Careers/CEIAG POLICY

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

Introduction

Rationale for Careers Education and Guidance

A young person's career is the progress they make in learning and work. All young people need a planned programme of activities to help them choose 14-19 pathways that are right for them and to be able to manage their careers and sustain employability throughout their lives. Schools have a statutory duty to provide careers education in years 7 – 11 (1997 Education Act, 2003 Education Regulations) and to give students access to careers information and guidance (1997 Education Act, 2008 Education and Skills Bill).

Commitment

Merchant Taylors' School is committed to providing a planned programme of Careers Education Information Advice and Guidance (CEIAG) for all students in years 7 – 13. The school endeavours to follow the National Framework for CEG 11 – 19 in England (DfES, 2003), the Young People's IAG Standards (DCSF, 2007) the Statement of Careers Education Principles (DCSF, 2008) and other relevant guidance from DCSF.

Development

This policy was developed and is reviewed biennially in discussion with teaching staff; the students, parents, governors, advisory staff and other external partners.

Links with other policies

The policy for CEIAG supports and is itself underpinned by a range of key school policies especially those for teaching and learning, assessment, recording and reporting achievement, PSHE Education, work related learning and enterprise, equal opportunities and diversity, gifted and talented, looked after children and special needs/LDD.

Objectives

Students' needs

The careers programme is designed to meet the needs of students at this school. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

Entitlement

Students are entitled to CEIAG which meets professional standards of practice and which is person-centred and confidential. It will be integrated into students' experience of the whole curriculum and be based on a partnership with students and their parents or carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

Implementation

Management

The Careers Coordinator co-ordinates the careers programme and is responsible to the Deputy Head teacher with responsibility for this area. The careers department is supported by an identified link governor.

Staffing

All staff contribute to CEIAG through their roles as tutors and subject teachers. Specialist sessions are delivered by the personal development/PSHE Education team. The CEIAG programme is planned, monitored and evaluated by the careers co-ordinator. Careers information is available in the Careers Room which is maintained by the Careers Coordinator who also receives administrative support when required.

Curriculum

The careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work-related learning (including one weeks' work experience in Year 11 Summer Term and Year 12 and 13 in the form of a Community Service Programme; and individual learning planning. Careers lessons are part of the school's Personal, Social and health Education (PSHE) programme. Other focused events, e.g. Careers Fairs and Networking Breakfasts are provided annually. Work experience preparation and follow-up take place in careers lessons and other appropriate parts of the curriculum such as English. The year 12 lecture programme exposes students to people working in different sectors and specifically deals with Gap years and UCAS.

Resources

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the CEIAG area. The careers co-ordinator is responsible for the effective deployment of resources.