



THE COLNE
COMMUNITY SCHOOL & COLLEGE

Careers in Education Policy

This Document was originally approved:	July 2017
This Document was Last Reviewed:	July 2017
This Document is due for review:	January 2019

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

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Section 1

1.1 Policy Statement

□ INTRODUCTION

Rational for CEG

A young person's career reflects the progress they make in learning and work. It is part of the vision and mission of Colne Community School and College that all learners need a planned programme of activities to help them choose pathways that are right for them and to be able to manage their careers, sustain employment and achieve personal and economic wellbeing throughout their lives.

Commitment

Colne Community School and College recognises that it has a responsibility to provide careers education in Years 7-13 and a duty to provide learners with access to impartial careers information, advice and guidance in years 9-11. It is committed to providing a planned programme of impartial careers education and information, advice and guidance (IAG) for all learners in Years 7-13 to provide extra support as required, for vulnerable learners and young people with learning difficulties and disabilities.

The school endeavours to follow best practice guidance from the careers profession,. Colne Community School and College is committed to working towards a local or national quality award for Careers Education Information Advice and Guidance.

Development

This policy was developed and is reviewed annually in discussion with teaching and teaching support staff, learners, parents, governors, advisory staff

Links with other policies

The policy for CEIAG supports and is itself underpinned by a range of key school policies especially those for teaching and learning, assessment, recording and reporting achievement, citizenship, work related learning and enterprise, equality and diversity, gifted and talented, looked after children and special needs/LDD.

OBJECTIVES

Learners' needs

The careers programme is designed to meet the needs of learners at Colne Community School and College. Activities are differentiated and personalised to ensure progression in their career learning and development, and to strengthen their motivation, aspirations and attainment at school.

Entitlement

Learners are entitled to impartial and confidential CEIAG which is person-centred, delivered by trained staff and which meets professional standards of practice.

Activities will be embedded in the curriculum and based on a partnership with learners and their parents/carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

IMPLEMENTATION

Management

The Careers Officer will co-ordinate the careers education programme and is responsible to the Senior Leadership Team. Work experience is planned and implemented by the Careers Officer. Careers learning will be delivered through assemblies, parent evenings, curriculum subjects and careers events. The main delivery will be through the tutorial programme. To ensure that the careers education programme is accurate, up to date and meets the needs of all learners, the Careers Officer will work closely with the SLT link for tutorial programme, Special Education Needs Coordinator (SENCO), English Additional Language (EAL) Tutor and moving on mentor to review and develop the careers education guidance programme.

Staffing

All staff will contribute to CEIAG through their roles as tutors and curriculum subject teachers. The CEIAG programme is planned, monitored and evaluated by the Careers Officer in consultation with the senior leadership team. Careers information is available in the Library which is maintained the Careers Officer.

Curriculum

The careers programme includes careers education sessions, career guidance activities (e.g. group work and individual interviews), information and research activities on the school virtual learning environment (VLE) work-related learning (including work experience), and individual learning planning/portfolio activities.

Other focused events, e.g. a further/higher education fair are provided at different times of the year. Work experience preparation, debrief and evaluation take place in the tutorial programme and other appropriate parts of the curriculum.

Learners are involved in the planning of career learning. Their views are collected using discussion groups (House Councils) and evaluation questionnaires.

Assessment and accreditation

The intended career learning outcomes for learners are based on Colne Community School and Colleges careers education framework years 7-13 and will be assessed by a variety of methods.

Partnerships

The school is establishing and developing partnerships with local 14-19 partners and employers.

Resources

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the careers education guidance area. The Careers Officer is responsible for the effective deployment of resources. The school website features access to a range of links to support the delivery of careers education and guidance.

Staff development

The Careers Officer; is qualified to level 6 and holds the Diploma in Careers Guidance and development. She is a member of the CDI She works within the 'Ethical Framework Principles' and adheres to the 'Codes of Practice'. The Careers Officer will attend all relevant CEIAG training opportunities and network meetings to update knowledge and skills and disseminate information relating to CEIAG throughout school by way of meetings, briefings and staff training. There are updates and training opportunities for all school staff.

Staff training needs relating to CEIAG are identified by the Careers Officer in conjunction with SLT or by individual request. The school endeavours to meet training needs within a reasonable period of time and school supports attendance at various IAG conferences..

Monitoring, review and evaluation

The school analyses pupil destination information, feedback from pupils, parents and carers to inform its CEG programme.

The schools careers education and guidance programme is reviewed using the non statutory careers education framework 7-19 (2009) and local quality award to identify areas for improvement. A report is submitted to the Executive Principal and Governors.

Section 2 Policy Aims and Delivery

Section 2.1 Careers Delivery Staff/All School Training

Link For those delivering careers education, information, advice and guidance.

The Careers officer will train, supply, explain and provide materials for the delivery of careers in tutorial, Parents Evenings and other agreed situations. If agreed and required a lesson plan will be provided.

In-house training will be given to careers delivery staff directly in relation to careers sessions. The whole school staff will receive regular updates and information about careers in line with the schools' Careers Education Framework. This will be delivered in inset days, twilight sessions or specifically negotiated or requested training sessions. Staff will be actively encouraged to attend relevant external careers training events.

2.2 Careers Delivery

The Careers officer will co-ordinate the careers education, information, advice and guidance alongside the SLT, Tutor Co-ordinator and any other members of staff that are tasked to do careers related activities. The Careers All careers delivery will be co-ordinated and communicated effectively to ensure the quality standards are at the highest levels.

2.3 Whole School Curriculum Development in relation to careers

The school is continually striving to develop the whole school curriculum to offer a wide variety of academic and vocational courses that are fit for purpose and facilitate for every individual students' learning style and ability.

Curriculum subject teachers will be required to develop and deliver careers lessons that promote and links careers to their subject area.

2.4 KS 4 and Post 16 Options

In Years 8 and 9, students will be required to make decisions about subject option choice for study in years 9,10 and 11. An options booklet containing information about the subject offers and the process will be given to each student to take home. Impartial information about KS 4 options can be accessed through the careers link on the school website. The school actively encourages parents/carers to play an important role in supporting their child in exploring career ideas before making option choice. Careers information sessions and 1 to 1 interviews are offered to students and their parent/carer/s to discuss the students' academic ability, personal skills and learning styles. Information, advice and guidance is provided throughout this process but ultimately the choice of subjects is the students, school try to facilitate this within the constraints of the timetables and availability.

Note: The school curriculum offer changes annually in line with the School Improvement Plan.

In Year 11 students will be required to make decisions about their post 16 options. They will be provided with information about the sixth form options at this school, along with impartial information advice and guidance on the learning pathways and options with other post 16 providers. Careers information sessions and 1 to 1 interviews are offered to students and their parent/carer/s to discuss. Useful links can be accessed from the Careers section on the School website.

2.5 Year 10 Work Experience – Refer to Work Experience Policy

2.6 Transition support

The school will deliver information, advice and guidance on progression opportunities in relation to learning and work by inviting partners' colleges, training providers and others into school and arranging external visits.

We will support with Key Stage 4 and post-16 subject choices on long term work and career options. *See 2.4 and 2.5*

Support will be provided to pupils prior to key transition times. Procedures are in place for transition support for vulnerable young people and those with special educational needs and disabilities in line with Local Authority protocols

Continued support will be provided to pupils during and after transition and on request until their 19th birthday.

Pupils will be asked to provide feedback after leaving school, to show that they are satisfied with the support they have received and the decisions that they have made. *Feedback will be analysed and used to develop the schools CEIAG programme*

Destination information and reports are currently provided Reports include information of positive destinations and those not in education, employment and Training (NEET).

2.7 Parent/Carer Involvement

Parents and carers are made aware of careers education guidance and related events and visits internal and external to the school, through parents/carers information evenings, open days, letter, school website and VLE.

Parents/carers are invited to discuss their child's progress under the schools reporting system and through students 'School Planners'.

During Year 8 and 9 options and Year 10 Work Experience parents/carers are encouraged to support their child in decision making with schools' support.

Refer to 2.4 and 2.5.

At annual career events parents/carers will be asked to complete evaluation and feedback questionnaires. This information will be used by the Careers officer to monitor careers education and guidance

2.8 Student Involvement

Students will be involved in a variety of career related activities as directed by the Careers Co-ordinator and other staff as appropriate. These activities may take place in tutor time, immersion days etc.

Students are encouraged to give feedback and complete evaluation sheets.

The School House Councils will be consulted on a variety of career related issues.

2.9 Partnership Working

Colne Community School and College will work in partnership with support teams for vulnerable young people and those with special educational needs and disabilities.

In careers sessions we will ensure that students understand the full range of learning opportunities open to them within the school and elsewhere by working with local colleges and work based learning providers.

Employers and visitors will be invited and encouraged to be actively engaged in information giving and sharing of job roles, employer expectations and concept of Labour Market Information (LMI). Specialist organisations will be sought to deliver sessions

2.10 Whole School Approach

Copies of the school's policy document will be kept in the staff handbook.

A copy of the CEIAG curriculum delivery will be kept by Careers Officer an electronic version will be made available.

Information and changes are recorded and the policy document updated.

2.11 Monitoring, Review and Evaluation

This will mainly be achieved through the processes of recording students' achievement and post 16 destinations.

Completion of tasks, projects and homework will be monitored by the appropriate/nominated staff.

Student self-assessment is also used to help with target setting and ILP work.

A review of careers education and the guidance provided by staff in school will be undertaken by the Careers officer as a whole school task.