

# ANGLO EUROPEAN SCHOOL



## Careers Education, Information, Advice and Guidance (CEIAG) Policy

Policy	Careers Education, Information, Advice and Guidance (CEIAG)
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## **Anglo European School: Careers Education, Information, Advice and Guidance (CEIAG) Policy**

### **Introduction**

A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make future choices that are right for them and to be able to manage their careers throughout their lives. The Anglo European School has a statutory duty to provide careers education in Years 8 - U6 and to give students access to independent careers information and guidance.

The Anglo European School appreciates the contribution that CEIAG makes in raising achievement and developing employability/key skills and engaging young people with consideration to their future and economic well-being. We are committed to providing a planned programme of careers education for all pupils in Years 7- U6 and information, advice and guidance (CEIAG).

The Anglo European School endeavours to follow guidance from the DfE, the Gatsby Charitable Foundation's Benchmarks, the Career Development Institute and Ofsted. This policy supports and is underpinned by other key school policies including those for teaching and learning, assessment, recording and reporting achievement, Citizenship, PSHE, work-related learning and enterprise, equal opportunities and diversity, health and safety, gifted and talented, and special needs, linking with the SEF and whole school development plan.

The school's priority is to provide a broad and balanced curriculum which prepares young people for a complex global environment which they will live and work in. The school will develop 12 attributes in each child (Inquisitive, Knowledgeable, Critical, Articulate, Principled, Open-minded, Kind, Courageous, Healthy, Reflective, Creative and Enterprising) which will equip them to be resilient and adaptable in facing the challenges they may encounter. It will not over-emphasise particular careers relating to particular jobs.

### **Aims**

Careers Education, Information, Advice and Guidance at AES will:

- Provide good quality independent careers advice to students which inspires them and motivates them to fulfil their potential;
- Provide personal advice and guidance which is in the best interests of, and meets the needs of, all students;
- Be based on the Gatsby Benchmarks for Good Careers Guidance;
- Contribute to the raising of student achievement by encouraging pupils to develop high aspirations and consider a broad and ambitious range of careers;
- Promote STEAM subjects (Science, Technology, Engineering, Arts and Mathematics);
- Provide opportunities to work in partnership with employers, training providers, local colleges and others and develop relationships through the local Enterprise Coordinator;

- Provide opportunities to inspire pupils through real-life meaningful contact with the world of work;
- Develop enterprise and employability skills including skills for self-employment;
- Support inclusion, challenge stereotyping and promote equality of opportunity;
- Encourage students to see career development as a life-long process;
- Develop students' skills and knowledge of careers including career management skills and knowledge of the local labour market (Local Market Information);
- Ensure students are aware of the full range of academic and technical routes available at each transition point including universities and apprenticeships so that students have the necessary knowledge to make successful transitions;
- Provide opportunities for **meaningful encounters** with employees, employers, further and higher education and experience of workplaces including undertaking a work experience in Year 10 and opportunities to complete a work placement either in this country or abroad during their sixth form;
- Support social mobility by improving opportunities for all students especially those from disadvantaged backgrounds and those with special educational needs and disabilities;
- Be weaved and embedded into subjects across the curriculum.

### **Commitment**

The Anglo European School appreciates the contribution that a good CEIAG programme makes in developing the self-awareness, opportunity awareness, decision-making and transition planning skills of its students. It should also look to raise aspirations, broaden horizons and breakdown stereotypes. It should help students to understand the purpose and benefits of education and it should aim to inspire them to greater achievement in their formal qualifications as well as successful progression into the next stage of their lives and the “world of work” in the longer term, achieving personal and economic wellbeing throughout their lives.

The CEIAG programme is designed to meet the needs of all students at the Anglo European School. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. Self-development, career exploration and career management are covered by the work related programme via our taught Citizenship programme.

Vulnerable students (those who are potential NEET students) are identified by Year Leaders and the SEN team and this information is collated and updated by the Inclusion Manager. All students with a statement of special educational needs receive additional support via annual reviews and other meetings, as do looked after children.

Students are entitled to careers education and guidance that meets professional standards of practice and is person-centred, independent, impartial and confidential. This independent guidance includes employer talks, mentoring and access to online and telephone support. 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 promote equality of opportunity, inclusion and will be delivered via the Work Related Programme in Citizenship lessons.

## **Implementation**

### **Management**

The Careers Leader has overall responsibility for all aspects of the CEIAG programme throughout the school, supported by the Headteacher.

### **Roles and Responsibilities**

All AES staff contribute to CEIAG through their roles as tutors and subject teachers.

Specialist lessons are delivered by all Year 7– U6 Citizenship teachers.

Specialist trained staff offer course counselling to pupils in Year 9 and Year 11 and advisors in the Sixth form team (including UCAS mentors) also contribute to CEIAG.

The Careers Leader is supported by a Careers Assistant.

A designated governor has responsibility for overseeing the quality of careers guidance and supporting employer engagement.

AES is supported by an external Enterprise Coordinator

Independent CEIAG is available via one to one and group meetings with a L6 qualified Careers Advisor from Directions Ltd (Essex).

Staff training needs are identified and built into the CPD Plan.

### **Provision**

The CEIAG programme is delivered through taught citizenship lessons, career guidance activities, specialist events, tutor periods, assemblies and individual learning activities.

Independent CEIAG is available to all students via on-line interactive website programmes. These programmes include the National Apprenticeship Service and Kudos. These offer career exploration and matching to personal interests and aspirations, with links to higher education courses and study options and direct access to UCAS information. Students can formulate action plans and view local employment and training opportunities including apprenticeships.

Independent CEIAG is also available via the National Citizen Service. Its website and telephone services are actively promoted in lessons and in careers related activities throughout the school

Vulnerable students (potential NEET/SEN/Disabled/Looked After/Pupil Premium) are selected by YL/SEAN coordinator/SLT and have an opportunity to have a careers interview where their choices and options will be explored. Priority will be given to students in Yrs 10, 11 and Sixth Form who have to make transition choices.

The Careers Leader and Assistant promote local employment, education and training options including technical routes and apprenticeship opportunities via links with both local, national

and international organisations. This is achieved primarily through our annual Careers Convention, a World of Work day, Career Speed Dating and through two week work experience placements either locally, nationally or overseas in Year 10 and L6.

The Careers Leader and Assistant promote opportunities at other providers, including vocational and technical training and apprenticeships. Dissemination of information on local college open days promoting post-16 options is available to all students on the school website and careers noticeboard and is targeted specifically at students who will not matriculate into the sixth form.

AES operates an in-house work experience programme for all Year 10 pupils during which pupils have a meaningful 2 week encounter in the workplace of their choice. This can be locally, nationally or overseas. Work experience preparation takes place with students during assemblies, tutor periods and curriculum time. Information and advice is given to parents through meetings, letters, the AES Work Experience Agreement booklet, a dedicated email address and the school website. Students are encouraged to seek meaningful placements that match their career aspirations in order to broaden their understanding of the world of work and particular pathways. Both students and employers are actively involved in reviewing and measuring the effectiveness of work experience placements – employers receive direct contact from the school before during and after the placement. Students participate in a review lesson on their return to school and evaluate their experience through a reflective project.

Work experience is also offered to pupils in the L6th through the IB Career Programme (IBCP) of study and through the overseas work experience exchange programme.

Careers information is also available from the Careers Library, careers noticeboard and from the annual Careers Convention and Career Speed Dating session.

## **Curriculum**

Work Related Learning schemes of work are planned and prepared by the Careers Leader and delivered by both the Careers Leader and a dedicated team of Citizenship teachers as part of an integrated citizenship course across all year groups 7 – U6th. The taught CEIAG curriculum is linked to the CDI framework for careers and work-related education and the Gatsby Benchmarks. Focussed events include :-

- An Enterprise day organised and delivered by our lower sixth IBCP pupils as part of their Approaches to Learning module to the Year 9 cohort. The task for Year 9 pupils is to design an ethical business and produce and present a business plan for it, including a budget & marketing strategy with local entrepreneurs guiding proceedings.
- A bespoke World of Work day (supported by over 40 external professionals) which Year 11 pupils attend in business dress and participate in a number of employability skills workshops as well as a mock interview with an external professional
- A Career Speed Dating session when pupils can access information on a wide range of professions and career paths

Full details of the Careers Programme follows here:-

	<b>Autumn Term</b>	<b>Spring term</b>	<b>Summer Term</b>
Year 7	Careers Convention for pupils, parents/carers – market stall event giving overview of local, regional, national career opportunities, skills requirement, further, higher education & apprenticeship opportunities		Dragons den competition in citizenship – opportunity for professionals to judge
Year 8	<p>Careers Convention for pupils, parents/carers – market stall event giving overview of local, regional, national career opportunities, skills requirement, further, higher education &amp; apprenticeship opportunities</p> <p>Careers education independent guidance through Kudos package</p> <p>Office assistant for a day</p> <p>The Garden project supported by RHS horticulturalists</p>	<p>Faraday Challenge in science - real engineering problem-solving, led by visitors.</p> <p>Citizenship lessons – introduction to career planning, enter NHS competition – consider job roles, descriptions and adverts</p> <p>Office assistant for a day</p> <p>The Garden project supported by RHS horticulturalists</p>	<p>Office assistant for a day</p> <p>The Garden project supported by RHS horticulturalists</p>
Year 9	<p>Year 9 transition evening – overview of options</p> <p>Careers Convention for pupils, parents/carers – market stall event giving overview of local, regional, national career opportunities, skills requirement, post 16 &amp; higher education &amp;</p>	<p>Enterprise day – student workshop – meeting entrepreneurs &amp; bank professionals developing skills creating an ethical business</p> <p>Careers education independent guidance through Kudos package</p>	

	<p>apprenticeship opportunities</p>	<p>STEM day</p> <p>Student Course Counselling on future options</p>	
Year 10	<p>Year 10 progress evening – pupil, parent/carer event – explanation of career related activities in KS4</p> <p>Careers Convention for pupils, parents/carers – market stall event giving overview of local, regional, national career opportunities, skills requirement, further, higher education &amp; apprenticeship opportunities</p> <p>Duke of Edinburgh award</p>	<p>Careers education independent guidance through Kudos package &amp; consideration of post 16 opportunities</p> <p>Duke of Edinburgh award</p>	<p>Life Skills – work experience preparation sessions</p> <p>2 week work experience placement locally/nationally/overseas</p> <p>Review of skills learnt on work experience – reflective project</p> <p>Duke of Edinburgh award</p>
Year 11	<p>Careers Convention for pupils, parents/carers – market stall event giving overview of local, regional, national career opportunities, skills requirement, further post 16, higher education &amp; apprenticeship opportunities</p> <p>Citizenship lessons - Recruitment process – CV, applications and interview skills</p> <p>Careers education independent guidance through Kudos package &amp; consideration of post 16 opportunities</p> <p>Opportunity for Independent Careers Advice interview at year 11 parents evening</p>	<p>World of Work day – mock interview &amp; enterprise workshops</p> <p>Post 16 interviews course counselling with designated Independent Careers Advice follow up interviews as needed</p> <p>NCS volunteering opportunities presentation</p> <p>Apprenticeship hub lunch &amp; appointments</p> <p>Media Work experience competition</p> <p>Medicine/Law evening</p>	<p>Confirmation of post 16 education destinations for all pupils</p> <p>Apprenticeship hub appointments</p> <p>5 x 2 week work experience placements in media</p>



	Intended post 16 destinations for all pupils		
L6th	<p>Careers Convention for pupils, parents/carers – market stall event giving overview of local, regional, national career opportunities, skills requirement, higher education &amp; apprenticeship opportunities</p> <p>Assemblies on aspirations / future options</p> <p>Opportunities Bulletin</p>	<p>Work experience exchange opportunities to France, Germany &amp; Spain</p> <p>IBCP students event management Enterprise Days, WOW &amp; CSD</p> <p>IBCP students 2 week work experience placements</p> <p>University taster days across the curriculum</p> <p>NCS volunteering opportunities presentation</p> <p>STEAM/Medicine/law evening</p> <p>Careers education independent guidance through Kudos package</p> <p>Citizenship lessons – higher education, apprenticeships, LMI, work experience</p> <p>Pathways futures sign up</p> <p>Apprenticeship hub appointments</p> <p>Career Speed Dating – meetings with careers professionals</p> <p>Assemblies on aspirations / future options</p>	<p>Higher Education Fairs for a variety of HE providers including local universities</p> <p>University taster days across the curriculum</p> <p>Apprenticeship hub appointments</p> <p>Assemblies on aspirations / future options</p> <p>Opportunities Bulletin</p>

		Opportunities Bulletin	
U6th	<p>Careers Convention for pupils, parents/carers – market stall event giving overview of local, regional, national career opportunities, skills requirement, higher education &amp; apprenticeship opportunities</p> <p>Apprenticeship hub appointments</p> <p>Assemblies on aspirations / future options</p>	<p>Careers education independent guidance through Kudos package</p> <p>Pathways futures sign up</p> <p>Apprenticeship hub appointments</p> <p>Assemblies on aspirations / future options</p>	<p>Apprenticeship hub appointments</p> <p>Assemblies on aspirations / future options</p>

## Resources

Funding for CEIAG is allocated via a Department Development Plan in the context of whole school priorities. Sources of external funding are actively sought and voluntary contributions sought for certain services according to our Charging Policy.

## Monitoring and Evaluation

The careers programme is planned, monitored and evaluated by the Careers Leader working in consultation with the Head of Citizenship and staff who provide specialist careers guidance to groups and individually. Evaluation of the CEIAG programme is an on-going and cyclical process and all aspects are regularly monitored and reviewed to ensure it meets the needs of our students and to inform future policy planning.

The School's progress towards achieving the Gatsby Benchmarks is evaluated using the online Compass tool (as recommended in Careers guidance and access for education and training providers October 2018). This is carried out on an annual basis by the Careers Leader. The CEIAG development plan is based upon the outcomes of the Compass audit.

Both internal and external provision is monitored and evaluated through observations, learning walks and work scrutinies alongside regular feedback from pupils, staff, parents, governors, training providers, work experience employers and overseas exchange and visits participants. This feedback is collected through self-reflections, discussions, meetings, surveys and questionnaires.

The effectiveness of our careers guidance will be reflected in the number of pupils progressing to positive destinations such as apprenticeships, technical routes, sixth form colleges, retention

at AES sixth form, further education colleges, universities or employment. Destination data (DfE) is used to assess how successfully pupils make the transition into the next stage of education, employment or training and to inform future CEIAG provision.

The Careers Leader is responsible for reporting annually on the effectiveness of CEIAG across the school and this review is presented to SLT. The CEIAG policy is reviewed annually by the Careers Leader.

See Provider Access Policy