

THE BROXBOURNE SCHOOL CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG) POLICY

RATIONALE

A young person's career opportunities are supported by the progress they make through pathways 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 access to independent and impartial careers education for students in Years 9-13 ('Careers Guidance and Inspiration in Schools,' DfE, 2015).

AIMS & OBJECTIVES

- To ensure every child should leave school prepared for life in modern Britain.
- To ensure academic rigour supported by excellent teaching, and developing in every young person the values, skills and behaviours they need to get on in life.
- To ensure children will receive a rich provision of classroom and extra-curricular activities that develop a range of character attributes, such as resilience and grit, which underpin success in education and employment.
- To provide high quality, independent careers guidance is also crucial in helping pupils emerge from school more fully rounded and ready for the world of work.
- To ensure all students will be well-informed when making subject and career decisions.

STAFF

Mr C Sheppard – Acting Assistant Head (Careers)

Mrs L Reynard – Director of Sixth Form

Miss A Naugher – Assistant Head (PSHE)

Jo Scurlock – Independent Careers Advisor

David Holliday – Governor (Careers)

CEIAG is co-ordinated by the Assistant Head (Careers) who works alongside the Director of Sixth Form and the Assistant Head (PSHE) to deliver the careers programme. All three staff members are assisted by the Administration Department. Work experience is co-ordinated with the Head of Business Studies who works closely with the staff mentioned above.

All staff contribute to CEIAG through their roles as subject teachers and form tutors. Specialist sessions are delivered by relevant staff. The CEIAG programme is planned, monitored and evaluated by the Assistant Head (Careers) in consultation with the Independent Careers Advisor who provides specialist careers IAG.

Students from Year 8 up to Year 13 are allowed access to independent careers guidance from our careers advisor. Pupils can request these meetings or they can be referred by form tutors, heads of year or senior members of staff. Students making insufficient progress in Years 10 and 11 will often be offered careers guidance.

LOCAL EMPLOYER PARTNERSHIP

We are working with Santander as a link business. Staff from Santander will be running assemblies for Key Stage 3 pupils as well as employability sessions for those in Key Stage 5. Effectiveness of these sessions will be evaluated as will future opportunities for effective CEIAG.

DELIVERY

The careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work-related learning (including work shadowing for all pupils), and individual learning planning/portfolio activities. Careers work is part of the school's PSHE programme, a series of curriculum sessions including those devoted to Careers and Work Related Learning.

Many other events are provided by departments, tutor time and as whole school events such as the Careers Fair. Work experience preparation and evaluation occur in opportunities such as tutor time and curriculum sessions.

Students are actively involved in the planning, delivery and evaluation of activities.

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 Assistant Head (Careers) is responsible for the effective deployment of resources. Sources of external funding are actively sought.

MONITORING, REVIEW AND EVALUATION

The careers programme is reviewed annually by the Assistant Head (Careers) and the Careers Adviser using the quality standards for CEIAG to identify areas for improvement. A report is submitted to the senior leadership team and governors.

All PSHE careers activities are evaluated by pupils and staff. Action research evaluation of different aspects of CEIAG is undertaken regularly.

TECHNICAL PROVIDER ACCESS

Please see Appendix A for Technical Provider Access Policy

SOME KEY SESSIONS OF CAREERS PROGRAMME

Year Group	Activity and Learning Outcomes
7	<p>Work Shadowing Day (Feb PSHE)</p> <p>Year 7 students spend a day shadowing a family member or friend in a place of work. During the day they complete a booklet and evaluate their experience afterwards.</p>
8	<p>Setpoint Technology Challenge (Oct PSHE)</p> <p>Year 8 students spend a session with a STEM ambassador who runs a challenge highlighting the use of STEM in careers. Guidance is also given on STEM subjects and future opportunities.</p> <p>Form Time Careers Activities</p> <p>Students complete form time activities and sessions based on different careers and the subjects and skills you need into different professions.</p> <p>Students also complete independent research on careers and assess their own abilities with a view to future careers.</p>
9	<p>Key Stage 4 Options Process</p> <p>All pupils will receive personalised progression pathways for Key Stage 4 and all students and parents are invited to meet a senior member of staff as part of the decision making process.</p> <p>Anglia Ruskin University Visit (Oct PSHE)</p> <p>Year 9 students visit a local university who run sessions based on post 18 options, with emphasis for the importance of choosing the correct options for Key Stage 4 study.</p> <p>They work with students from the university on a range of activities which aim to develop decision making skills and encourage young people to aim for the highest possible level of qualifications.</p> <p>Motivation & Teambuilding with YouthBiz (Feb PSHE)</p> <p>PSHE and careers session run by local external provider to promote motivation and teambuilding activities.</p> <p>“What’s My Line” (Jun/Jul PSHE)</p> <p>Year 9 pupils meet up to 20 local employees and business people to discuss their line of work and the skills that they need in that particular industry.</p>

Year Group	Activity and Learning Outcomes
10	<p data-bbox="368 152 560 185">Careers Fair</p> <p data-bbox="368 226 1436 331">All pupils are allocated a timeslot to attend school careers fair which is attended by employers, universities, colleges and apprenticeship providers. This event is run for pupils in Year 10 to Year 13.</p> <p data-bbox="368 371 799 405">Careers Day (Jun/Jul PSHE)</p> <p data-bbox="368 445 1420 517">Whole PSHE day devoted to CEIAG including sessions on CV writing and applications, Post 16 Options and Apprenticeships</p>
11	<p data-bbox="368 560 560 593">Careers Fair</p> <p data-bbox="368 633 1436 739">All pupils are allocated a timeslot to attend school careers fair which is attended by employers, universities, colleges and apprenticeship providers. This event is run for pupils in Year 10 to Year 13.</p> <p data-bbox="368 779 762 813">Sixth Form Open Evening</p> <p data-bbox="368 853 1436 925">Opportunity for pupils and parents to discuss post 16 options with staff from departments. Talks given to both internal and external students.</p> <p data-bbox="368 965 815 999">Key Stage 5 Options Process</p> <p data-bbox="368 1039 1420 1144">Pupils receive detailed guidance about post 16 options. All students applying for Sixth Form are invited to meet a senior member of staff, along with their parents, as part of the decision making process.</p> <p data-bbox="368 1184 1356 1256">Students who do not apply for Sixth Form are invited to meet a senior member of staff to discuss post 16 options and pathways.</p> <p data-bbox="368 1296 871 1330">Tutor Review Meetings (Oct/Feb)</p> <p data-bbox="368 1370 1302 1442">All pupils meet one on one with form tutors to discuss targets and aspirations as well as post 16 options.</p>

12 & 13

Careers Fair

All pupils are allocated a timeslot to attend school careers fair which is attended by employers, universities, colleges and apprenticeship providers. This event is run for pupils in Year 10 to Year 13.

Post 18 Options

Whole programme of guidance offered through PSHE days and Year 12 to 13 transition days on options for pupils after The Broxbourne School. Some sessions run by external providers and university speakers. Students also attend a UCAS Exhibition and get guidance on Apprenticeships.

UCAS Evening

Parents and carers are invited to a presentation evening on the UCAS system. A variety of topics and information are covered, such as, financial support, choosing the correct University and what help is available if students are not successful with their applications.

Business Lunches

Departments run business lunches where relevant local and national business people run a lunchtime presentation about their work in a relevant field and students are able to engage and ask questions.

Work Experience

Year 12 pupils are invited to complete a week of work experience after they have completed their Year 12 examinations. This is particularly useful to students going on to study medicine or those applying for post 18 apprenticeships.

APPENDIX A

TPROVIDER ACCESS POLICY

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Pupil entitlement

All pupils in years 8-13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

Procedure

A provider wishing to request access should contact *Chris Sheppard*,
Assistant Head

Telephone: 01992411060

Email: admin@broxbourne.herts.sch.uk

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers:

Year 7/8 – Careers Assemblies (throughout the year)

Year 9 – What's My Line careers event

Year 10-13 – **Careers Fair**

The PSHE Curriculum throughout the year may offer further opportunities to have exposure to all pupils. Please get in touch to discuss further.

Facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Learning Resource Centre, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.