

## **Careers Education, Information, Advice and Guidance Policy**

### **Introduction**

Chapel-en-le-Frith High School encourages a culture of high aspiration, high expectation and success. Careers Education, Information, Advice and Guidance (CEIAG) is recognised as playing an important role in motivating our students, raising aspiration and promoting equality of opportunity. We are committed to providing a planned programme of careers education for all students in years 7-11 to prepare students for the opportunities and challenges of adult and working life.

CEIAG has a high profile at Chapel-en-le-Frith High School. All students have an equal entitlement to high quality careers education, information, advice and guidance that will provide them with an understanding of the world of work, help them to explore a range of Post 16 pathways and support them in making decisions about the opportunities open to them as well as investigating future career options.

### **Aims**

CEIAG is crucial in order to meet the skills knowledge and understanding needed by each student. We adhere to the [Careers Education Framework/Statutory Guidance] and the six principles of impartial careers guidance. We will measure our careers programme against the Gatsby benchmarks.

This policy is informed by our progress against the Gatsby benchmarks and Statutory Guidance.

### **Objectives**

The CEIAG programme at Chapel-en-le-Frith School is integrated within the curriculum and is designed to provide help at specific decision times. We are committed to raising students' aspirations and widening their horizons.

Our CEIAG programme will:

- Link effectively with the curriculum in order to maximise student learning and encourage students to understand
- Provide totally impartial and up to date information through close working with independent careers professional, employers and FE and HE institutions
- Challenge stereotyping, deal with prejudice and discrimination, use skills of assertiveness and negotiation to encourage students to raise and widen their career aspirations
- Reflect the true nature of today and tomorrow's world of work

Raising students' aspirations to their full potential is a key goal of the Careers Education and Guidance policy.

## **Delivery and Content**

Careers education is delivered through discreet lessons timetabled as part of our Learning for Life programme. In addition to this CEIAG is provided through Post 16 week activities, group workshops, enterprise events, college drop in sessions, college taster sessions, university/college visits, employer presentations and visits, partner presentations, bi-annual careers fair, posters, leaflets, online software packages and through subject teachers. See Appendix 1 for details of the current Careers Education Programme.

An independent, fully qualified Level 6 Careers Advisor is in school 2 days each week to provide individual advice and guidance to students. All careers advice and guidance is given in person-centred, impartial, unbiased and confidential (within legal confines) and also meets professional standards of practice. All students can request a 1:1 appointment with the Careers Advisor at any time. All students in Year 10 will attend a careers interview.

Careers Co-ordinators (job share) are employed two days each week to ensure the effective delivery of the careers education programme including the organisation and delivery of Post 16 Week.

There is a careers presence at year 9-year 11 parents' evenings, year 9 Options evening, year 10 parent information evening, Post 16 Options evening and Open evening.

## **CIEAG Programme**

Students in years 8-11 are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships.
- Understand how to make applications for the full range of academic and technical course and how to register on the national apprenticeships website.

At points across the school year, a variety of local employers, external providers and colleges are invited into school to speak about different careers and different career pathways. See Appendix 2.

Outside speakers contribute to our assembly programme and these include representatives from the armed forces cadet teams. Recruitment is targeted at year 8 students. Students in year 8 also complete a volunteering in the local community homework project in the Spring term.

## **Monitoring, Evaluating and Review**

Students and parents are welcome to give feedback on any aspects of the CEIAG programme through student and parent voice. All year 10 students taking part in Post 16 week are asked to complete an evaluation form. All students taking part in visits organised by the Careers team are asked to complete a feedback questionnaire. All students attending a careers interview are also invited to complete a student voice questionnaire.

The CEIAG policy is reviewed regularly; this allows us to incorporate new initiatives. The review involves the governing Body, Senior Leadership, Careers Co-ordinators and our independent Careers Advisor.

## **Provider Access Statement**

### **Introduction**

This statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purposes of giving them information about the providers' education or training offer. This complies with the school's legal obligations under Section 42B of the education Act 1997.

### **Management of the provider access requests**

#### **Opportunities for access**

Our provision includes various opportunities for students to access a range of events. These are integrated into the schools careers programme and form a major strand of the year 10 Post 16 week curriculum, year 11 Post 16 options evening and a variety of drop in lunchtime sessions. A list of providers is attached in Appendix 2.

#### **Procedure**

Providers from more than 15 of our most common destinations are invited to key relevant events. In addition, external providers interested in coming into school should contact Mrs Lesley Evans or Mrs Cait Mangnall, Careers Co-ordinators on 01298 813118 or by email [levans@chapelhigh.org.uk](mailto:levans@chapelhigh.org.uk) or [cmangnall@chapelhigh.org.uk](mailto:cmangnall@chapelhigh.org.uk) to arrange a suitable time.

The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to speak to our students.

#### **Resources**

Once visits have been agreed, the school will provide appropriate rooming to facilitate the visit, along with any equipment requested by the provider, where this is available.

Providers are encouraged to leave a copy of their prospectus or other relevant course literature at the Careers Office which is open to students at lunch and break.

Posters advertising open days and events at local providers are displayed within school and key open days between September and January are also available on the Careers page of the school website.

Approved by Governors Learning & Pastoral Committee: March 2018 Minute No 10a

## Appendix 1

	Autumn Term	Spring Term	Summer Term
Year 7	Tutor time Teambuilding skills day  Bi-annual Careers Fair	Big Bang Engineering Show	
Year 8	Faraday Science Challenge  Bi-annual Careers Fair	Learning for Life Group sessions exploring the world of work	STAG Hovercraft Day
Year 9	STAG Perfume making day  Bi-annual Careers Fair	Learning for Life - Options session including introduction to web based careers packages  Barclays IT for Girls visit	STEM girls visit to Liverpool, careers in science.
Year 10	Bi-annual Careers Fair  Bletchley Park IT careers	Enterprise day Learning for Life – Post 16 Pathways  Oxford/Cambridge visit  1:1 Careers interview	Post 16 Week - Employability day inc identify your skills, CV writing and mock interview with an employer - Apprenticeships including Higher level and Degree apprenticeships - Post 16 provider visits - University visits  Science in Action delivered by career scientists  Oxford/Cambridge visit  1:1 Careers interview
Year 11	Bi-annual Careers Fair Post 16 Options evening – providers marketplace.  Learning for Life - Post 16 Pathways and applying online Skills Show Birmingham	NCS assembly  Explore Law Manchester trip  1:1 Careers interview	

	1:1 Careers interview		
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**Appendix 2**

**Provider Access Log 2017/18**

<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
Post 16 Options evening attended by: Marple College Aquinas College Buxton College Stockport College Macclesfield College Manchester College DART and Reaseheath College SETA Poynton High School Buxton Community School Glossopdale Sixth Form Hargate Hill Army Navy		Post 16 Week  Taster sessions at:  Marple College Aquinas College Buxton College Stockport College Macclesfield College  Apprentice information Tarmac, Hope Constructions, Federal Mogul.
Lunchtime drop in sessions held by:  Marple College Buxton College Macclesfield College	Lunchtime drop in sessions held by:  Tarmac Apprenticeships	
Year Group assemblies held by:  Marple College Army	Year Group assemblies held by:  NCS	

**Employer Engagement 2017/18**

<b>Year Group</b>	<b>Career area</b>	<b>Location</b>
Year 8	Trades incl plumbing, joinery, painting and decorating	
Year 9 (Girls)	IT	Barclays Technology Centre
Year 10 (boys)	Technology	Barclays Technology Centre
Year 10	Broad range of Careers	Manchester Airport
	Media	Media City

Year 10	STEM	Federal Mogul
Year 10	STEM	Hope Construction