

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

(January 2021)

**Park Community School**

**Document Control Table**

|                            |                        |
|----------------------------|------------------------|
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Careers Education, Information, Advice and Guidance (CEIAG) at Park Community School is part of the curriculum for all students and regularly evaluated, reviewed and improved. The school's CEIAG programme, including the quality of its material information, is monitored and evaluated by the Careers Leader, Assistant Headteacher, Head of School, Headteacher and careers service provider (HCC Hampshire Futures). The provision of CEIAG is set in the context of a combination of inter-related areas which cover spiritual, moral, social and cultural (SMSC), work experience, enterprise education and rights, respect and responsibilities.

### **Overall Aims**

The school's CEIAG programme is an integral part of its work to raise students' aspirations and self-esteem. The programme is designed to help students make the most of themselves and their opportunities. In particular, it aims to help them:

- Develop their knowledge and understanding of the changing nature of work, learning and career
- Extend their understanding of opportunities in learning and work
- Make good use of information and guidance
- Develop and use their self-knowledge when thinking about, and making course and other choices
- Develop and use the skills they need to review achievements, plan future actions, make decisions, present themselves well and cope with change and transition

### **Commitment**

The school governors and staff at Park Community School are committed to:

- Providing a planned programme of activities to which all students are entitled and will have access (see scheme of work)
- Working in partnership with Hampshire Futures, Careers & Participation, to ensure that no student is disadvantaged in gaining access to education, training or work (see partnership agreement)
- Working in partnership with Education Business Partnership (EBP) to provide days where students work alongside local employers and inviting role models in to the school from the world of work.
- Ensuring that, wherever possible, students' progress to an opportunity in further education, training or employment
- Involving young people and their parents and carers in programme activities and further developments
- To provide all students with the opportunity to experience the world of work through work experience in Year 10 run in partnership with the EBP
- Continue to hold the award of Investors in Careers Award achieved in 2018
- Have a named Governor Julia Hughes working closely with the Careers Team

### **Provision**

Provision of CEIAG at Park Community School is line managed by a lead member of the SLT (Jamie Bryce - Assistant Headteacher). The Careers Leader (Evelyn Munoz) oversees programme delivery and liaises with programme contributors, the majority of the day to day administration and the provision of work experience placements.

The Discovery Centre has relevant, up-to-date information in a range of media and formats. Students have supervised access to ICT facilities, including careers software

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(Fast Tomato and Careers Companion) and the internet. Specialist equipment and support are available for individuals with learning difficulties and/or disabilities. Additional information sources include participation in local events and activities such as the Federation careers fair, and work with Hampshire Futures, Careers, Employability & Participation, employers, business and other organisations. The programme co-ordinator selects and maintains teaching resources appropriate to students' needs.

**Guidance**

Guidance is provided in partnership with Hampshire Futures, Careers & Participation and includes individual and group activities. All staff should, when approached by students, respond with appropriate guidance and support. Staff are provided with an information booklet to assist in their support to students. All guidance aims to be impartial, confidential (within policy guidelines), responsive to students' needs and based on the principle of equality.

**Training**

Staff training needs are identified through the year and appropriate arrangements made. The school's co-ordinator attends relevant meetings of Havant Schools Federation where support and training needs can be provided.

**Monitoring**

All programme activities are monitored, reviewed and evaluated with active involvement of students. The findings are presented in the annual self-assessment report. The development priorities identified in the report form the basis of the programme's development plan.

**CEIAG Overview**

At Park Community School all students from Years 7-11 have access to careers education and guidance in a variety of ways.

1. Through a planned scheme of work programme of activities based on the national CDI Framework within the SMSC programme from Years 7-11, delivered by mentors and EBP. The learning objectives are to assist students to:

| <b>Self-development through careers and work-related education</b>                                                           | <b>Finding out about careers and the world of work</b>                                                                                                                                                                                                                                                                  | <b>Developing skills for career well-being and employability</b>                                                                                                                                                                                                                                                 |
|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Self-awareness</li> <li>• Self-determination</li> <li>• Self-improvement</li> </ul> | <ul style="list-style-type: none"> <li>• Exploring careers and career development</li> <li>• Investigating work and working life</li> <li>• Understanding business and industry</li> <li>• Investigating jobs and labour market information (LMI)</li> <li>• Valuing equality, diversity and inclusion (EDI)</li> </ul> | <ul style="list-style-type: none"> <li>• Making the most of careers information, advice and guidance (CEIAG)</li> <li>• Preparing for employability</li> <li>• Showing initiative and enterprise</li> <li>• Developing personal financial capability</li> <li>• Identifying choices and opportunities</li> </ul> |

|  |                                                                                                            |                                                                                                                                                                      |
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|  | <ul style="list-style-type: none"> <li>• Learning about safe working practices and environments</li> </ul> | <ul style="list-style-type: none"> <li>• Planning and deciding</li> <li>• Handling applications and selection</li> <li>• Managing changes and transitions</li> </ul> |
|--|------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|

- Through individual impartial guidance for all students at Key Stage 4. This is through a planned programme where Park Community School is working in partnership with Hampshire Futures, Careers, Employability & Participation (careers advisors) in providing all students with individual interviews at key stage 4. Students can also drop in for support, before, during and after school in the Careers Office  
Action planning and recording of progression routes is seen as an essential part of effective guidance supplied by mentors and are recorded within mentor records, especially within Year 11. Parental involvement is encouraged on student review days alongside the opportunities to talk to independent careers advisers.
- Through access to resources in the Discovery Centre and the school intranet careers programmes at breaks and lunchtimes and before and after school when:
  - Books, CDs, DVDs and other information to be borrowed from the extensive range available, relevant to all interests and abilities.
  - Computers can be used to access information on-line and to generate ideas using interactive programmes, such as careers companion.
  - Advice and assistance is available from careers leader and Hampshire careers personal advisers alerting them to many diverse areas of Careers Education and Guidance.
  - Allocated mentoring time to use Fast Tomato, which students can access on and off site.
- Through a commitment to provide knowledge and understanding of the world of work through both activities and work experience in Year 10 run in partnership with the EBP, so that students:
  - Develop a greater understanding of the workplace.
  - Recognize the value of skills and qualifications.
  - Extend their knowledge of careers and jobs.
  - Accept responsibilities within a commercial working environment.
  - Develop positive personal qualities.
- Through working with the Havant Schools Federation to arranging and advertising our annual 'Apprenticeship Fair' in conjunction with local employers and inviting role models from the world of work and further education to visit classes across the college. Inviting colleges to parents' evenings for Years 10 and 11.
- Through a negotiated contract with the EBP which promotes links between the school and the world of work through various events and activities using their many employer links.