SAVIO SALESIAN COLLEGE

"Educating in Friendship and Peace"

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

November 2016

Reviewed by the Governing Body

Savio Salesian College
CAREERS EDUCATION, INFORMATION, ADVICE and GUIDANCE (CEIAG)

Rationale & Underpinning Principles

Savio Salesian College believes in the values of St John Bosco who sought to bring the love of God to young people, many poor and without work or education, so that they would know they were valued and rich in potential. This he did through practical action the teaching of trades, schooling and academic education. His motivation was to make them 'honest citizens' able to earn their own living.This philosophy forms the foundation of our Careers Education, Information, Advice and Guidance(CEIAG). We strive to ensure that given the complexities of modern life it is more important than ever that young people are given the very best preparation in terms of CEIAG. This is their entitlement and Savio Salesian College staff work to provide the good start that pupils need.

Savio Salesian College believes that good quality CEIAG can help young people to develop a sense of purpose, raise their aspirations and assist them to progress through learning into and through their adult lives. The school will provide CEIAG that is relevant, timely and sufficient to meet pupil's needs. It is part of Savio Salesian College's vision to provide students with a comprehensive programme of Careers Education, Information, Advice and Guidance and to exceed its statutory duty to provide CEIAG from Year 8 to Year 11 (1997 Education Act, 2003 Education Regulations) by providing this from Year 7. Taking into consideration findings from the 2015 Ofsted Report "The Wasted Years", this will enable students to develop the skills they will need to make well-informed, realistic decisions and will empower students to access the high quality careers information and impartial guidance (Statutory Guidance: Careers guidance and Inspiration in schools 2014) available from Career Connect who work in partnership with the school.

The school staff work hard to develop an atmosphere, which treats all pupils as equals providing a positive experience, which we hope, our pupils will take with them into adult life and the work place. Our Policy for Equal Opportunities (including Racial Equality and Cultural Diversity), Personal,

Social, Health & Citizenship Education Policy and School Discipline Policy all encourage pupils to take responsibility for their own personal development and to consider all opportunities. For pupils with additional needs the school will facilitate further differentiated CEIAG support for pupils.

Schools have a statutory duty to secure Independent and impartial careers guidance for pupils in Years 8-13 (Statutory Guidance, DfE, September 2013, Education Act, DfE, 2011) and although careers education is no longer a legal requirement we wish to continue to make provision in this area. Our policy is also framed to help us prepare for Raising the Participation age and to benefit our Pupil Premium pupils. Our CEIAG programme aims to meet all the Gatsby standards.

AIMS OF CAREERS EDUCATION AND INFORMATION ADVICE and GUIDANCE AT SAVIO SALESIAN COLLEGE

Through CEIAG, our pupils will:

- Develop a positive self-image, in relation to future learning and work roles, based on an accurate assessment and recording of their abilities and aptitudes.
- Acquire aspirations for their future based on a sound understanding of the range of immediate and lifelong opportunities available through learning and work, and of career progression structures.

- Develop skills to form and implement effective decisions and a reflective approach to learning from experience.
- Adhere to the recommendations of the Gatsby Careers benchmarks http://www.gatsby.org.uk/uploads/education/reports/pdf/gatsby-sir-john-holman-good-career-guidance-2014.pdf

Implementation

- There is a planned programme of careers education and information, advice and guidance (CEIAG) for all pupils in Years 7-11 in partnership with professional careers advisers.
- The school buys in independent and impartial guidance services provided by the Matrix approved Career Connect.

- The school is committed to achieving a range of outcomes for young people such as positive destinations, successful transitions and the on-going development of employability skills.
- The school is committed to maintaining the standards of the Careers Quality Award for CEIAG provided by Career Connect
- CEIAG is integrated into the curriculum provision in every department.
- A Careers co-ordinator plans and co-ordinates the day to day delivery of the college careers programmes and reports to the named member of the Leadership Team with responsibility for CEIAG.
- The careers programme incorporates up to date labour market information and students are provided with a work placement to allow them to gain further insight into the world of work.
- CEIAG is supported by a link governor.
- All staff will contribute towards CEIAG through their roles as tutors, subject teachers and support staff.
- Specialist careers education lessons are delivered through the PSHCE programme.
- Collapsed timetable days for each year group with an Enterprise Careers Focus
- Pupils are actively involved in the planning delivery and evaluation of all activities; feedback is collated and fed into the CEIAG improvement plan and the College Development Plan.
- Funding is allocated in the annual budget planning. The Careers Co-ordinator is responsible for the effective deployment and monitoring of resources.
- Staff training needs are identified and CPD provided where necessary.
- The PSHCE Curriculum Leader, Mrs C Murphy-Worrell, monitors the effectiveness of teaching and learning within the whole of the PSHCE programme, accessing support from the Careers Co-ordinator and the Career Connect Careers Adviser, Jo Billington where appropriate.
- Appointments can be made at any mutually convenient time to meet the Careers Coordinator/Careers Adviser by pupils and/or parents.
- The careers resources are maintained by the designated Career Connect Adviser and audited annually by Career Connect to ensure that they meet the highest standards. The school website has a designated Careers area and contains links to key CEIAG information websites.
- Savio Salesian College Careers Adviser attends parent consultation and information evenings from Year 9 onwards. Visits to careers conventions, universities, schools, training providers and employers are set up for pupils in all key stages as applicable to their courses and individual needs.

- In Key Stage 3 & 4 pupils work on producing a passport to success including a personal statement and CV. All Year 11 pupils have a personal transition meeting looking at their aspirations for KS5.
- The Career Connect Adviser regularly reports back regarding the career planning needs of individuals and groups. Reviews ensure identification of any cohort issues (e.g. a large number of pupils wanting employment who do not have sufficient job search skills) and plans are put in place to address these. The Head teacher and the Career Connect Adviser review and rewrite the Partnership Agreement annually. Reviews ensure that both parties are meeting their commitments. Year 11 progression data (destination information) is used to monitor the number of pupils who progress into various post16 opportunities and drop-out rates from destinations. These factors are taken into consideration when reviewing the programme annually.
- We are establishing industry links with Lloyds Bank , Carillion & Eric Wright Construction to facilitate students and staff gaining a greater insight into different career opportunities and employability skills .

Links to Other Savio Salesian College Policies and Planning Documents

- Personal, Social, Health and Citizenship Education Policy
- Equal Opportunities and Anti-Harassment Policy
- Most Able and Talented Policy
- Work Related Learning and Enterprise Education Policy
- Health and Safety Policy
- Learning and Teaching Policy
- Behaviour Management Policy
- Social Inclusion Policy
- Confidentiality Policy
- College Development Plan 2016-2017
- Departmental Policies/Schemes of Work
- Savio Salesian College and Career Connect Partnership Agreement
- Liverpool Compact Business Education Partnership Agreement.

http://www.gatsby.org.uk/uploads/education/reports/pdf/gatsby-sir-john-holman-good-career-guidance-2014.pdf