areas will arrange visits out of school when appropriate and guest speakers are invited into school. Inspirational Guest Speakers come from Industry, Higher Education, Apprenticeship providers as well as from our Alumni network.

**Activities Week**

Every tutor group does a business plan and pulls together a team of people to have a stall at the T-Festival. The tutor group allocate roles and responsibilities and they decide on the product they would like to sell. This is a day off timetable at the end of the school year. Tutor groups have a stall and all money is donated to a charity agreed by Student Voice. The remainder of the week is allocated to students being out of school on enrichment/extra-curricular activities for example visits to other countries, water sports, cycling, climbing or in school doing Cooking, Languages, Art and D&T activities.

**KEY STAGE FOUR**

**Tutor 1-to-1s**: Tutors may refer students who need specific careers advice to the appropriate party. Tutors can also refer students to careers resources within the school. Details of individual 1-to-1 meetings and consequent individual targets will be recorded, reviewed and maintained by form tutors.

**Destination Planning**: At the start of the academic year, Y10 and Y11 students indicate which areas they are likely to be pursuing following their GCSEs. This information is then used alongside student progress tracking to select groups of students who may find the following activities useful:

* ‘What Next?’ Careers Fair, a group of Year 10 students attend this calendared event during curriculum time with options available to return to the event in the evening with their parents/carers).
* Newark and Sherwood Council Expo event that takes place during School time.
* College Visits during Activities week are arranged for Year 10– groups of students visit our link Colleges (Newark, Lincoln, Nottingham College, Brackenhurst, Confetti, Brooksby and Colleges in the surrounding area) to experience taster sessions of College courses that they may be interested in, and receive advice on how to apply for a college course.
* Presentations from Apprenticeship providers for Year 10 are held to inspire and inform students about the types of apprenticeships available and advice and tips on how to apply and be successful.
* Year 11-13 Careers and Networking Fair is held in school in January each year. This is an opportunity for all students and parents to come into school to find out about Post 16 options. A range of local and national employers attend in addition to local Colleges, apprenticeship providers and a number of Universities. Students have the opportunity to network with a variety of people and not only have the chance to plan their Post 16 destinations but look further ahead to going to University, Higher Apprenticeship/Degree apprenticeship and ultimately gaining employment.

**Support for Destination Programme:** Enhanced support is offered to identify students, including those with specific needs. Specific needs will include SEND, Looked after Children and those receiving Pupil Premium. Support is given with personal development planning and with applications for college/apprenticeships.

**Year 10 CV writing and Mock Interview Day**: Year 10 have a themed day whereby they have a presentation from an employer on interview skills. During the day tutors will stay with their tutees and they will have a lesson on body language, CV writing and interview skills. This is followed up in March with a Mock Interview with an employer. Every student in the Year Group has an interview. Students are out of uniform in business dress and prepare for their interview prior to the day with their tutor and if relevant SEND Coordinator. Students take their CV (including a personal statement) along to their interview. Reflection, debrief, feedback and updating CV’s takes place with their tutor after the event. This is a positive day for students and helps prepare them for applying for and going on work experience in Year 11. This continues to develop students’ employability skills during a face to face meeting with employers/colleges/apprenticeship providers and universities.

**Year 11 Work Experience**

All students go out on Work Experience in Year 11 and support is provided from Careers Leader, Head of Year and tutors. Preparation for work experience and the debrief takes place in tutor time.

**Toot Hill College Open Evening:** All students and their parents/carers who are interested in applying to Toot Hill College are invited to attend an open evening where they can learn about and discuss the options available to them for Key Stage 5 study.

Alternative College evenings are advertised on noticeboards, school website and in the Year 11 booklet.

**Year 12 Young Enterprise Challenge/Ignite**

Year 12 Young Enterprise is held in school and there is a Company formed by students called Ignite. Ignite is suitable for younger students. Both initiatives develop and sell products in the local community of Bingham.

## KEY STAGE FIVE

**Tutor 1-to1s:** During Post 16 the majority of student support is given during the enhanced 1-2-1 time with Mentors and College Leaders/Careers Leader. The programme is designed to support progression pathways, including University, apprenticeships, training and employment.

**Curriculum:** Subject teachers can also provide support including guidance for foundation art courses, preparation for portfolios for university and college interviews, facilitating university taster days and student personal statements. Interviews with the Chair of Governors take place for Year 13 students who are applying for University and with a Careers Adviser for those applying for apprenticeships/employment.

**Impartial careers advice:** Students may request an interview at any stage. Students who are not wishing to pursue University Level education are referred to the Careers Leader and are supported more closely, as necessary and appropriate to their post-18 choices.

Students who leave Toot Hill College prior to completion of their Post 16 courses are required to attend an interview with the College Senior Leaders and the Careers Leader. The team ensure a destination is in place before the student leaves College.

## Additional activities

* Inspirational Guest Speakers
* Presentations and workshops from visiting university/apprenticeship speakers
* Oxbridge visits
* UCAS preparation day
* Toot Hill’s Year 11-13 Careers and Networking Fair
* Newark and Sherwood Expo Fair
* Duke of Edinburgh Award
* World Challenge
* Charity fundraising
* Christmas Tea Party for elderly and disadvantaged children
* CV update.
* Quality work experience in Year 12 and debrief.

**CONTINUOUS IMPROVEMENT**

All tutors and teaching staff receive training on the Careers provision annually. Staff who are new to the school and/or the tutoring system each year will receive training via the induction programme/INSET training.

The Careers Leader is Level 6 trained for Careers Development, Advice and Guidance. This member of staff also attends meetings with the Careers Enterprise Company, D2N2, Newark Employability Network, and regular School Forum Meetings in addition to being a member of both the Bingham Business Club and the Newark Business Club. Responsibility for keeping up to date on legislation lies with the Careers Leader and is gained by regular training about new developments in CEIAG. The school has the Quality in Careers Standard Career Mark and this will be reaccredited in 2018.

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**PARENT UPDATE**

Parents are kept up-to-date with the policy via the Parent Forum, regular parent evenings and Student Review Day and Weekly School Newsletter and Monthly College Newsletter. Feedback is requested from parents. The School website contains a Careers page for every year group and there is a Virtual Careers Library providing details of lots of useful resources.

## BUDGET

A designated careers budget is available each year to cover the CEIAG.

**EQUAL OPPORTUNITIES AND DIFFERENTIATION**

All information, advice and guidance will be provided impartially to all students and will be provided free of bias. Students will be encouraged to look at careers and courses outside the normal gender stereotypes. Following the guidance all students with SEND will be entitled to transition plans. Where a student has an Education Health Care Plan, all reviews of that plan will include a focus on preparing them for adulthood, independent living, employment and participation in society. Students with SEND will receive independent and impartial advice about mainstream education, training and employment opportunities on offer, regardless of their individual circumstances to support them for the next phase of education or training and beyond into adult life.

# EVALUATION AND REVIEW

This policy will be reviewed annually as part of the whole-school self-assessment process for continuous improvement and will be reviewed by the governors when any additions or amendments are made. The delivery of CEIAG, including external provision to students will be evaluated annually through discussion with students, evaluation forms, and survey monkey and during supervision of the day. Senior Leaders and Head of Year mentors will undertake interviews with Year 11 and Post 16 students in the spring term annually to assess whether the needs of all students are being met.

Individual Careers-linked events such as visits to Careers Fairs, Year 10 Mock Interview Day and Enterprise Days are evaluated individually and reported to senior staff as part of the annual reporting process.

The school will also utilise both local and national destination data to assess the success in supporting students to take up education and/or training which offers good long term prospects.

## ADDITIONAL INFORMATION

National Careers Service

Start Profile

Icould

Success for Schools

Toot Hill Extra website and office (Careers Hub)

Virtual Careers Library

Apprenticeship application website – gov.uk

Unifrog

Fiona Farmer/September 2019