

CLAVERHAM COMMUNITY COLLEGE



Careers Policy

***Policy for Economic Wellbeing, Careers Education, Information,
Advice and Guidance (CEIAG)***

Ammended October 2021

Approved: M Whitehead, Chair of Governors

Date: 28.01.21

Reviewed: January 2022

Claverham Community College
Policy for Economic Wellbeing, Careers Education, Information, Advice and Guidance
(CEIAG)

Introduction

A young person's career is the progress they make in learning and work. All young people need a planned programme of activities to help them choose 14-19 pathways that are right for them and to be able to manage their careers and sustain employability throughout their lives. Schools have a statutory duty to provide Impartial Advice and Guidance to all students. The school is accountable for ensuring that students have sufficient careers education to be able to make an informed choice of destination for the next stage of their compulsory education or training.

Claverham Community College is committed to providing a planned programme of economic well-being including careers education and information, advice and guidance (IAG) for all students in Years 7-11.

Claverham Community College has designed a provision based on the latest best practice. It aims to match all the criteria laid out in the Gatsby Benchmarks, and includes a provision for economic wellbeing as part of PHSEe, we work closely with ESCC Careers Hub and draw on other relevant guidance from DfE, C&EC and the latest Ofsted reports and recommendations but has been adapted to best meet the provision available to and needs identified by the College. We aim to maintain our compliance with the Gatsby benchmarks for good practice and are complying with the Careers Statutory guidance July 2021.

Claverham Community College is committed to maintaining the Investors in Careers Quality Award, or its current equivalent.

The policy for CEIAG supports and is itself underpinned by a range of key school policies especially those for teaching and learning, assessment, recording and reporting achievement, citizenship, PSHE , economic well-being, equal opportunities and diversity, gifted and talented, looked after children and special needs/LDD.

Objectives

The careers programme is designed to meet the needs of all students at Claverham. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

Students are entitled to IAG which meets professional standards of practice and which is person-centred, impartial and confidential. It will be integrated into students' experience of the whole curriculum and be based on a partnership with students and their parents or carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

Implementation

David Page (Head of Careers) co-ordinates the careers programme and responsible for monitoring and evaluating its effectiveness and reporting to Paul Swatton (Principal). This area is monitored and supported by the Careers Link Governor, Ms Sara-Jane Cole. David Page is responsible for the work of Emily Masters (in relation to her role as a careers advisor) and Sarka Francis. IAG support is targeted and coordinated, and work related learning planned and implemented, by Emily Masters under the direction of David Page. Specialist careers information, advice and guidance is supplied by Emily Masters (a qualified careers advisor to level 6). Students identified as being particularly at risk of becoming NEET are referred for extra guidance to the Youth Employability Service. In this way we can ensure that any IAG received by students is provided by professionals qualified to the correct level and with the latest information, and that it is impartial as demanded by the education act. Sarka Francis leads the organisation the careers events in year 9 and 11, transition days to colleges and coordinates the First Generation Scholars Programme in conjunction with University of Sussex. Sarka is also the primary lead for organising the work experience in year 10 (ensuring we comply with ESCC Work Experience Policy) and administering post 16 applications through UCAS Progress and references for year 11. She also liaises with ESCC Aspire team on student destinations. These roles are now a job share with Emily Masters and each person is able to work on all aspects of the careers administration. Additional support is offered in KS3 for options choices with the assistance of Mr Wilson and Mr Di Girolamo and making referrals to Mrs Masters.

All staff contribute to CEIAG through their roles as tutors and subject teachers. Some specialist sessions are delivered by the Careers team through dedicated careers lessons in PSHE and one lesson per fortnight in KS4. The economic well-being programme is planned, monitored and evaluated by the careers co-ordinator in consultation with Head of PSHE, staff, students, parents and outside agencies. Emily Masters a level 6 trained advisor provides specialist careers IAG. Careers information is available through the Learning Zone which is maintained by Sarka Francis. Administration of careers department is the responsibility Sarka Francis. Emily Masters coordinates support from YES and other outside providers of IAG such as Apprenticeships in Sussex and the ASK programme. David Page and Emily Masters plan and arrange activities with our Enterprise Advisor, Joy Sheen, from General Dynamics.

The careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities (using Fast Tomato and on Claverham Community College intranet), work-related learning (including one week of work experience or employability training, for those unable to find a placement), financial capability, enterprise and individual planning/portfolio activities. Careers lessons are part of Claverham Community College's personal development programme. Other focused events include the annual careers fair, financial capability events, assemblies by local Colleges, and KS5 transition activities/visits. Work experience preparation and follow-up take place in careers lessons and other appropriate parts of the curriculum.

An outline of the opportunities available to students is published on the website in accordance with the Statutory Guidance Jan 2018.

The College offers the option one week of Work Experience in Year 10. Students are expected to find their own placements that are then submitted for approval by ESCC. Only ESCC approved placements can be used and we fully comply with the ESCC Work Experience policy by attending the CEIAG area meetings and communicating with the Work Experience team to ensure that we comply fully with the county's health and safety requirements. All students and visiting staff receive Health and Safety awareness training before going on placement.

The intended economic well-being outcomes for students are based on the comprehensive (but never enacted) National Economic Well-being Framework and are assessed using assessment for learning (AfL) techniques. The programme has been matched to the Gatsby Benchmarks for CEIAG using the CDI Careers Development Framework April 2021, according to the requirements of the Statutory Guidance issued in July 2021.

Other links which continue to be used and developed are; ESCC Careers Hub, Rother District IAG support group, East Sussex SIS, ESCC Enterprise advisors, Young Enterprise, RBS Moneysense, Barclays Life Skills, University of Sussex, BrightMed, STEMNET, Battle Chamber of Commerce, YES, Apprenticeships in Sussex, General Dynamics UK Plc, Kurt J Lesker, Futures First, and the Careers and Enterprise Company.

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the CEIAG area. David Page is responsible for the effective deployment of resources. Sources of external funding are actively sought.

Staff training needs are identified as part of the Gatsby Benchmark assessments and Careers Quality Standard award process and in conjunction with the assistant principal responsible for CPD. Funding is provided from school funds or from the C&EC via ESCC. Claverham Community College will endeavour to meet training needs within a reasonable period of time.

The provision for IAG is now covered by current staffing. The effectiveness of the Careers Programme is frequently assessed using the Compass+ self-assessment tool from the C&EC and relevant adjustments and improvements to provision are then made. The economic well-being programme is constantly evaluated and reviewed by the careers staff using the ESCC guidelines and Investors in Careers criteria to identify areas for improvement. An annual report is submitted to the senior leadership team and governors. Action research evaluation of different aspects of CEIAG is undertaken regularly. The Head of Careers reports regularly to the Leadership Team on student destinations, intervention strategies and NEET statistics. Every effort is made to keep a record of the destinations of our leavers using the ESCC Aspire database, conversations with YES and email and phone contacts.

The department is committed to maintaining its compliance with the Gatsby Benchmarks.

Signed:

Principal:

Chair of Governors:

Date:

Date of next review: February 2022.