



Policy for Careers Education and Guidance (CEIAG)

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Policy for Careers Education and Guidance (CEIAG)

1. Introduction

Rationale for CEIAG

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 14-19 choices that are right for them and to be able to manage their careers throughout their lives. Schools have a statutory duty to provide careers education in Years 7-13 and to give students access to careers information and impartial advice and guidance.

Commitment

John Willmott School is committed to providing a planned programme of careers education for all students in Years 7-13 and impartial information, advice and guidance (IAG). JOHN WILLMOTT SCHOOL endeavours to follow the statutory guidance for governing bodies, school leaders and school staff as outlined in the Careers Statutory Guidance (January 2018).

Development

This policy has been developed and is reviewed bi-annually through discussions with the Head teacher, senior leadership team, careers lead, teaching staff, School SENDCo, careers adviser(s), students and parents.

Policy links

This policy supports and is underpinned by 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. It makes a positive contribution to our school community and prepares for economic wellbeing.

2. Aims

The careers programme is designed to meet the needs of the JOHN WILLMOTT SCHOOL students. It is **differentiated** and personalised to ensure progression through activities that are appropriate to the student's stages of career learning, planning and development.

Aims:

- Increased awareness of students to consider all opportunities that exist in the world of work.
- Develop high aspiration of ALL Students.
- Enhanced Self-Awareness. Being aware of personal skills and qualities and how these are relevant to future career choices.
- Ease of transition for Pupils Post 16 and 18.
- Development of interpersonal and social skills needed for finding employment and for working with others.
- Pupils being better informed to enable them to make use of careers support agencies.
- Pupils being able to relate to the world of work by bridging the divide between school and work to realistically assess the nature of their eventual participation in it.
- Increasing awareness to pupils of the current Labour Market Information (LMI).

Entitlement:

Students at John Willmott School are entitled to careers education and guidance that meets professional standards of practice that is person-centred, impartial and confidential. It will be integrated into students' experience of the whole curriculum and be based on a partnership with students, their parents or carers. The

programme will promote equality of opportunity, inclusion and anti-racism and will also follow the 8 Gatsby Benchmarks as outlined in the Careers Statutory Guidance of January 2018.

Implementation

Jon Noakes and Dawn Dwyer co-ordinate the careers programme as the careers coordinator and AIM Higher link.

Management

Lisa Lockley & Terri-Anne Richards, Assistant Headteachers are responsible for the line management of the careers coordinator and Aim Higher coordinator.

The governing body provides clear advice and guidance to the head teacher on which she can base a strategy for careers education and guidance which is developed in line with the Gatsby benchmarks.

Staffing

All staff contribute to careers education and guidance through their roles as tutors and subject teachers. Specialist sessions are delivered by the key colleagues in the careers team and/or specialist outside agencies. The careers programme is planned, monitored and evaluated by Key Stage staff, students and Careers led/Adviser.

Curriculum

The careers programme includes careers education sessions as part of a pastoral/tutorial programme in years 7-13, career guidance activities (group work and individual interviews), information and research activities and work-related learning. Focused events are provided for students which might include visiting employers and universities, attending speaker sessions or attending a careers fair.

Students are actively involved in the planning, delivery and evaluation of activities.

Equality and Diversity:

The careers programme supports the school Equal Opportunities Policy

Students are offered a programme of CEIAG that meets professional standards of practice, which is differentiated, person centred, impartial and confidential. It will be integrated into the curriculum and be based on a partnership with students and their parents or carers. All students can access advice and guidance tailored to their needs with support to explore options that suit their preferences, skills and strengths. Staff will work on early identification of students requiring additional support, with no limit placed on how many times a student might see a careers advisor. The careers Assistant Head coordinator works with the SENDCo to support EHCP planning.

Partnerships:

Links with employers, businesses and other external agencies continue to grow through ATLP and by building on local community and employer partnerships we currently work with :

MOD,BCU, Aston University, BCU, Birmingham University, Aim Higher, BMET college, Birmingham Careers Hub, Teach first

Career Information

Career information is available through relevant displays and noticeboards, our school website or cascaded via form tutors or year group assemblies. The careers library includes a range of university and college prospectuses, career guides, apprenticeship and employer information as well as guides on job search activities.

Resources:

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the CEIAG area.

Staff development:

Staff training needs are identified as part of the School Development Plan. The school will endeavour to meet training needs within a reasonable period of time. The curriculum and Development team are available for support with CEIAG programme and staff support.

Monitoring, review and evaluation:

This takes place through:

- Lesson observations and learning walks
- Student voice
- Student feedback on their experience of the careers programme
- Informal feedback from external partners and parents
- Evaluation of work experience by students and employers
- Partnership agreements are reviewed annually
- Destination data post 16 and post 18

John Willmott School is committed to achieving The Quality in Careers Standard Award, which the team are in the process of working towards.

Jon Noakes is completing a careers course Teach First Careers leader program starting in September 2021

Management of provider access requests procedure:

- A provider wishing to request access should contact Mr Jon Noakes or Mrs D Dwyer, CEIAG leads.

Opportunities for Access:

A number of events integrated into the school's careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers.

A wide variety of year group specific resource from within the John Willmott school website

Approvals:

Headteacher: Tracey Peters

Lisa Lockley, Terri-Anne Richards, Jon Noakes and Dawn Dwyer

Review date: March 2021

Planned Activities and Events by Year group**Year 7**

- 1:1 support with careers ideas from form tutors supported through the delivery of LORIC with careers specific sessions each week.
- Careers education supported through all curriculum areas in their individual careers corners and within lessons.
- Students learn about personal organisation and can identify what is important in their lives (LORIC)
- Students learn about what it means to take initiative, to set goals and to lead others (LORIC Sum)
- Price Waterhouse Coopers online 6 week program covering 7 out of 8 of the Gatsby Benchmarks (delivery Summer 2021)

Online Careers Resources on the school website

- Online Careers fair delivered by the Virtual Birmingham & Solihull Careers Fair running from the 4 of March until the end of the summer term with accompanying workbook.
- An interactive guide how different subjects are linked to different careers.
- Careers video Library for students to look at careers ideas.
- Online careers guide with chatroom for questions on careers with different employers

Year 8

- Use of Kudos to inform potential career choices and plans
- 1:1 support with careers ideas from form tutors supported through the delivery of LORIC with careers specific sessions each week.
- Careers education supported through all curriculum areas in their individual careers corners and within lessons.
- Students learn how to appreciate and handle differences effectively within a team (LORIC Autumn)
- Students can reflect on their decision making and thought processes to ensure a positive approach to future choices.
- Students engage with different groups/audiences in ways which promote clear communication and inclusivity (Spring)
- Price Waterhouse Coopers online 6 week program covering 7 out of 8 of the Gatsby Benchmarks (delivery Summer 2021)

Online Careers Resources (Summer Term)

- Online Careers fair delivered by the Virtual Birmingham & Solihull Careers Fair running from the 4 of March until the end of the summer term with accompanying workbook.
- An interactive guide how different subjects are linked to different careers.
- Careers video Library for students to look at careers ideas.
- Online careers guide with chatroom for questions on careers with different employers

Choices Options

- STEM Resources showing how key subject areas link to key job roles.
- Option resources delivered to all form groups explaining how different subject option lead to different careers paths.

Year 9

- Use of Kudos to inform potential career choices and plans
- 1:1 support with careers ideas from form tutors supported through the delivery of LORIC with careers specific sessions each week.
- Careers education supported through all curriculum areas in their individual careers corners and within lessons.
- Students understand the importance of motivation and respect for effective leadership (LORIC, Autumn)
- Students use appropriate language in all settings, including online and more formal situations (LORIC, Spring)
- Students appreciate the attractiveness of both initiative and interpersonal skills to those around them and to future employers (LORIC, Sum)

Online Careers Resources (Summer Term)

- Information about Apprenticeships
- Guide to how different subjects link to different careers
- Educational documentary on young people in different workplaces
- Online careers guide with a chatroom for questions on careers with different employers
- Careers Video Library

Year 10

- Use of Kudos to inform potential career choices and plans
- 1:1 support with careers ideas from form tutors
- Careers education supported through all curriculum areas in their individual careers corners and within lessons.
- Students understand strategies for independence and performance (LORIC, Autumn)
- Students are increasingly self-motivated and resilient, embracing feedback as a means to progress (LORIC, Sum)

Online Careers Resources (Summer Term)

- Links to Online open events
- Training provider update for January 2021
- Information about Apprenticeships
- Education documentary on young people on different work placements
- Online careers guide with chatroom for questions with different employers
- Careers Library
- Free app for CV creation
- CV Builder
- CV writing guidance.
- Personal statement guide

Year 11

- Use of Kudos to inform potential career choices and plans
- 1:1 support with careers ideas from form tutors supported through the delivery of LORIC with careers specific sessions each week.
- Careers education supported through all curriculum areas in their individual careers corners and within lessons.
- Students begin to think critically about the importance of communication and how this will relate to their future (LORIC, Autumn)
- Students understand that that the world is continually changed by those who act on initiative and who solve problems creatively
- Students develop mental toughness, allowing them to overcome setbacks and stay on track (LORIC, Spring)

Online Careers Resources (Summer Term)

- Links to Online open events
- Training provider update for January 2021
- Information about Apprenticeships
- Education documentary on young people on different work placements
- Online careers guide with chatroom for questions with different employers
- Careers Library
- Free app for CV creation
- CV Builder
- CV writing guidance.
- Personal statement guide

Year 12

- Use of Kudos to inform potential career choices and plans
- 1:1 support with careers ideas from form tutors supported through the delivery of LORIC with careers specific sessions each week.

- Careers education supported through all curriculum areas in their individual careers corners and within lessons.
- In form time students do interview preparation, job applications, work skills and body language.
- 1 :1 career interview with KD
- Speakers for schools (Online)
- Interviews with Aim Higher Ambassador (NCOP)
- HE information shared
- Personal statement advice
- Cascaid / personal statement construction

Online Careers Resources (Summer Term)

- University exploration and course search
- Compare Universities
- Information about Apprenticeships (Higher level)
- Education documentary on young people on different work placements
- Online careers guide with chatroom for questions with different employers
- Careers Library
- Free app for CV creation
- CV Builder
- CV writing guidance.
- Personal statement guide
- University alternatives

Year 13

- Use of Kudos to inform potential career choices and plans
- 1:1 support with careers ideas from form tutors
- Careers education supported through all curriculum areas in their individual careers corners and within lessons.
- Interviews with Aim Higher Ambassador (NCOP)
- HE information shared
- Personal statement advice
- Cascaid/ personal statement construction
- University visits
- Interview preparation
- Portfolio preparation
- UKCAT support
- Invitation to subject specific support within the partnership

Year 13 Online Careers Resources (Summer Term)

- University exploration and course search
- Compare Universities
- Information about Apprenticeships (Higher level)
- Education documentary on young people on different work placements
- Online careers guide with chatroom for questions with different employers
- Careers Library
- Free app for CV creation
- CV Builder
- CV writing guidance
- Personal statement guide
- University alternatives

How Price Waterhouse Cooper Careers program helps all students meet the Gatsby Benchmarks (Delivery Summer 2021)

Gatsby Benchmarks (1-8)

1. A stable career programme.
The program will engage the school's careers strategy to meet all the Gatsby benchmarks 1 to 7 in particular 4, 5 & 6
2. Learning from career and labour market information
Students will have the opportunity to develop key skills for the future and learn about a number of roles and entry routes within our organisation. Students will be able to transfer knowledge to other organisations - i.e., roles such as HR, Finance and Marketing that exist in all organisations.
3. Addressing the needs of each pupil
Sessions will be developed to meet the need of all John Wilmott pupils from each year group. The program will also challenge stereotypes around our industry and aim to inspire and raise aspirations of the students.
4. Linking curriculum learning to careers
This PwC program will link through to the English and PSHE curriculum, as well as with Technology and Business. In addition, the school program will also link a wide range of other subject to the careers provision
5. Encounters with employers and employees
Sessions will be delivered by PwC staff and students will have the opportunity to engage in a 2-way interaction via the chat function. Learning Objectives will be clearly outlined.
6. Experiences of workplaces
Students will engage with a range of PwC employees across the programme. Students will be set weekly tasks, which will be submitted and reviewed by PwC staff.
7. Encounters with further education
Students will have the opportunity to learn about the entry routes to PwC, including our higher apprenticeships and Flying Start Degrees
8. Personal Guidance
This will be met through the 1:1 Conversation within form time with year 7 to 10 and personal interviews with all year 11 students with advice and guidance which is centrally recorded on a student destination worksheet and follow up support for all students that are unsure of the next steps until a place is secured.