



Careers, Education Information and Guidance Policy

July 2021

Date of approval:	July 2021
Approved by:	Senior Leadership Team
Date of next review:	July 2022



Introduction

Ellesmere Park High School is committed to providing Careers Education, Information and Guidance to all its pupils through the curriculum, organised activities and an independent and impartial IAG service. Careers Guidance will focus on the specific needs of the individual student to promote self-awareness and self-development. It will aim to provide current and relevant information to enable each student to make informed decisions about their future. It will be presented in an impartial manner, be confidential and differentiated to suit the needs of individual students.

What is CEIAG?

Careers “‘advice and guidance’ refers to a coherent programme of activities that inform, inspire and motivate young people, preparing them for work and helping them to understand where different education and training choices could take them in the future.”

(Careers guidance and inspiration in schools. Statutory guidance for governing bodies, school leaders and school staff 2014)

It comprises:

Information: accurate, up-to-date, facts and data about: personal and lifestyle issues, learning and career opportunities (including labour market information), progression routes and choices; where to find help and advice; and how to access it.

Advice: activities that help young people to gather, understand and interpret information and apply it to their own situation.

Guidance: impartial guidance and specialist support to help young people to understand themselves and their needs, confront barriers, resolve conflicts, develop new perspectives and make progress.” (DCSF 2009b)

Provision

CEIAG opportunities are available from Year 7 to Year 11. The mapping document (Appendix 1) outlines the opportunities that are provided for in the curriculum delivered as part of the PSHE Programme and additional activities such as the year 10 work experience week. This mapping document is a working document and is subject to additions and changes. Pupils are also encouraged to access on-line resources in the Learning Resource Centre. Various links to careers advice and information websites are also available on the school website for students, their parents/carers and teachers. There is a student noticeboard with up-to-date information about Higher Education Open Evenings and training opportunities as well as careers information, there are also communicated to parents/carers via emails or news drops.

Participation in activities, both in school and off-site, provide contact with employers and further information. Ellesmere Park High School employs an independent and impartial Careers Advisor, providing individual 1:1 interviews for all KS4 pupils as well as younger students on parental request.

Ellesmere Park High School organises information for students and their parents to which local providers of education and training are invited. These include Parents’ Evenings and Options/GCSE Information Evenings.

Management and Staffing

The Careers Programme is managed by the SLT Lead for CEIAG; Careers information is delivered by teaching staff and by external professionals. There is a core team of staff that has links with CEIAG and actively promote CEIAG across the school. The governing body have a link representative who reports back to the governing body on CEIAG and a business representative who provides employer representation.

Staff development is undertaken as part of their Continuing Professional Development Programme. Tier 1 training (Career Point GM) has been completed by a core team of staff.

Vulnerable Groups

Individual students who require additional support are given priority and referred to a Connexions Advisor who will meet with the pupil on a 1:1 basis for a series of interviews depending on the specific needs of the student.

Employer Engagement

We at Ellesmere Park High School are committed to engaging with our local employers and professional community to ensure that our students have access to high quality employer engagement activities to enhance their careers guidance provision. This includes:

- business mentoring and coaching
- speakers from the world of work and training in school
- work taster events
- careers fairs and career networking events
- access to taster days at further and higher education institutions
- access to creative online resources and labour market information

Monitoring and Evaluation

The programme is evaluated annually by the Career Lead and the Senior Leadership Team. Pupil voice exercises are used to assess the effectiveness of internal and external guidance events. Destination data is used to assess how successfully students are able to make the transition to their next stage of education or training. This data is published annually on the school website.