



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

Original Policy created September 2018

Review Date: Spring term 2019

## 1. Introduction

At Daventry Hill School, we aim to empower students and equip them with essential life skills, focusing on self-development, independence and employability using a personalised approach to meet individual needs. This policy statement sets out Daventry Hill School arrangements to comply with the school's legal obligations under Section 42B of the Education Act 1997 "Opportunity for a range of education and training providers to access registered pupils during the relevant phase of their education for the purpose of informing them about approved technical education qualifications or apprenticeships".

The aim of the policy is to ensure that impartial guidance is implemented and resources are in place to deliver, providing a fully embedded meaningful CEIAG (Careers Education Advice and Guidance) programme to all KS3-KS5 students.

Our key objectives for the programme are:

- Personal development – Understanding self
- Developing and modelling soft skills, that become transferable from education to life beyond school.
- To allow the students to explore the labour markets and identify potential and realistic career options for the future, appropriate to individual's needs and requirements. For example, this can be volunteering, supported learning-shared experiences, apprenticeships, paid employment, supported internships.
- Ability to adapt and cope with change.

## 2. Commitment

Daventry Hill School is committed to providing a structured curriculum including up to date labour market information, opportunities for students to meet with employers, participate in workshops, run information events for parents/carers, careers education, further education options, 1.1 advice and guidance for all students in Years 7-13, setting realistic goals in line with EHCP. This will be completed in partnership with the Careers and Enterprise Company (CEC), South East Midlands Local Enterprise Partnership (SEMLEP) and other agencies and partners.

We are committed to meeting national and local expectations in relation to careers by undertaking the following:

- Continuing to have a positive and meaningful relationship with the South East Midlands Local Enterprise Partnership (SEMLEP)
- From year 9 – year 13 students will have access to impartial careers guidance, as required by the 2011 Education Act. Along with implementing Ofsted's inspection criteria.
- By 2020, we aim to have achieved all eight Gatsby Benchmarks:
  - ☼ 1. A Stable Careers Programme
  - ☼ 2. Learning from Careers and Labour market information
  - ☼ 3. Addressing the needs of each pupil
  - ☼ 4. Linking curriculum learning to careers
  - ☼ 5. Encounters with Employers and Employees
  - ☼ 6. Experiences of work places
  - ☼ 7. Encounters with further and higher education
  - ☼ 8. Personal guidance

## 3. Curriculum Links

Careers education will be delivered throughout the entire curriculum at Daventry Hill School; students will be continuously developing core competencies and putting these into practice. Core competencies include a person's qualities, being able to put them into practice, social cues and communication. Students will have the opportunity to develop new skills that can be transferred into different forms of independence, employment, and within society.

An example of the soft skills we will be incorporating on throughout the curriculum include

- Listening
- Presenting
- Problem Solving
- Creativity
- Staying Positive
- Aiming High
- Leadership
- Team

CEIAG is for all students and is essential to prepare them to make the transition to adulthood.

#### **4. Careers Provision**

The careers provision will begin in KS3 and is embedded across the curriculum. Individual students will have a PCP (person centred plan) as well as an EHCP review from year 10, to establish post 16 destination, this is to ensure the necessary arrangements are in place and the appropriate transition work takes place. This will allow for all those involved with the young person, including Parents/carers the opportunity to work together to create a plan to enhance the future of our students. As a school we will abide with Bakers clause ensuring "training providers and colleges access to every pupil in years 8 to 13, so they can find out about non-academic routes." This will give our young people the opportunity to explore the different options available to them.

The current careers programme is currently under evaluation, and a new curriculum to incorporate the Gatsby Benchmarks is being written. Information will be published once finalised.

#### **5. Business Links**

Daventry Hill School is a member SEMLEPs Careers and Enterprise Programme. We are working with a senior volunteer from business who will help us to build employer networks to create lasting connections between the school and local businesses.

Daventry Hill School are continuously developing relationships with a wide range of business from different industries; these relationships are used to ensure CEIAG is relevant and where possible delivered by those in industry. These relationships will be monitored and new organisations are constantly being sought.

#### **5. Engaging Parents / Carers**

We are keen to involve parents/ carers in the development of the careers provision. The careers leader will supply regular careers updates provided through school news updates, and other social media platforms. A database of parents/carers who would like to support with events, planned activities such as work experience will be gathered and updated by the careers leader.

## **6. Staff Development**

Through staff performance reviews and development plans, staff training needs will be identified. In order to remain up to date with legislation and changes the careers leader is responsible for attending network meetings.

## **7. Monitoring, review and evaluation**

The Careers leader and the head teacher will identify desirable improvements by reviewing the programme annually.

Policy developed & written by: Stacey Drake (Careers leader) in consultation with relevant support agencies.

Policy Approved by Head teacher: Gareth Ivett

September 2018

### **\*Abbreviations\***

CEIAG – Careers Education information advice guidance

KS – Key stage

CEC – Careers Enterprise Company

SEMLEP - South East Midlands Local Enterprise Partnership

EHCP – Education Health Care Plan

PCP – Person centred plan