

Careers Policy MTGS

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Author: VLM

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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 impartial careers information and guidance (1997 Education Act, 2008 Education and Skills Bill).

Context

From September 2013, The Education Act of 2011 placed schools under a duty to ensure that all registered pupils in years 8-13 have access to independent, accurate and impartial information advice and guidance. Schools are free to make arrangements for careers guidance which best suit the needs of their pupils, engaging where appropriate with independent providers. Merchant Taylors' Girls' School has developed its own arrangements for providing impartial careers advice and guidance and may continue to do so as long as it ensures pupils have access to a source of guidance which is independent and external to the school. This includes website and telephone helpline access and/or face-to-face support from a specialist provider where needed.

The Technical and Further Education Act 2017 states that schools in England "*must ensure there is an 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*". At each point where we deal with pupils leaving the school, we strive to ensure that they are purposefully provisioned in terms of advice and guidance, including information and support regarding apprenticeships, employment or re-commencement of study with another provider. Our pupils are therefore empowered to make informed choices about a broad range of options.

Commitment

Merchant Taylors' Girls' School is committed to providing a planned programme of Careers Education Information Advice and Guidance (CEIAG) for all pupils in years 7 – 13 to enable them to 'know themselves' and thereby fulfil their potential. 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. A designated Careers Coordinator, Victoria Mee,

provides advice and instruction to pupils and staff at MTGS, as part of her role as Assistant Head of Sixth Form.

Development

This policy was developed and is reviewed annually in discussion with teaching staff, pupils, 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, work related learning and enterprise, equal opportunities and diversity, gifted and talented, looked after children and special needs.

Objectives

Pupils' needs

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

Entitlement

Pupils are entitled to CEIAG which meets professional standards of practice and which is person-centred and confidential. It will be integrated into pupils' experience of the whole curriculum and be based on a partnership with pupils 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 PSHE team. The CEIAG programme is planned, monitored and evaluated by the Careers Coordinator. Careers information is available in the Careers Room, which is maintained by the Careers Coordinator (with administrative support, when needed).

Curriculum

The careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work-related

learning (including work experience in Years 11 – 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 Lower Sixth (Year 12) lecture programme exposes students to people working in different sectors and specifically deals with Gap years and UCAS applications.

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 Coordinator is responsible for the effective deployment of resources.

Statutory guidance for the maintained sector gives a detailed explanation of parallel duties for state schools and can be found in the document: 'Careers Guidance and Access for Education and Training Providers 2018'.