



SCHOOL POLICIES

CIAG Policy

Mission Statement

Horton Education and Care supports children, young people and adults through their difficulties, fosters their ability to manage their own behaviour, and develops their knowledge, skills and independence, enabling them to live as full and rich a life as possible

Procedure Title:	Information, Instruction and Training	Date of Implementation:	June 2015
Policy Reference:	<i>Careers Guidance and Access for Education and Training Providers</i> DfE guidance, January 2018	Date of Next Review:	June 2019

Rationale

Careers education and guidance programmes can and will make a major contribution to preparing young people for the opportunities, responsibilities and experiences of future life. A planned progressive programme of activities supports them in choosing 14 – 19 pathways that suit their interests and abilities and help them to follow a career path and sustain employability throughout their working lives.

Commitment

Horton Education and Care is committed to providing our students with a programme of careers education, information, advice and guidance (IAG) for all students in years 7 – 13. Horton Education and Care will endeavour to follow the National Framework for CEG 11 – 19 in England (DfES, 2003) and other relevant guidance from DCSF, QCA and Ofsted as it appears.

Horton Education and Care will put in place a scheme to enable the group to be awarded The Humber LEP Careers, Education, Information, Advice and Guidance Gold Standard.

Aims

Horton Education and Care, Careers Education and Guidance policy has the following aims:-

- to contribute to strategies for raising achievement, especially by increasing motivation
- to support inclusion, challenge stereotyping and promote equality of opportunity
- to encourage participation in continued learning including higher education and further education
- to develop enterprise and employment skills
- to reduce drop out from and course switching in education and training
- to contribute to the economic prosperity of individuals and communities
- to meet the needs of all our students through appropriate differentiation
- to focus students on their future aspirations
- to involve parents and carers

Roles / Responsibilities and Accountability

Overall responsibility of the Business and Work Related Learning Coordinator with support from Senior Leaders Team (See School Structure for SLT)

Student Entitlement

Careers Education and guidance (CEG) is an important component of the 11 - 16 Curriculum and at Horton Education we fully support the statutory requirement for a programme of careers education in Years 7 – 11.

Development

The policy was developed and is reviewed biennially by the Business and Work Related Learning Coordinator and his / her Line Manager (Headteacher) based on current good practice guidelines by DfES/ Ofsted, CEG Framework.

Links with other Policies

It supports and is underpinned by key school policies including those for Teaching and Learning, Assessment, Curriculum, Equal Opportunities and Diversity and Health and Safety

Implementation of Careers Education

Careers Education is delivered during lessons delivered by the Business and Work Related Learning Coordinator and will be supported by staff during appropriate sessions. It will form part of a Life Skills strand within PSHE lessons. Where appropriate students will be given the opportunity to undertake vocational placements where they will develop work related skills in a vocational setting. These will be sourced by the Business and Work Related Learning Coordinator and quality assured by them regularly.

Equality and Diversity

Careers education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated. A careers programme will be delivered by the Business and Work Related Learning Coordinator during timetabled lessons and through designated sessions throughout the year.

Key Stage 3

A careers, work related learning and enterprise programme will be introduced by the school. Years 7 and 8 will investigate their skills, interests and work preferences to match against suitable occupations. They will also research into the labour market and their expectations of job availability. Year 9 will encompass an exploration of KS4 and KS5 future options with a focus on individual career paths.

Key Stage 4

Students in year 10 will have exposure to visits and external speakers to provide impartial careers advice and options. Students will visit various local employers to gain an insight into varying professions and will have the opportunity to complete one week of work experience during a careers activities week or at a set time period to be agreed between the school, employer, parent and pupil. Careers interviews will be available for those who require it. Students in Year 11 will focus on post 16 personal statements and applications during life skills lessons. Individual action plans and interviews with Connexions will be available for those who require it. Mock interviews for different pathways and institutions will also be available for those who require it. The focus is post 16 options and the Application process.

Implementation of Careers Guidance

1. Visits by Careers Advisers
2. Extra support where appropriate
3. Students in Year 9, Year 10 and Year 11 are targeted for extra help by the SENCO and the Business and Work Related Coordinator

Parents and carers

Parental involvement is encouraged at all stages. Parents are kept up to date with careers related information through letters, newsletters and at open evenings which we plan to introduce in the future. Parents are welcome at careers interviews and where necessary are invited.

Management

A named member of staff co-ordinates the Careers programme and is responsible to his / her Senior Leadership Team line manager. Currently Work Experience is also the responsibility of the Business and Work-Related Learning Coordinator.

Staffing all staff contribute to CEG through their roles as key workers and subject teachers. The Careers programme is planned, monitored and evaluated by the Business and Work-Related Learning Co-ordinator and the teacher of PSHE. The Coordinator will liaise and consult with Connexions and any other outside providers to ensure that specialist career guidance is available when required. The Coordinator is responsible for maintaining a bank of careers resources.

Curriculum

The Careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work related learning and individual learning activities. Careers lessons are part of the schools Personal Development Programme/PSHE and or Life Skills Programme. Other events and activities are planned and organised separately throughout the year.

Staff Development

Staff training needs are identified as part of regular planning meetings between the Co-ordinator and his/her Line Manager. Funding is accessed through Connexions and from school funds if possible. The school will endeavour to meet training needs within a reasonable period of time. When reviewing the programme, the School Development Plan (SDP) is used to ensure that the Careers Faculty is fully supporting whole school aims.

Statement of entitlement

As a pupil of Horton Education you are entitled to receive a programme of careers education, advice, information and guidance Your CEG programme will help you to:

- Understand yourself, your interests, likes and dislikes, what you are good at and how this affects the choices you make.
- Find out about different courses, what qualifications you might need and what opportunities there might be
- Develop the skills you may need for working life
- Make realistic, but ambitious, choices about courses and jobs
- Develop a plan of action for the future

- Understand the different routes after Year 11 including training, further and higher education and jobs
- Be able to make effective applications for jobs, training and further and higher education
- Develop your interview skills
- Improve your confidence

You will receive:

- Careers lessons
- Guided advice from Coordinator
- Access to the careers library – information is available in books, videos, leaflets and on computer – ask for help
- Interviews with the Connexions Personal Adviser /Designated IAG
- Work experience
- Other subject lessons linked to careers (Personal Development PHSE)

You can expect to be:

- Given a life skills plan that will provide a future employment plan that will advise of my strengths and weaknesses
- Treated equally with others
- Given careers information and advice that is up to date and impartial
- Treated with respect by visitors to the school who are part of the careers programme
- Given extra help if you have special needs

Audit Trail

Version	Change	By Whom	Date
1.0	New Policy	Business and Work-Related Learning Coordinator (Ratified by the Head Teacher)	June 2018