



## **COOMBE DEAN SCHOOL CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG) POLICY**

### **Vision**

A young person's career reflects the progress that they have made in learning and work. It is part of the vision and mission of Coombe Dean School that all learners need a planned programme of activities to help them choose their 14-19 pathways that are right for them and to be able to manage their careers, sustain employment and achieve personal wellbeing throughout their lives.

### **Aim**

The overarching aim is to deliver professional careers education, information, advice and guidance. Careers guidance is delivered by Careers South West specialised advisor. Pupils will have opportunities embedded within the Life Skills programme to gain employability skills and will be supported to manage their careers pathway. The aim of CEIAG will be linked to the eight Gatsby Benchmarks for Careers Excellence:

1. To plan and provide a stable careers programme
2. To allow learning from career and labour market information (LMI) linked to the area.
3. To address the needs of each pupil
4. To link curriculum learning to careers
5. To provide opportunities for pupils to encounter employers and employees
6. To support pupils to gain work experiences placements during year 10 and year 12.
7. To give pupils opportunities to encounters further and higher education
8. To provide personal guidance to pupils on careers education

### **Objectives**

Access to a careers education programme to:

- ✓ Promote employability skills, self-awareness of skills and interests
- ✓ Explore option for Post 16 and Post 18.
- ✓ An understanding of education, training and employment routes linked to future employment
- ✓ Opportunity to complete a work experience
- ✓ Experience a variety of employment businesses through trips, guest speaker, assemblies and other opportunities.

### **Statutory requirements and expectations**

Coombe Dean recognises that it has a responsibility to ensure all registered pupils at the school are provided with the opportunity to access impartial information, advice and guidance (IAG) from a careers advisor as well as independent careers guidance from an external agency from year 8 (12-13 year olds) to

year 13 (17-18 year olds), (Education Act 1997, section 42a). The governing body also recognises that it must ensure that all careers guidance provided:

- Is presented in an impartial manner
- Includes information on the range of education or training options, including apprenticeships and other vocational pathways
- Is guidance that the person considers will promote the best interests of the pupils to whom it is given

The school endeavours to follow best practice guidance from the Department for Education and other expert bodies such as Ofsted and the Department for Business Innovation and Skills, professional bodies and published research as it is available.

Coombe Dean School is committed to working towards the eight Gatsby Benchmarks and a quality award for Careers Education, Information, Advice and Guidance.

### **Student Entitlement**

The careers programme is designed to meet the needs of learners at Coombe Dean. Activities are differentiated and personalised to ensure progression in their career learning and development, and to strengthen their motivation, aspirations and achievement at school.

Every student is entitled to high quality career education and guidance as part of their overall education which Learners are entitled to impartial and confidential CEIAG which is person-centred, delivered by trained staff and which meets professional standards of practice. Activities will be integrated into the curriculum and based on partnership with learners and their parents/carers. The programme will raise aspirations, challenge stereotypes and promote equality and diversity.

### **Implementation**

Careers Education is delivered to all our pupils from Year 7-11 as part of the Life Skills Curriculum and on three Applied Learning days. This is also supported through the Tutorial program, Assemblies and opportunities outside the classroom. The breakdown of this is below:

#### **Key Stage 3**

Students take part in a Life Skills program that covers CEIAG, they have an hour each week throughout the year. In Year 7 our pupils use the Life Skills Programme to link to careers and key roles. They start to look at their own strengths and areas to develop and link these to the jobs market and employability opportunities. In Year 8 the focus is on Employment Areas and understanding local Labour Market Information. Pupils also complete an Innovation challenge and consider how to develop a 'can-do attitude'. In Year 9, pupils study employability skills. They also are given support with their 'Choices' activities that complement the Year 9 Option Process.

#### **Key Stage 4**

At Key Stage 4 pupils also have their Careers through Life Skills which they have one hour a week all year. As part of the Careers Learning Day in March pupils will be given an aspirational choice of University to visit for the day. This included Falmouth, Plymouth, Marjon's and Exeter linking this with the area of careers they

are interested in. The emphasis in Year 10 is on Employability and Work Experience. All Year 10 pupils are required to complete a week of Work Experience during Enrichment Week, which takes place in the summer term. Pupils are also given the opportunity to visit the South West Skills Roadshow. In Year 11, activities are designed to support our pupils in making their Post 16 decisions. This includes visits to the Apprenticeship Roadshow in Exeter Arena. As part of the Careers Learning Day in March pupils will be given an aspirational choice of University to visit for the day.

### **Key Stage 5**

During the Sixth Form our pupils complete a range of Employability and Careers activities as part of their tutorial programme including a visit to the Higher Education Conference and a work experience placement in the summer of Year 12.

In addition to the Careers Curriculum we offer a range of Careers Enrichment events, through the Careers Department and across different subject areas and departments. These include: South West Skills Conference, You're Hired! University Visits (Plymouth University, Exeter University, Marjon's and Falmouth), MADE with Next Steps South West, why would you workshop.

### **Roles and Responsibilities**

A named member of the Senior Leadership Team is the nominated Careers Leader who co-ordinates the Careers Curriculum and is responsible to the Head teacher. The Careers Leader is responsible for the work of the assigned Careers Mentor and other admin support.

Careers Leader: Mrs Lara Sutherland , Assistant Headteacher

Careers Mentor: Mrs Gail Coath

NSSW Representative: Mr Kevin Green

### **Staffing**

All staff within the school contribute toward Careers through their roles as subject teacher, subject leaders, tutors, Pastoral Leaders. Support staff also contribute through their previous experiences in a variety of careers.

The Careers Leader and Careers Mentor is responsible for maintaining links with employers and external agencies and also with consulting with NSSW and CSW over personal guidance.

### **Staff development**

All staff are expected to contribute to the career learning and development of pupils in their different roles. To meet the training needs that arise from this, we will look to put regular CPD in each Academic year to meet the needs to staff.

### **Funding and Resourcing**

Funding for careers will be allocated in annual school budget. The Careers Leader is responsible for the use of these Careers to enhance the experience for pupils. The school will explore sources of external funding through Next Steps South West, CSW and other opportunities.

### **Teaching, learning and assessment**

We recognise the importance of basing our approach to teaching, learning and assessment on evidence of what works in career education and guidance. Careers support the current schools Teaching and Learning Policies and focus on the T&L 6.

### **Information, advice and guidance**

We will ensure that all pupils have access to a Careers Advisor from Careers South West. This advice will be unbiased and will support the student with future choices.

### **Monitoring, reviewing, evaluating and reporting**

The implementation of the careers programme will be monitored and reviewed by the Careers Leader in line with the Department Review. It is regularly monitored through conversations with key staff and Subject leaders. We will evaluate and report on the programme through record keeping, tracking and observations. We can also use NEET (not in education, employment or training) to observe the impact of Careers on pupils. The Careers Leaders also makes sure that Careers is supporting the School Improvement Plan (SIP).

### **Parents/Carers**

We recognise the important role that parents have in their child's career development. All opportunities that are available to pupils are always sent home and displayed on our social media and online platforms. Parents are kept up to date with careers related information through letter, social media, emails and at Parents evening and Options Evenings.

### **Partnerships**

A partnership agreement is ongoing with Next Steps South West, supporting the delivery of Careers across the School. We also use CSW to allow Personal guidance to pupils within schools.

### **Development**

The policy was developed and is reviewed on an annual basis by the Careers Leader and the Governing Body.

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| <b>Written by:</b>            | Lara Sutherland, Careers Lead (Assistant Headteacher) |
| <b>Supported by Governor:</b> | David Wainwright                                      |
| <b>Date Revised:</b>          | June 2021   |
| <b>Next review Date:</b>      | June 2022   |