

**St. Joseph's  
Catholic High School**

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*Business & Enterprise College*



By

- Living and promoting the Catholic faith in a spirit of tolerance, with Jesus at the centre of everything we do.
- Loving and caring for all and worshipping God together.
- Learning by providing enterprising educational opportunities to enable all to reach their full potential.
- Recognising our responsibility to the local and global community

Name of Policy: CAEIG Policy

Person Responsible for Policy Development: Sybil Worsley

Governor Committee: Leadership

Adopted: 2/3/2017

Review Date: February 2019

Located: School Website, Staff Shared Area, Policy File

## **St Joseph's Roman Catholic High School Careers Education, Information, Advice and Guidance (CEIAG) Policy**

**St Joseph's is a Catholic School where all members of the school community, pupils, staff, governors and parents will be united in sharing a common purpose to achieve their personal best, to pursue lifelong learning, to develop and model respect for themselves and others and play a significant role in the life of the local community. Our school will be characterised by positive, appropriate, productive and warm relationships all of which are at the heart of our faith.**

We are committed to ensure that all young people (pupils from years 7-11) receive high quality up to date and impartial Careers Education, working within the statutory guidance. We will deliver this through the curriculum and organised activities. All young people need a planned programme of activities to inform them, help them to choose the right pathway and to enable them to manage their careers throughout their lives. We follow the National Framework for careers education, information, advice and guidance.

### **Aims and objectives**

CEIAG focuses on the specific needs of the individual pupil to promote self-awareness and personal development. It aims to provide current and relevant information to enable each student to make informed decisions about their future. It is presented in an impartial manner, confidential and differentiated to suit the requirements of each individual student to ensure progression through activities that are appropriate to the pupils' stages of career learning, planning and development.

### **We aim to promote the following:**

- Self-development – assessing their strengths and weaknesses to inform future learning and work choices and develop positive self-esteem.
- Career exploration through the provision of a wide range of resources: computer software, video clips, posters and access to impartial careers guidance either through a formal interview or a drop in session.
- Work place experience through the Year 10 Work Experience week.
- Independent investigation through the use of the online learning platform.
- Progression planning through the provision of Information and Guidance (IAG) from external careers advisors
- Support across the curriculum, organised progression activities and events and association with local colleges and businesses.
- Developing understanding of the changing nature of work, learning and career choices, including the full range of post-16 education or training options, including apprenticeships.
- Raise aspirations, challenge, stereotyping and promote equality and diversity.

## **Management and Provision**

The careers programme is managed by the SLT lead for CEIAG (Mrs S Worsley); delivered by staff and co-ordinated by the Careers Co-ordinator (Miss P Jackson).

The SLT lead and Careers Co-coordinator will be responsible for the monitoring, review and evaluation of the programme. Students will be consulted on the impact of the CEIAG programme and changes may be made as a result. The School Governor with responsibility for CEIAG is Patrick Leonard (Chair of Governors).

Access to careers information and software is easily available in school and from home, parents are also encouraged to use the resources provided with their children. An annual budget is allocated to CEIAG for both provision of resources and professional development for relevant staff where necessary. Training needs are identified and offered to all relevant staff as opportunities arise. Information is then brought back in to school and shared with other staff members. Our STL Link and Careers Co-ordinator attend regular meetings and training for Career updates as necessary.

All information can be found on the school's website, notice boards in classrooms, Careers notice board.

The school programme is delivered by a combination of Form Time activities and planned activities during full school Pupil Personal Development Days. The following teacher and learning strategies and resources are included:

- Discussions
- Presentations
- Role Play/mock interviews
- DVDs
- External speakers
- Internet research
- Games
- External visits

The program includes careers education sessions, guidance activities, information and research activities, work related learning (one-week work experience during year 10), college and university visits, external speakers, enterprise/careers talks, work ready day including preparation of CVs, recruitment processes, social media, and mock interviews. A focused Better Progress evening is held annually, parents and pupils are invited to attend and a number of speakers give careers related presentations including LMI. Activities are designed to develop knowledge for work and to develop transferrable employability skills. Students to be considered at risk, vulnerable or with SEN are identified and given additional support via Inspira to ensure that their needs are met.

## **Key Stage 3 Provision**

- Minimum of three days per year Curriculum time focused on CEIAG

- Allotted time through PPD days for self-development focusing on lifestyle and progression

Access to the careers etc software

- Yr8 will be invited to attend an Options Evening and Better Progress Evening
- Assemblies and other information on KS4 options.
- The opportunity to visit a University / College on a day visit.
- Careers talks from representatives from Business/Commerce /self-employed business's

**By the end of Stage 3 all students will have:**

- A better understanding of their strengths, achievements and weaknesses and support to evaluate how these might inform future choices in learning and work
- A better understanding of the full range of 14-19 opportunities for progression
- An understanding of some of the qualities, attitudes and skills needed for employability.
- Used online careers resources to research information about opportunities and apply their findings to help to make informed choices for Key Stage 4 Options.
- Attended either a college or University to sample life after St Joseph's
- A better understanding of possible career options.

**Key Stage 4 Provision**

- Minimum of 2 days CIEAG worth of curriculum time focused on CEIAG
- Support producing a personal statement and CV
- Mock interview practice from business professionals in both years 10 and 11
- One week block work experience placement which focuses on students' future career aspirations, where possible, allowing learning about work through the experience of work
- College and apprenticeship presentations
- Local university presentations
- Careers interview for every Year 11 student
- Information on College Open dates
- Attended talks from local post 16 providers in extended assembly's
- Attended sessions from local employers on Apprenticeships and other trainee opportunities
- Support with completing College Application forms and access to computers for on-line registration
- One University or College visits
- Careers talks from representatives from Business/Commerce /self employed business's

**By the end of stage 4, all students will have:**

- Enhanced their self-knowledge, career management and employability skills
- Used ICT software and other sources of advice to investigate and explore future choices and progression routes
- Experienced the World of Work through a work placement
- Been given direct access to employers, colleges and training providers
- Been given guidance to help identify a range of post-16 options and careers advice and support networks that they can use to plan and negotiate their career pathways.

- Been provided with the resources to complete the post-16 application procedures, including CVs, personal statements, and preparation for interview
- Produced an action plan

### **Monitoring and Review**

Review meetings are held on a regular basis by key members of the CEIAG team and external agencies.

The Area/Deputy Area Operations Manager observes a minimum of 2 guidance interventions per annum. The quality of the service being delivered is also discussed at service Level Agreement meetings. The outcomes of this will be reported back to the Governing body.

All activities undertaken will be evaluated by the pupils and staff and the findings will be reviewed and appropriate changes will be made in line with any findings. All findings will be summarised and reported back to Governors.

The destinations of all year 11 pupils will be reported back to Governors and put on the school's website on an annual basis. Anonymity of the pupils' names will be kept at all times.

The Careers Co-ordinator and STL Link both attend various CEIAG Network meetings and working groups. The CEIAG policy is reviewed annually in discussion with teaching staff and pupils and taken to Governors for information.

January 2017