

CLAVERHAM COMMUNITY COLLEGE



CEIAG Policy

January 2017

Approved:

Date:

Reviewed:

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 draws heavily upon previous documentation such as the National Framework for CEG 11-19 in England (DfES, 2003), the Young People's IAG Standards (DCSF, 2007) the statement of careers education principles (DCSF, 2008), the proposed provision for economic wellbeing as part of PHSEe (never enacted but comprehensive in principle) and other relevant guidance from DfE, CEGNET, and the latest Ofsted reports and recommendations but has been adapted to best meet the provision available to and needs identified by the College.

Claverham Community College is committed to maintaining the Investors in Careers Quality Award.

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, PSHEe , 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 Michele Hyman-Wilson, Link Governor. David Page is responsible for the work of Emily Masters (in relation to her role as a careers advisor), Sarka Francis and Jen Hortop. 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 and advice is supplied by Emily Masters with students referred for guidance to a subcontracted advisor as necessary (decided upon by a tendering process but with at least a level 6 qualification). 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. Jen Hortop 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 Francis is the primary lead for organising the work experience in year 10 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 each person able to work on all aspects of the careers administration.

All staff contribute to CEIAG through their roles as tutors and subject teachers. Some specialist sessions are delivered by the Careers team. The economic well-being programme is planned, monitored and evaluated by the careers co-ordinator in consultation with Heads of House, staff, students, parents and outside agencies. A combination of Emily Masters and a sub-contracted level 6 trained advisor provide specialist careers IAG. Careers information is available through the Learning Zone which is maintained by Jen Hortop. Administration of careers department is the responsibility of Jen Hortop and Sarka Francis. Emily Masters coordinates support from YES, the sub-contracted advisor, and other outside providers of IAG such as Apprenticeships in Sussex. David Page and Jen Hortop plan and arrange activities with our Enterprise Advisor, Rob Lowes, 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 tutorial lessons and other appropriate parts of the curriculum.

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 new Gatsby benchmarks for CEIAG using the CDI Framework for Careers 2015.

Other links which continue to be used and developed are; Rother District IAG support group, East Sussex SIS, YMCA careers support team, ESCC Enterprise advisors, Young Enterprise, RBS Moneysense, Barclays Lifeskills, BT Moving On, The Wesleyan Society, University of Sussex, STEMNET and Battle Area Rotary Club, Battle Chamber of Commerce, YES, Apprenticeships in Sussex, General Dynamics Plc.

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 Investors in Careers process and in conjunction with Roger Tomlinson, assistant principal responsible for CPD. Funding is provided from school funds. Claverham Community College will endeavour to meet training needs within a reasonable period of time.

The provision for IAG will be reviewed annually dependent on funding and time allocation of both staff and curriculum. 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.

Signed:

Principal:

Chair of Governors:

Date:

Date of next review: February 2018.