



Outcomes  
First Group

# CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG) POLICY

Policy Folder: Education

Oakham Shires School

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### 1.0 Intent

Oakham Shires School supports young people to raise their ability to manage their own behaviour and develop their knowledge, skills and independence, enabling them to live as full and rich a life as possible.

### 2.0 Rationale

Careers Education and Guidance programme can and will make a major contribution to preparing young people for the opportunities, responsibilities and experiences of future life. A planned progressive programme of activities supports them in choosing 11 – 19 pathways that suit their interests and abilities and help them to follow a career path and sustain employability throughout their working lives.

### **3.0 Statutory Requirements and Commitment**

Oakham Shires School is committed to providing a programme of careers education, information, advice and guidance (CEIAG) for all students in Years 7 – 13.

Oakham Shires School will endeavour to follow the National Framework for CEG 11 – 19 in England (DfES, 2003) and other relevant guidance from DCSF, QCA and ISI as it appears.

The Career Strategy sets out that every secondary school should use the following Gatsby Benchmarks to develop and improve Careers Provision:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each young person
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

### **4.0 Aims**

Oakham Shires School, Careers Education and Guidance policy has the following aims: -

- to contribute to strategies for raising achievement, especially by increasing motivation
- to support inclusion, challenge stereotyping and promote equality of opportunity
- to encourage participation in continued learning including higher education and further education
- to develop enterprise and employment skills
- to reduce drop out from and course switching in education and training
- to contribute to the economic prosperity of individuals and communities
- to meet the needs of all our students through appropriate differentiation
- to focus students on their future aspirations
- to involve parents and carers

### **5.0 Implementation of Careers Education**

Careers Education is delivered during discrete Careers lessons as well as PSHE lessons and will be supported by staff during appropriate sessions.

## **6.0 Equality and Diversity**

Careers education is provided to all students, and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

## **7.0 Key Stage 3**

A career, work related learning and enterprise programme will be introduced by the school. Years 7 and 8 will investigate their skills and qualities, interests and work preferences to match against suitable occupations. They will also research into the labour market and their expectations of job availability. Year 9 will encompass an exploration of KS4 and KS5 future options with a focus on individual career paths and this will be supported with 1:1 meetings with a Careers Advisor from the Regional Futures Team. All Key Stage 3 groups will have the opportunity to engage in employer led activities to support with their social and communication skills and provide them with opportunities to experience the world of work.

## **8.0 Key Stage 4/5**

Students in Year 10 will have exposure to visits and external speakers to provide impartial careers advice and options. Students will visit various local employers to gain an insight into varying professions and will have the opportunity to complete work experience over the course of the academic year to be agreed between the school, employer, parent and pupil. Year 10 students will have a strong focus on CV's, preparing for applications to their chosen option post-16 and gaining the tools and knowledge to ready them for expectations within different career pathways. Students in Years 11 - 13 will focus on post-16 personal statements and applications and consider transition and change into their chosen option and how to prepare for this.

All pupils within KS4/5 will have at least one 1:1 meeting with a Careers Advisor from the Regional Futures Team supported by interim 1:1 meetings with our Careers Lead, Julia Hinks.

## **9.0 Implementation of Careers Guidance**

Careers Advice and Guidance from a Careers Advisor from the Regional Futures Team plus support from the Careers Lead

Parents and Carers - Parental involvement is encouraged at all stages. Parents are kept up to date with career-related information through regular communication via iSams, calls, emails or through the school website.

## 10.0 Management

The Careers Team co-ordinate the Careers programme and are responsible to their Senior Leadership Team/Line Manager. Currently Work Experience is the responsibility of the Careers Lead. If Work Experience is unable to be carried out externally to the school provision, then on-site, internal Work Experience will be sought.

This policy will be reviewed annually as part of the whole-school self-assessment process and will be reviewed by the governors when any additions or amendments are made.

## 11.0 Staffing

All staff contribute to CEIAG through their roles as support staff and subject teachers. The Careers programme is planned, monitored and evaluated by the Careers Lead and Senior Leadership Team. The Careers Lead will liaise with external providers to ensure that specialist career guidance is available when required.

## 12.0 Curriculum

The Careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work related learning and individual learning activities. Careers lessons are part of the schools PSHE curriculum and are also incorporated into all areas across the curriculum. Other events and activities are planned and organised separately throughout the year to include employer visits both on-site and externally, college/FE visits and talks with other providers.

## 13.0 Statement of Entitlement

Pupils of Oakham Shires School are entitled to receive Careers education, information, advice and guidance (CEIAG).

The CEIAG will help pupils to:

- Understand themselves, their interests, likes and dislikes, their strengths and how this affects the choices they make.
- Find out about different courses, what qualifications they might need and what opportunities there might be available to them.
- Develop the skills they may need for working life.
- Make realistic but ambitious choices about courses and jobs.
- Develop a plan of action for their future.
- Understand the different routes after Year 11 including training, apprenticeships, further and higher education and jobs.
- Be able to make effective applications for the above routes.

- Develop their interview skills.
- Improve their confidence.

Pupils will receive:

- CEIAG 1:1 meetings with a Careers Advisor
- Employer led activities
- Other subject lessons linked to careers (PSHE)

Pupils can expect to receive Careers Advice and Guidance that provides:

- A plan that will provide a future career pathway which will advise of their qualities and strengths.
- A focus on individual needs.
- Being treated equally with others.
- Careers information and advice that is up to date, impartial and independent.
- Being treated with respect by visitors to the school who are part of the careers programme.
- Given extra support if and when required.

## 14.0 Work Experience

The objective of Work Experience is to provide students with the opportunity to experience the world of work first-hand and to develop their employability skills. Where possible, students should seek a placement in an environment linked to a career which they are considering for their own future, if this is not possible then placements that use similar skills and qualities will be considered to help with building transferable skills.

During the placement students will develop their communication skills, learn about the expectations of a workplace and aim to develop some skills which are specific to their placement role. Most students will be offered the opportunity to undertake a work placement in Year 10 - 13. This experience may be limited by the availability of suitable placements.

A Work Experience briefing will be held for students prior to their placements to ensure that they understand how to approach their placement and the procedures to follow if there are any problems with the placement. Necessary and relevant health and safety information will also be covered through the Careers Lead gaining all necessary documents and completing checks in line with the OFG Work Experience Policy.

Each pupil will be visited during their placement by a member of staff. On return to school or at the end of the day in placement, the pupil will be encouraged to reflect upon their experiences and actions during their day and fill out a Work Experience log.

Students are not permitted to undertake placements outside of England and Wales since the Health and Safety regulations outside of this area are not comparable to England and Wales, and so the school cannot ensure that students are working in a safe environment. Students may not request holiday from the school to undertake a work placement outside of England and Wales; in this circumstance the student should arrange the placement in their own time.

## 15.0 Safeguarding

To ensure that students are safe during Work Experience placements, the school will check that the organisation offering the placement hold valid 'Employers Liability Insurance' (ELI) and 'Public Liability Insurance' (PLI) for the time of the placement. In addition, the school will also ensure that the placement meets national Health and Safety regulations. Students will be supervised throughout their whole work experience by a staff member at Oakham Shires who holds a full enhanced DBS. A completed onsite risk assessment relevant to the pupil and the tasks they will be carrying out on placement will be attained.

Any placement which does not hold any of the above documentation will not be approved for Work Experience and the student seeking the placement will be advised to find an alternative. In addition, the school cannot support placements with sole traders or single employees.

## 16.0 Parents/Carers

Parents and Carers of pupils attending Oakham Shires School can expect to:

- Be informed of the CEIAG offer.
- Speak with a member of staff to discuss their child's progress, attainment and future prospects.
- Have access to the Careers Education, Information, Advice and Guidance (CEIAG) policy online via the school website and request a hard copy if needed.
- Be kept up to date with Careers Developments via iSams.
- Have the opportunity to provide feedback on the Careers Programme and offer suggestions for improvement (annually).

## 17.0 Policy Monitoring, Approvals and Review

This policy is overseen by the Careers Lead, SLT and School Governors. This policy is reviewed annually in discussion with staff and external partners to ensure key priorities are identified and actioned in line with the School Development Plan.



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