

CEIAG Policy

Rationale

Careers Education, Information, Advice and Guidance (CEIAG) is an integral part of the academy's Tutorial programme, which is delivered by form tutors with support where appropriate from an independent and impartial deliverer of guidance. Particular emphasis is placed on making effective career decisions in Years 9 – 13.

Careers Education helps prepare students for the opportunities and responsibilities of adult working life and, as such, has a vital contribution to the school's aims of working closely with employers, Higher Education institutions and our local community and supporting students in the lifetime experience of learning.

Strong and effective pastoral and tutorial systems at Queen Elizabeth's provide the means to ensure students receive support and guidance at transition points. Referral systems (including diagnosis of needs) ensure that students requiring more specialist guidance can receive it from appropriate agencies. The relevant national policy documents, which inform this policy and the CEIAG programme, are 'Careers Education and Guidance in England', 'Work-Related Learning', the ACEG Framework introduced in 2012.

The role of the careers co-ordinators (Miss Allen/Mrs Elliot):

The role of the careers co-ordinator is to assist young people's career learning, planning and development by leading and managing the development of careers education, information and guidance (CEIAG). The co-ordinator advises the Senior Leadership Team and governors, facilitates the contribution of colleagues and partners, develops the careers programme, organises resources and secures high standards of teaching, learning and guidance.

Key accountabilities:

1. To support the development of effective and continually improving careers education, careers information and careers guidance for young people
2. To support students and parents through the delivery of high quality careers guidance
3. To facilitate the contribution of colleagues and a range of partners to young people's career learning, planning and development
4. To select and provide curriculum resources, activities and services to meet young people's career needs
5. To ensure continuing professional development for themselves and others to secure high standards of careers teaching, learning and guidance.

Aims

1. To help students learn to understand themselves and develop their capabilities
2. To develop an understanding of the range of opportunities available at 16+ and 18+
3. To raise students' self-esteem and encourage them to have high aspirations which allow them to achieve economic well-being
4. To support students in making informed and realistic career decisions
5. To help students manage the transition from education to work

Careers Entitlement

1. A programme of CEIAG within the tutorial programme, beginning in Year 7 and continuing through to Year 13
2. Statutory requirements for work-related learning, which came into force in September 2004, are addressed through the tutorial programme, enterprise opportunities, work experience, mock interviews, vocational courses
3. As a Business and Enterprise College since September 2004, enterprise is a cross-curricular theme which permeates all areas of school life
4. Open access to the careers library and careers resources within the school library
5. Group and individual support from an independent and impartial careers provider
6. One week's work experience for Y10 in January (after examinations). One week's work experience for Y12 (after AS module examinations)
7. Individual careers interviews with Head of Sixth Form Studies/ Headteacher and the independent and impartial careers provider

Implementation

1. Careers education at Queen Elizabeth's is led by Miss Allen and Mrs Elliot. Form tutors deliver the tutorial programme and liaise as appropriate with HoS and the independent careers provider
2. Link Governor
3. Action planning is regularly carried out to enable students to learn how to plan and review their own learning and ultimately be able to manage this themselves. Twice yearly, on reports, a formal action plan is written by students and targets are set.
4. Vocational A Levels in Business and Health & Social Care are offered in the upper school.
5. CEIAG material is monitored to ensure impartial, objective and reliable presentation of material.
6. Students are encouraged to be aware of and challenge gender, class, religious and disability issues relating to the world of work.
7. Parents are able to discuss career-related issues with the independent and impartial careers provider at Y8, Y11 and 13 Parents' Evenings.
8. The academy has a centrally located, dedicated and well-stocked Careers Library, containing up-to-date careers and training literature and videos and HE material. The library also acts as an interview room.
9. The academy library also maintains careers literature and the careers computer programmes – Kudos
10. A trip to the Higher Education Day at Lincoln is arranged for Y12 and smaller group visits to Oxbridge and other universities are arranged.
11. Appropriate students in Y12 are recommended for the Sutton Trust Summer Schools
12. The Head of Sixth Form Studies, Headteacher and the independent and impartial careers provider are available on A level results days and the following day to assist students in confirming university places and, if appropriate, going through the clearing process. They are also available on GCSE results day to discuss further options at 16+.
13. Miss Allen/Mrs Elliot, HoS and form tutors attend relevant INSET as and when appropriate.
14. The Library Officer and the Head of Middle School work together to arrange Y10 work experience during the latter part of the summer term.

Assessment, Recording and Reporting

- Work is assessed and marked through peer assessment and by tutors
- Achievement is recorded and reported to parents twice a year; in January through Interim Reports and in a full school report given out in the summer term.

Review and Evaluation

- Teaching of CEIAG related topics and the learning outcomes are monitored and evaluated by the heads of school through observation of tutorial lessons and checks of folders (in line with the school's monitoring policy).
- Tutorial schemes of work and programmes of work are reviewed annually by the heads of school in liaison with the careers tutors.
- The review and evaluation process will be used to recognise and share good practice, identify areas for further development and thus facilitate the continuous improvement of CEIAG at Queen Elizabeth's. This includes information gained from lower, middle and upper school students' focus groups on their perspective of CEIAG delivery.
- This policy will be reviewed annually and monitored by the Headteacher and governors.

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