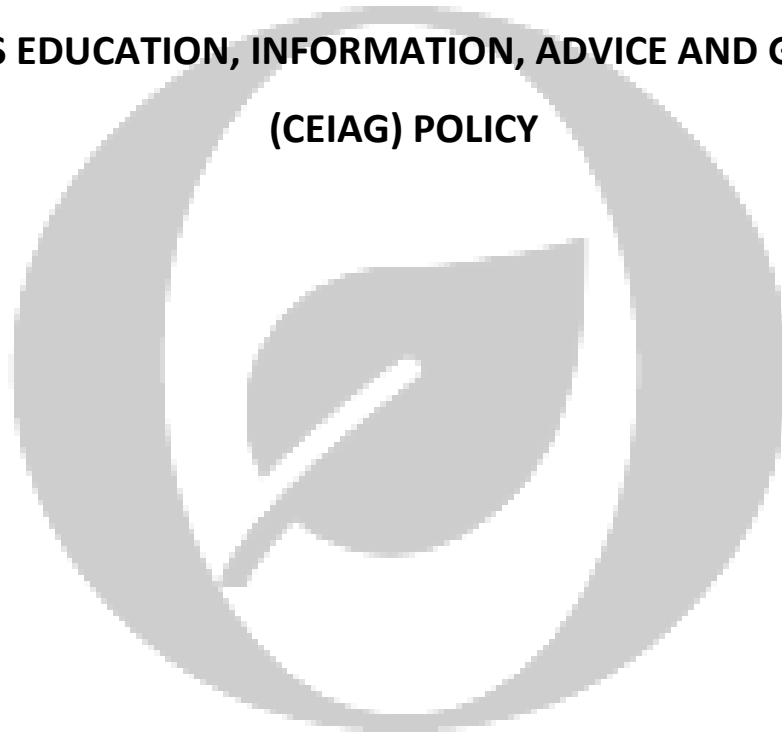


# Beech Lodge

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



# BEECH LODGE CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG) POLICY

**Priority 1:** Enterprise: To develop and embed an Enterprise culture within and across the school curriculum

**Priority 2:** Employability: To develop the employability of students with a focus on soft skill development, workplace behaviour and exposure to the world of work.

**Priority 3:** Careers Education and Inspiration

**Rationale:** Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. At Beech Lodge School, a planned progressive programme of activities supports them from year 8 - 13 to develop an awareness of employability skills and understanding of opportunities for further education and training that suit their interests and abilities and help them to follow a sustainable career path.

**Commitment:** Beech Lodge School is committed to providing our students with a programme of careers education, information, advice and guidance (IAG) for all students in years 8 – 13.

Beech Lodge School endeavours to follow the National Careers Strategy: making the most of everyone's skills and talent for 11 – 19 in England (DfES, 2017) and other relevant guidance.

**Aims:** Beech Lodge School's Careers Education and Guidance policy has the following objectives in line with the [Gatsby Eight Benchmarks](#) for Careers Excellence when delivering the careers programme in school:

- To plan and provide a stable careers programme for our learners
- To expose students to relevant labour market information (LMI)
- To address the needs of all students
- To link curriculum learning to careers
- To provide opportunities for student to encounter employers and employees
- To support students to obtain work experience placements at year 10 and 12
- To provide opportunities for students to encounter further and higher education

To provide personal guidance to students on careers education

**Outcomes:** As a result of the above objectives the proposed outcomes of Beech Lodge School's Careers Education and Guidance policy are:

- To contribute to strategies for raising achievement, especially by increasing motivation to support inclusion, challenge stereotyping and promote equality of opportunity
- To encourage participation in continued learning including further education and technical qualifications
- To develop enterprising and employability skills in students
- To significantly reduce to likelihood of any students leaving our educational establishment as NEET (not in education, employment or training)
- To involve all school stakeholders in the careers education of students, including parents and carers

### **Careers Curriculum mapped to ACEG Framework (Association of Careers Education and Guidance)**

**Student Entitlement:** Careers education and guidance (CEG) is an important component of the 14-19 Curriculum and at Beech Lodge School, we fully support and resource the statutory requirement for a Careers Curriculum across Key Stages 3 and 4.

Personalised information, advice and guidance is offered to individuals through MAP (Making Action Plan) meetings from Years 9 to 12 according to readiness.

**Development:** The policy was developed and is reviewed every year based on current good practice guidelines by DfES statutory guidance.

**Links with other Policies:** It supports and is underpinned by key school policies including those for Teaching and Learning, Assessment, Recording and Reporting Achievement, Citizenship, PSHE, Equal Opportunities and Diversity, Health and Safety and Special Needs.

### **Implementation of Careers Education**

Careers Education is delivered during the Spring and Summer Terms as dedicated alternative curriculum days and tutor time in Years 7 – 11 by the Careers Leader Mrs Barnes, supported by tutors, at key appropriate points throughout the academic year.

Equality and Diversity Careers education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

Key Stage 3: A careers and enterprise programme will be delivered during alternative curriculum days. Years 7, 8 and 9 will investigate employability skills, interests and work preferences to match against suitable occupations, an enterprise challenge and finance awareness including saving and utilising funds.

Key Stage 4 & 5: will encompass an exploration of future options with a focus on individual career paths. They will also research into the labour market, their expectations of job availability and learn about borrowing money. Pupils will have exposure employers and employees to provide impartial careers advice and options. According to stage and readiness, pupils will have mock interviews and they will be introduced to personal statement writing in preparation for year college applications. They also have the opportunity to complete work experience if appropriate during their time at Beech Lodge.

Parents are kept up to date with careers related information through letters, newsletters and at open evenings. Parents are welcome at careers interviews and where necessary are invited.

**Management:** Mrs Lucy Barnes (The Careers Leader) co-ordinates the Careers curriculum. Currently Work Experience is also the responsibility of the Careers Leader.

The Careers curriculum is planned, monitored and evaluated by the Careers Leader.

The Careers Leader will liaise and consult with Connexions to ensure that specialist career guidance is available when required.

The Careers Leader is responsible for maintaining all Careers resources, support and provision.

The programme is reviewed annually by the Careers Leader and the Leadership Team.

**Staffing:** All staff contribute to CEG through their roles as tutors and subject teachers.

November 2019

Review date: Nov 2020

## APPENDIX 1

### Statement of entitlement

As a student of Beech Lodge School, you are entitled to receive a programme of careers education, advice, information and guidance (CEAIG)

#### **Your CEAIG programme will help you to:**

- ✓ Understand yourself, your interests, likes and dislikes
- ✓ What you are good at and how this affects the choices you make
- ✓ Find out about different courses, what qualifications you might need and what opportunities there might be
- ✓ Develop the skills you may need for working life
- ✓ Make realistic, but ambitious, choices about courses and jobs
- ✓ Develop a plan of action for the future
- ✓ Understand the different routes after Year 11 including training, further education and jobs
- ✓ Be able to make effective applications for jobs, training and further and higher education
- ✓ Develop your interview skills
- ✓ Improve your confidence

#### **You will receive:**

- ✓ Careers lessons
- ✓ Access to careers resources – information is available in books, videos, leaflets and on computer
- ✓ Help with applications and interviews
- ✓ Visits to Open Days, Careers Fairs and employer visits
- ✓ Work experience when appropriate
- ✓ Other subject lessons linked to careers

#### **You can expect to be:**

- Treated equally with others
- Given careers information and advice that is up to date and impartial
- Treated with respect by visitors to the school who are part of the careers programme