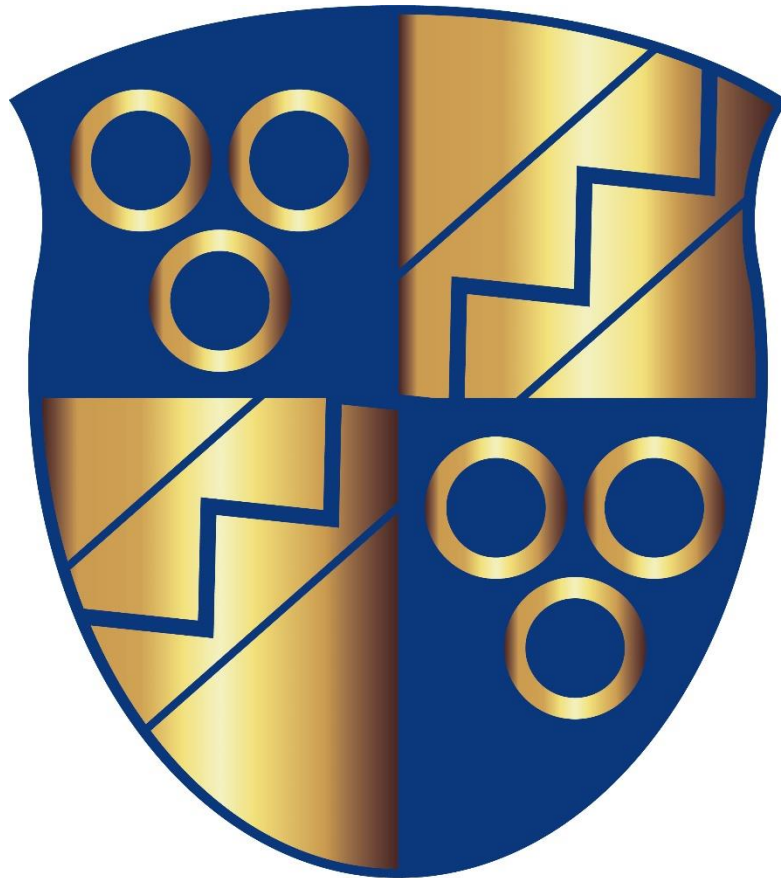


# Careers Policy

The Oldershaw School



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Approved by:	Trust Board	Date: October 2023
Policy owner:	Careers and Opportunities Manager	
Last reviewed:	September 2023	Next review due: August 2024

# Careers Education Information Advice and Guidance (CEIAG) Policy

## Introduction

Oldershaw School is committed to providing a wealth of careers and enterprise activities so each student reaches their full potential and has robust progression plans in place. The School recognises the importance of independent careers advice & guidance for all students to acquire skills, knowledge and attitudes to manage their career planning. Students will have the opportunity to prepare, challenge and develop within a safe environment to explore a wide range of career pathways. Oldershaw School will support all students in making informed decisions by providing access to differentiated, impartial and independent information and guidance on a range of post 16 progression routes.

## Aims

- To provide a CEIAG programme which will be tailored to meet the needs of all students
- To ensure a whole school approach to CEIAG, with up-to-date careers information and resources linked to all subject areas
- To work with external agencies and businesses to provide students with current labour market information
- To provide a programme that enables personal awareness and self-development of skills, careers exploration and careers management, in line and in response to the Gatsby Benchmarks (see below) and the National Quality in Careers Standards for CEIAG
- To prepare, challenge, and inspire students within a safe environment in which to grow
- To promote diversity, equality and challenge stereotypes when making career choices
- To gain understanding and opportunity to develop transferable skills needed to be successful when moving on to a positive destination
- To provide students with a variety of independent and impartial opportunities for careers guidance 7\*-13
- To have access to impartial and qualified advisors within school
- To continue to work successfully with existing partners and proactively seek new opportunities and business links

## Gatsby Benchmarks

1. A Stable Careers Programme
2. Learning from Career and Labour Market Information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers
6. Experiences of the workplace
7. Encounters with further and higher education
8. Personal Guidance

\* Skills for Jobs, Lifelong Learning for Opportunity & Growth, January 2021

## Statutory Duty/Key Legislation

The statutory duty requires The Trust Board to ensure that all students are provided with independent careers guidance from year 7\* to year 13.

The Trust Board must ensure that careers guidance is presented in the following way:

- **Impartially** – the information could include a wide range of FE & HE education, training options including apprenticeships and vocational pathways, showing no bias or favouritism towards a particular education, training or employment offer

Individuals giving advice must consider the advice to be in the best interest of the student

- **Independently** – external to the Academy, which could include: external careers advisors, employer visits, visiting speakers, and information via the website. The information provided could support the range of education and training options, including apprenticeships
- **Careers Guidance** - helps inspire and motivate pupils to make well informed realistic decisions during the transition periods within their education. The programme of activities will help pupils to understand their qualities and develop skills to have a successful and positive progression route

## Key Legislation

The following documentation was consulted in producing this CEIAG Policy:

- Good Careers Guidance, The Gatsby Charitable Foundation
- \* Skills for Jobs, Lifelong Learning for Opportunity & Growth, January 2021
- Careers in Context 2020: A can-do guide
- The 'Baker Clause' Technical and Further Education Bill amendment, 2017
- Career's Strategy, Making the most of everyone's skills and talents, 2017
- Equality and Diversity Act 2010
- The Careers and Enterprise Company Enterprise Advisor Network to bridge the gap between education and employment

## Commitment

- To encourage students to be ambitious and aspirational
- To deliver CEIAG in line with the recommendations as laid out by Gatsby 8 Charitable Foundation's Benchmarks which sets out to standardise, develop and improve careers provision within education
- To ensure the CEIAG students receive information on a range of education or training options, including apprenticeships, universities and other vocational pathways
- To ensure advice and guidance given is impartial and in the best interests of the students and meets individual need
- To ensure students have interventions with employers and professionals from business and industry in each year
- To provide face to face careers interviews to all year 11, 12 and 13 students
- To work closely with the assigned Enterprise Advisor to ensure careers delivery is in line with the vision of the Careers and Enterprise Company
- To ensure every student has the opportunity to access CEIAG
- To embed careers into the curriculum

- To provide experiences of the workplace during KS4 & KS5
- To support students during each stage of transition

## Resources/Examples of Delivery Methods

- Access to Labour Market Information – Assemblies to include growth sectors locally and nationwide, displays around the school and in classrooms. Face to face interviews and group sessions with specific targeted groups
- A room dedicated for face to face interviews and resource base
- Use of career web tools – Unifrog profile, National Careers Service and School website
- Specific support for students identified as having SEND or being a CLA
- Careers events within the Academy
- Specific 'drop down days' for staff to link subjects to careers/occupational areas and apprenticeships
- Member of 'Young Chamber' branch of Wirral Chamber of Commerce
- Access to Enterprise Coordinator and Enterprise Advisor
- Access to visiting speakers/ links to a wide range of employers and apprenticeship opportunities
- HE/FE visits and in-house activities and workshops
- Links with local colleges/universities/training providers to monitor destinations
- Opportunities/experiences of the workplace for students
- Access to digital technologies/online learning

## Management/Key Personnel

CEIAG is overseen by the Head of School, Head of Sixth Form and managed and delivered by the Careers and Opportunities Manager who is a fulltime member staff and responsible for the day – to – day implementation and running of CEIAG across the school.

Enterprise Coordinator and Enterprise Advisor support with strategic planning of CEIAG delivery as part of the Enterprise Hub via the Careers and Enterprise Company and Advisor Network

PSHE coordinator – delivery of careers element integrated into the PSHE Programme

Unifrog Profile coordinator to manage the careers tool, and to support pupil and staff engagement and training

Careers representatives within each department to link to the Careers and Opportunities Manager for up-to-date resources and opportunities

Communications Officer to update website with relevant materials, opportunities and events

## Review

To evaluate the quality of CEIAG provision termly via the Compass Tool to assess, review and amend to adhere to the Gatsby Benchmarks.

To actively seek student and parental opinions to help review and make future amendments to the CEIAG programme

## Monitoring

The school's arrangements for managing the access of careers education and training providers to students is monitored by The Careers and Opportunities Manager. This policy will be reviewed by the Executive Headteacher and approved by the Trust Board annually.