



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

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## Review History

Reviewed	Determined	Cycle	Review	Notes
Spr-17	Spr-17	3	Spr-20	Updated
Aut-14	Aut-14	3	Aut-17	



### Introduction

1.1 'Information, Advice and Guidance' (IAG) refers to information, advice and guidance in the context of Careers Education. It is about helping students to plan and prepare for their futures and assisting them to make choices and decisions that are carefully considered and well informed. Parents and Carers are an integral part of this process. 'Careers Education Information, Advice and Guidance' (CEIAG) is part of the Personal Professional Studies (PPS) programme and incorporates employability learning.

1.2 CEIAG and Employability at Coopers reflects current legislation, in particular the Education Act 2011, the statutory guidance 'Careers Guidance and Inspiration in Schools' issued by the DfE in March 2015, the Careers Development Institute (CDI) framework for careers, employability and enterprise education (2015), the Ofsted Inspection framework 2016 and Gatsby Benchmarks of Good Career Guidance 2014. The key point is that students have access to impartial IAG. The Raising of the Participation Age is now fully implemented so students have to stay in education or training until their eighteenth birthday and the school has an increased responsibility to track their progression and for logging their destinations.

### Staffing

2.1 A member of the Principal's Leadership Team (PLT) has oversight of CEIAG and Employability provision.

2.2 Coopers School employs a teacher trained in leading and managing careers education who:

- delivers impartial IAG;
- meets with students in groups and individually;
- attends Year 8 to Year 13 Parent Events.

2.3 A Careers and Guidance Administrator supports CEIAG as well as being the school's Work Experience Coordinator.

2.4 A link governor is appointed who periodically visits the CEIAG team to discuss their work and advise on improvements that might be made.

2.5 All teaching and support staff are expected to be aware of the benefits and the impact that good CEIAG can have upon students' motivation and progress. They support CEIAG and know when to refer students for specialist advice.

### Impartial Information, Advice and Guidance

3.1 Schools and colleges are required to provide students in Year 8 – 13 with impartial IAG. We achieve this in three ways; (i) by delivering **unbiased** information, advice and guidance, (ii) by providing **full, detailed, targeted and relevant** information, advice and guidance and (iii) ensuring that information, advice and guidance is **appropriate and in the student's best interests**.

We have strong and effective pastoral and tutorial systems which provide the means to ensure students receive support and guidance at transition points. Referral systems (including diagnosis of needs) ensure that students requiring more specialist guidance can receive it at appropriate times.

3.2 Students are provided with information about all routes, pathways and qualifications post-14, post-16 and post-18 including apprenticeships, traineeships, further and higher education as well as job opportunities and employer training schemes.



3.3 Coopers School use a range of information resources to assist students in make well informed choices. We subscribe to four CASCAiD products; 'Launchpad', 'Kudos', 'Kudos Inspire' and 'Careerscape'. Students are directed to a comprehensive range of printed and web based sources and materials, including the National Careers Service, UCAS Progress and the National Apprenticeship Service websites.

### CEIAG and its Delivery

4.1 CEIAG at Coopers aims to provide students with the skills, knowledge and understanding to support the 3 core aims of the CDI framework for careers, employability learning:

- Developing yourself through careers, employability and enterprise education
- Learning about careers and the world of work.
- Developing your career management and employability skills.

4.2 Much of the CEIAG and Employability Programme is delivered through the Personal and Profession Skills (PPS) Programme. All Coopers School students are entitled to CEIAG and Employability Learning which is set out in a formal entitlement- see Appendix 1. The PPS programme includes the following activities:

Year	Programme
Year 7	Careers & Guidance National Careers Week activities. Introduction to the Careers Resource Area and CEIAG Entitlement. Career Profiles.
Year 8	Careers & Guidance National Careers Week activities. Introduction to the Careers Resource Area and CEIAG Entitlement. The Real Game / Launchpad 'matching' computer programmes. Careers Extended Learning Project. GCSE option Interviews. Communication Skills. Career Pathways information
Year 9	Careers & Guidance National Careers Weeks activities. Introduction to the Careers Resource Area and CEIAG Entitlement. Kudos Computer Programme Barclays Skills Programme - People Skills Career pathway information
Year 10	Careers & Guidance National Careers Week activities. Introduction to the Careers Resource Area and CEIAG Entitlement. Looking Ahead Questionnaires 1-1 interviews with selected students Barclays Skills Programme – Money skills – Employability Skills Information on Universities – University Talks. Oxbridge Trip for most able students. Information on Apprenticeship Routes Career Pathway information
Year 11	Careers & Guidance National Careers Week activities. Introduction to the Careers Resource Area and CEIAG Entitlement



	<p>'Looking Ahead' Briefing and questionnaire.          One-to-one appointments with the school's Careers Advisor, with further appointments as required.          Post-16 Options (choices, applications and decisions).          Barclays Skills Programme. CV Writing .Letters of Application.          Interviews          NCS Summer Programme</p>
Year 12	<p>Careers &amp; Guidance National Careers Week activities.          Introduction to the Careers Resource Area and CEIAG Entitlement          Post-18 Choices.          Looking Ahead' Briefing and questionnaire          Employability Skills Week Briefing and Launch.          Higher Education Evening and UCAS Convention.          UCAS application support and guidance          University Visits , Outreach Activities and Talks          Apprenticeship / Employment support and guidance          Advanced and Degree Level Apprenticeships.          NCS Summer Programme          Step Forward Programme</p>
Year 13	<p>Weekly Personal Development IAG session (including Work Skills).          'Looking Ahead' Briefing and questionnaire.          Higher Education Choices and UCAS applications.          UCAS application support and guidance          Being University ready          Being work ready          Next Step life skills          Internships          NCS Summer Programme          Step Forward Programme          One-to-one appointments with the school's Careers Advisor with further appointments as required.          'Into Work' workshops.</p>

### Employability and Work Related Learning

5.1 Employability Skills Week (Work Experience) is available to students in Year 12. However, this will also be offered to students in Year 10 intending to follow an apprenticeship route post 16 .Other students can have access to employability learning as part of their curriculum provision.

5.2 Employability Skills Week is launched through a briefing before the October half term break. Students are expected to find a work placement as this reflects the reality of seek employment later in life. Placement Information Forms (PIFs) must be returned before the February half term break, giving the students four months to find a placement.



5.3 All placements are checked and Risk/Health and Safety assessments have been undertaken and that employers have Employers Liability Insurance.

5.4 Students are briefed ('Stay Safe') before they go on their placement, they are issued with an Employability Learning Diary, are checked on at least once during their placement and are debriefed when they return to school after their placement.

5.5 Students whose school record is a concern will be monitored prior to their placement to ensure that they are ready to go on the placement. In exceptional cases a placement may be withdrawn.

5.6 Work Related Learning is learning that takes place in the classroom and as part of the students' school curriculum.

5.7 Teaching staff are encouraged to highlight the parts of their teaching that are relevant to the world of *work and when appropriate introduce new work which links their subject to the world of work.*

### **Monitoring, review and evaluation**

6.1 Destination data is collected during the Autumn Term for all Year 11 and Year 13 students to assess student plans for the end of the academic year. Students with no plans or whose plans are either inappropriate or unrealistic are given targeted support and help. Initial Intended Destinations data will usually be collected before the October half term break from Looking Ahead questionnaires. Final Destinations data is collected at the end of August and the start of September, as the destination of most students is dependent on their examination results. The data that is reported to governors and the DfE is that which we have at the end of the first week of the Autumn Term.

6.2 Having been accredited with Stage 1 and 2 of the Quality Careers Standard- Investor in Careers award, the target date for Level 3 accreditation has been set for Spring 2018. After this date the objective will be to maintain this standard on an on-going basis.



### Partnerships

7.1 Coopers School recognise the importance of partnerships and collaboration with external organisations in providing successful CEIAG and Employability provision.

7.2 Coopers work with The National Citizen Service (NCS) who provide a range of work-related learning opportunities including

- The Summer Programme for Year 11 and 12 students;
- The Step Forward Programme for Year 13 students;
- PSHE sessions for Year 12 students.

7.3

We have established strong links with universities such as Kings College London, UCL, Southampton, Leicester University and Imperial. We encourage our students to aim high encouraging them to take up opportunities offered by the outreach departments at these institutions. A number of visits to Higher Education (HE) institutions are organised for students in Years 11 to 13 each year, to expose students to the opportunities presented by the HE sector.

7.4 Visits to and from a range of apprenticeship providers including the Advanced and Degree Level apprenticeships.

7.5 Visits to and from employers are made each year. For instance, Direct Line are based in Bromley and run a careers day each year to which Coopers sixth formers are invited.

7.6 We work with an Enterprise company to provide skills development programmes on LEAP days (Learning, Enrichment and Aspiration Programme) that are set in a work-related context

7.7 Each year we refer a number of school leavers to nearby further education establishments, especially Bromley College, who provide programmes of learning that are not available at Coopers School.

7.8 A range of speakers are invited into school each year to talk to students, including representatives of the Speakers4Schools programme.

### Staff Development

8.1 The Assistant Principal with oversight for CEIAG and Employability identifies and recommends ways of meeting staff development needs relevant to the delivery of CEIAG / Employability Skills. This ensures that the specialist teacher for IAG and the Careers and Guidance Administrator are supported to access training relevant to their roles.

8.2 Teaching and support staff are briefed about aspects of CEIAG to support delivery of CEAIG activities in the PPS tutorial programme and to support them to make links between their subject curriculum and careers.

8.3 Update training is provided for tutors to support delivery of The Real Game and other programmes and activities.

8.4 Sixth form staff are regularly updated on the UCAS processes.



### Appendix 1: Entitlement

Students are entitled to CEIAG which is personalised and impartial. This takes the form of a structured programme of learning which is integrated into the school curriculum through learning in faculty areas, during PPS, on DLDs and during Activities Week in July. The aim of the programme is to prepare students for the challenges and opportunities of adult life by:

- Helping them understand their own strengths, aspirations and limitations
- Preparing them for the choices to be made at the ages of 13, 16 and 18
- Ensuring they leave school prepared for employment, education or training.
- **By the end of Key Stage 3 all students will have:**
- Begun to set goals based on their strengths and aspirations
- Set and reviewed academic targets
- Completed a careers Extended Learning Project
- Received guidance on Key stage 4 option choices
- Developed their skills in a work-related context by completing enterprise challenges on **LEAP days**
- Learned about careers and employability through playing the Real Game, and via National Careers Week activities.
- **By the end of Key Stage 4 all students will also have:**
- Considered their future progression route by receiving a Looking Ahead briefing and completing a questionnaire
- Received impartial advice and guidance on making post-16 choices, including the opportunity to attend an individual advice and guidance appointment
- Completed CEIAG activities during PPS
- Received a presentation on, and had the opportunity to apply to, the NCS summer programme.
- **By the end of Key Stage 5 all students will also have:**
- Received impartial advice and guidance about education, employment and training opportunities available on leaving school. This will include the opportunity to attend an individual advice and guidance appointment
- IAG sessions during PPS, including Work Skills
- The opportunity to complete an Employability Skills week.
- Depending on individual student's desires and aspirations, Key Stage 5 students will also receive:
- Assistance in writing a curriculum vitae
- Assistance in writing a UCAS Personal Statement
- An invitation to visit a university
- An invitation to a talk on apprenticeships
- An invitation to an Into Work workshop
- Invitations to webinars with apprenticeship providers
- An invitation to the Skills London careers fair
- Mock interview training
- Help in completing application forms
- A talk on the NCS Step Forward programme and an invitation to apply
- Information on gap year opportunities.