

ANGLO EUROPEAN SCHOOL



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

Approved by:	Headteacher
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Review:	Every 3 years
Statutory	

Anglo European School (AES): 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 – Upper Sixth 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- Upper Sixth 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. This is evaluated via the SEF and 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.

The Anglo European School also appreciates the importance of ensuring that all students leave Year 11 and/or Sixth Form with the comprehensive knowledge to make the most informed decisions when selecting their next destination. The school provides students from Years 8-13 with the opportunity to explore different routes and providers within our Destination Days.

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;
- 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;
- 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.
- Provide students with opportunities to explore relevant labour market information on a local and international level.

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.

All students with an Educational Health Care Plan (EHCP) 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 and course advice. 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 Deputy Headteacher and Headteacher.

Roles and Responsibilities

All AES staff contribute to CEIAG through their roles as tutors and subject teachers. Heads of Departments are responsible for ensuring that *careers in the curriculum* provision is up to date, relevant and frequently visited (once per term per subject per year group).

Senior Leaders 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 Lead is supported by a Careers Coordinator.

A Designated Governor has responsibility for overseeing the quality of careers guidance and supporting employer engagement.

AES is supported by the Careers and Enterprise Company and the Greater Essex Careers Hub. All Year 11 students are given independent CEIAG advice from Essex Youth Services. Students who may be at risk of becoming NEET (Not in Education, Employment or Training) are enrolled in the *future ready* programme, also provided by Essex Youth Service.

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 as well as throughout the curriculum as detailed in our curriculum maps.

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

The Careers Leader and Careers Coordinator 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, and through two week work experience placements either locally, nationally or overseas in Year 10 and Lower Sixth. They are also responsible for organising meaningful encounters with local providers to ensure that students are in the best position when making informed decisions about their further education. This includes vocational and technical training and apprenticeships.

Anglo European School 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. Students who wish to participate in work experience internationally must seek permission from the Headteacher.

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

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 7-11. In the Sixth Form the content is delivered by Form Tutors. 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 Careers in STEM assembly, presented by BAE systems for Years 7 and 8 students to explore careers in engineering and science. Full details of the Careers Programme and our Gatsby provision can be found at the end of this document.

Resources

Funding for CEIAG is allocated via a Department Development Plan in the context of whole school priorities.

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.

In addition, the school partakes in a termly *Compass assessment* to determine our effectiveness in upholding the Gatsby Standards. This provides the school with an evaluation which includes measures to improve our provision if necessary.

The Careers Leader is responsible for reporting annually on the effectiveness of CEIAG across the school and this review is presented to SLT. In addition, the Careers Leader reports termly

on progress against SDP targets for CEIAG in the Governors' Report. The CEIAG policy is reviewed annually by the Careers Leader.

See Provider Access Policy