



Ravenshall

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Ravenshall School Policy for Careers Education Information, Advice and Guidance (CEIAG)

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Rationale for CEIAG

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 decisions and plan their careers, both in school and after they leave. The 1997 Education Act places a duty on schools to give students in Years 9- 11 access to careers education, information and guidance. The school endeavours to follow the guidance in The National Framework for CEG 11-19 in England, the National Curriculum Programmes of Study for PSHE and Citizenship, and the QCA Guidance on Work Related Learning and Enterprise 11-19.

The school is committed to providing a planned programme of careers education, information and guidance for all students in Years 7-13 in partnership with Calderdale and Kirklees Careers Service..

This policy was developed and is reviewed annually through feedback from teaching staff; the school's C&K Careers adviser, students, parents, governors, advisory staff and other external partners.

It is underpinned by the school's policies for Teaching and Learning, Assessment, Recording and Reporting Achievement, PSHCE, Enterprise and Work Related Learning, Equal Opportunities and Health and Safety.

Objectives

Student needs

The careers programme is designed to meet the needs of students at this school. It is differentiated to ensure progression through activities are appropriate to students' stages of career learning, planning and development.

Entitlement

Students are entitled to careers education and guidance that is impartial and confidential. It will be integrated into their experience of the whole curriculum, based on a partnership with students and their parents or carers. The programme will promote equality of opportunity, inclusion and anti-racism.

Implementation

Management

A named teacher is responsible for co-ordinating the careers programme. The co-ordinator works closely with the school's C&K Careers Adviser and is responsible to the Headteacher. Student guidance is managed and led by the C&K Careers Adviser. Work experience is planned and implemented by a named person who works with Key Stage 4 learners or a named person working with PFA learners.

Staffing

All staff are expected to contribute to the careers education and guidance programme through their roles as tutors and subject teachers. Careers education is planned, monitored and evaluated by the careers co-ordinator. The C&K Careers Adviser provides specialist careers guidance. Careers information is available in the PFA building. Administrative support is available to the careers co-ordinator as resources allow.

Curriculum

The careers programme includes careers education lessons, careers guidance activities (group work and individual interviews), information and research activities, work related learning (including work experience), action planning and recording achievement. Careers lessons are part of the school's Personal Development programme. Other focused events e.g. Careers Exhibitions, Local Offers for Post 16 are provided from time to time. Work experience preparation and follow-up take place in careers lessons and other appropriate parts of the curriculum.

Assessment

Careers learning outcomes have been identified and a framework for assessing what students have achieved will be developed for all year groups, starting with Year 11 and Year 13 from September 2017.

Partnerships

An annual Partnership Agreement is negotiated between the school and the local C&K Careers Service identifying the contributions to the programme that each will make. There are also links with Kirklees College over Y11 and Y13 transitions. Other partnerships are being developed, e.g. with the REAL Employment Agency for learners who will become 18 years of age during Y13.

Resources

Funding is allocated in the annual budget planning round.

Staff development

Staff training needs for planning and delivering the careers programme will be identified in the school development plan and in the Partnership Agreement with the C&K Careers Service and activities will be planned to meet them.

Monitoring, review and evaluation

A framework for monitoring the delivery of the careers programme will be in place by September 2017. The Partnership Agreement with C&K Careers is reviewed annually. The programme is reviewed annually by the careers co-ordinator and the personal adviser using the local quality standards for CEAIG to identify desirable improvements. Evaluations are carried out from time to time.

Approvals

Signatures: Headteacher and Chair of Governors

Date of approval by Governors

Reviewed September 2019