



Careers Education and Information, Advice and Guidance Policy

Harrow Way Community School





Careers Education and Information, Advice and Guidance Policy

This policy, like all school policies, is to be implemented in accordance with the principles and practice stated in our Single Equality Scheme.

INTRODUCTION

Every young person should leave school best prepared for life in modern Britain. 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 pathways that are right for them and to be able to manage their careers, learning and sustain employability throughout their lives. They also need to be well-informed when making subject and career decisions.

RATIONALE

Careers Education and Information, Advice and Guidance (CEIAG) makes a major contribution to preparing young people for the opportunities, responsibilities and experiences of life, in order to help them make a successful transition to adulthood by:

- Supporting young people to plan and manage their own futures
- Providing comprehensive information on all options
- Raising aspirations
- Promoting equality, diversity, social mobility and challenging stereotypes
- Enabling young people to sustain employment and achieve personal and economic well-being throughout their lives.

Harrow Way Community School is committed to providing all its students with a planned programme of careers education and work-related learning activities throughout their school career, with opportunities at key transition points to access up-to-date, impartial information and expert advice and guidance. We are committed to maximising the benefits for students by using a whole school approach involving parents, carers, employers and other local agencies.

PURPOSE

The School's CEIAG programme is designed to meet the needs of all students at Harrow Way Community School. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

Students are entitled to CEIAG which meets professional standards of practice and which is person-centred, impartial and confidential. It will be taught by trained professionals, in partnership with the school's careers adviser.

CEIAG will be integrated into students' experience of the whole curriculum and will be based on a partnership with students and their parents or carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity. Harrow Way Community School's CEIAG programme follows the Association for Careers Education and Guidance (ACEG) Framework (2018), and the CDI Framework for careers, employability and enterprise education.



We also aim to ensure that Harrow Way Community School meets the eight Gatsby Benchmarks of Good Career Guidance which are:

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 and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

We use Compass, an online tool provided by the Career and Enterprise Company, every term to help us evaluate our progress against the Gatsby Benchmarks. Please see Appendix 1 for further details about how we meet the Gatsby Benchmarks.

To show our commitment to careers education, as a school we are aiming to achieve the Quality in Careers Standard. More information on this award can be found [here](#).

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1. Organisation, Management and Staffing

The Assistant Headteacher for Operations, Examinations, Careers/Post 16 and Enrichment has strategic responsibility for the management of CEIAG, including the day-to-day delivery of the CEIAG programme; they also have access to administrative support. All staff are expected to contribute to CEIAG through their roles as tutors, subject teachers and support staff.

The Assistant Headteacher is responsible for the Careers Adviser who provides specialist and impartial careers information, advice and guidance on a one-to-one basis for students. The Careers Adviser is a Registered Career Development Professional, and member of the Career Development Institute, qualified to Level 7 in Careers Guidance. The Assistant Headteacher and Year Leaders ensure that key groups such as students with an Education and Health Care Plan, students with Special Educational Needs, Looked After Children, those with poor attendance, traveller children, and students from Black Minority and Ethnic groups are prioritised in their access to a one-to-one careers guidance meeting.



The school is also supported by an Enterprise Coordinator from the Careers and Enterprise Company.

Staff Development

Staff training needs are identified as part of the school performance management cycle. Training opportunities are offered to relevant staff as opportunities arise, and feedback from training is disseminated to staff where appropriate. The school will endeavour to meet training needs within a reasonable period of time.

Funding

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 Headteacher is responsible for the effective deployment of resources.

Careers Contact Details:

Careers Lead: Mr Graeme Fluellen, Assistant Head Teacher: Operations, Examinations, Careers/Post 16 and Enrichment

Careers Education and Guidance Link Governor: Mr Allan Thomson

Careers Adviser: Mrs Liz Manning

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2. Partnerships and Stakeholders

The policy recognises the range of partners that support the CEIAG offer within Harrow Way Community School. These include:

- Work Experience Health and safety checks provided through a service level agreement negotiated between the school and EBP South
- Hampshire County Council in respect of their provision of Destination Data
- Close liaison with post 16 providers and higher education institutions including their input into assemblies and the annual Year 11 information evening
- Local employers, training and apprenticeship providers
- Parents and carers
- Other providers, including the Apprenticeship Support and Knowledge (ASK) Programme, and Unifrog.

The school is required to publish a [Provider Access Statement](#) which sets out our arrangements for allowing any provider wishing to inform students about the post-16 pathways open to them.

3. Communication

To ensure students, parents, employers and other partners are fully aware of the school's careers provision we communicate with them through:

A weekly careers 'Ways Forward' newsletter promoted through eNews; Assemblies; Student bulletin; Careers pages on the website; Parents/Information Evenings; Social media; Face to face meetings; and emails/letters.



4. Careers Programme

Careers lessons begin in Year 9 and are delivered as part of the [Personal Development Programme](#). Careers lessons are taught by a trained team of teachers, and lessons are enriched by relevant external visitors such as representatives from local colleges, apprenticeship providers and employers. The CEIAG programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities and work-related learning and has been developed using the CDI Career Development Framework which can be viewed [here](#).

Students begin engaging with Careers from Year 7, taking part in a range of different activities during their time at Harrow Way Community School (please see Appendix 2 for further information). Impartial and accurate information, advice and guidance at transition points, such as the Year 9 Options process, is the responsibility of all teaching and support staff. Year 11 students receive Provider Assemblies and College Taster Days, together with access to a broad programme of information, including a visit to the Hampshire Careers Fair, and an in-house Information Evening to which parents and carers are also invited. Year 10 students receive 5 days of Work Experience and a visit to a local Careers Fair.

In keeping with our commitment to provide students with outstanding careers guidance and tailored support when choosing their next steps after school, we now use Unifrog – an award-winning, online destinations platform. Unifrog is designed to support learners in making the most informed decisions about their futures and has a range of tools that are suitable for all. Each Year 10 and Year 11 student has their own account where they can explore all the career and next step options available to them and find information on everything from managing their workload to writing a winning C.V. Students have access to a wide variety of video and written content, and interactive quizzes and tests.

5. Monitoring, Evaluation and Review

The CEIAG programme is reviewed and evaluated annually every January by the Assistant Headteacher as part of the school's self-evaluation process. We use Compass, an online tool provided by the Career and Enterprise Company every term to help us evaluate our progress against the Gatsby Benchmarks. A report is submitted to the Senior Leadership Team termly and the Governors annually. Destination data is recorded and placed on our website, and annually reviewed.



Appendix 1 - The Gatsby Benchmarks and how we meet them

The Gatsby Benchmarks are a framework of eight guidelines that define the best careers provision in schools and colleges. More information on the Gatsby Benchmarks and what they involve can be found [here](#). How the benchmarks are implemented at Harrow Way Community School are described below.

Gatsby Benchmark	How Harrow Way Community School meets each benchmark
<p>1. A stable careers programme</p> <p>Every school and college should have an embedded programme of career education and guidance that is known and understood by pupils, parents, teachers and employers.</p>	<p>Our Careers policy and programme are listed on our website for everyone to read. They are regularly evaluated, considering feedback from students, school staff, parents/carers, and employers.</p> <p>The school has appointed a Careers Leader who is a member of SLT and has strategic responsibility for the school's Careers Programme.</p>
<p>2. Learning from Careers and Labour Market Information</p> <p>Every pupil, and their parents/carers, should have access to good-quality information about future study options and labour market opportunities.</p>	<p>Students and parents/carers have access to good-quality information about future study options and labour market opportunities through their careers lessons in school, via our website, and in our weekly 'Ways Forward' careers newsletter which is emailed to students, and promoted in our weekly eNews email.</p> <p>Students are supported by our careers adviser to help them make best use of available information.</p>
<p>3. Addressing the needs of each pupil</p> <p>Pupils have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each pupil. A school's careers programme should embed equality and diversity considerations throughout.</p>	<p>Our Careers lessons and guidance meetings actively seek to challenge stereotypical thinking and raise aspirations. We keep systematic records of the individual advice given to each pupil, and subsequent agreed decisions. All pupils have access to these records via Unifrog to support their career development.</p> <p>We collect and maintain accurate destination data for each pupil when they leave school, and share the data with the Local Authority on an annual basis. You can read more about our destination information on our website here.</p>
<p>4. Linking Curriculum to Careers All teachers should link curriculum learning with</p>	<p>By the time students leave us, they will have experienced curriculum learning that</p>



<p>careers. For example, STEM subject teachers should highlight the relevance of STEM subjects for a wide range of career pathways.</p>	<p>highlights the relevance of their subject to future career paths through lessons, workshops, classroom displays, visits, National Careers Week activities, and assemblies. We also highlight careers linked to different subjects on our website.</p>
<p>5. Encounters with employers and employees</p> <p>Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.</p>	<p>Students have multiple opportunities to learn from employers about work, employment and skills that are valued in the workplace, through careers lessons, talks and workshops, assemblies, school visits e.g. Year 11 visit a local careers fair, Year 9 take part in a mock interview day with a local employer, and Year 10 experience a week of work experience.</p>
<p>6. Experiences of workplaces</p> <p>Every pupil should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.</p>	<p>All students have the opportunity to take part in a week of work experience during the summer term of Year 10.</p>
<p>7. Encounters with further and higher education</p> <p>All pupils/learners should understand the full range of learning opportunities that are available to them. This includes both academic and technical and vocational routes and learning in schools, colleges, universities and in the workplace.</p>	<p>By the time they leave school, students will have been introduced to sixth form colleges, further education colleges, school sixth forms, apprenticeship providers and universities through assemblies, taster days, visits to careers fairs, and our Year 11 Information Evening.</p> <p>Through careers lessons in Year 10 and Year 11, they will have had the opportunity to explore the full range of post-16 learning opportunities that are available to them.</p>
<p>8. Personal guidance</p> <p>Every pupil should have opportunities for guidance interviews with a careers adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all pupils but should be timed to meet their individual needs.</p>	<p>Harrow Way Community School's careers adviser is trained to Level 7 in Careers Guidance and is a Registered Career Development Professional and member of the Careers Development Institute.</p> <p>Students meet with the careers adviser in Year 10 for an impartial 1:1 meeting. Notes from the meeting are added to their Unifrog profile, which they can access at any time.</p> <p>Students have opportunities for a follow-up careers meeting in Year 11, should they require this.</p>



Appendix 2 - Career and employability activities taking place during 2022/23 (please note that activities will vary each year)

	Autumn Term	Spring Term	Summer Term
Year 7	Amazon Future Engineer Class Chat BBC Share Your Story Careers Tour	National Apprenticeship Week events National Careers Week events	
Year 8	BBC Share Your Story Careers Tour	National Apprenticeship Week events National Careers Week events	
Year 9	Discrete careers lessons begin BBC100 Share Your Story	Careers lessons continue Mock Interview Day for Year 9 (supported by Lloyds Banking Group) National Apprenticeship Week events National Careers Week events	No encounters – legislation requires encounters to take place by 28 February if in Year 9
Year 10	Careers lessons continue Elevate Education Visit to Sparsholt College BBC100 Share Your Story	Visit to ‘Get Inspired’ Test Valley careers fair National Apprenticeship Week events including a presentation from the DfE’s ASK (Apprenticeship Support & Knowledge) team National Careers Week including Unifrog introduction Meetings with career adviser	Work experience week Technical, vocational and academic taster day at local college Open events at local colleges/ sixth-forms Meeting with careers adviser continue
Year 11	Year 11 Information Fair Post-16 provider assemblies Hampshire Careers Fair Open events at local colleges/sixth-forms Unifrog tutor group tasks Meetings with careers adviser Post-16 applications	Meetings with careers adviser continue Elevate Education National Apprenticeship Week events National Careers Week events Post-16 college/ school interviews	No encounters – legislation requires encounters to take place by 28 February if in Year 11 Confirmation of post-16 education and training destinations for all pupils



Committee Responsible for Review:	Student & Curriculum
Ratified by Governing Body:	Date 17 th July 2023
Date of next Review due by:	July 2026