



POLICY FOR

CEIAG CAREERS POLICY

PERSON RESPONSIBLE

CEIAG CO-ORDINATOR

**DATE REVISED/GOVERNOR
HUMAN RESOURCES TEAM**

March 2011

Rationale for CEIAG:

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 14-19 pathways that are right for them and to be able to manage their careers and sustain employability throughout their lives. Holmesdale Technology College endeavours to follow the National Framework for CEG 11-19 in England (DfES, 2003), the Young People's IAG Standards (DCSF, 2007) the statement of careers education principles (DCSF, 2008) and other relevant guidance from DCSF, QCA and Ofsted that appears from time to time.

The policy for CEIAG supports and is itself underpinned by a range of key school policies and strategies especially those for teaching and learning, assessment, recording and reporting achievement, PSHCEE (Personal, Social, Health, Citizenship and Enterprise Education), work related learning, equal opportunities and diversity, gifted and talented, aim higher, looked after children and special needs.

Commitment:

Holmesdale Technology College is committed to providing a planned programme of careers education and information, advice and guidance CEIAG for all students in Years 7-11, in partnership with the local Connexions Service.

Holmesdale Technology College is committed to gaining the local CEG quality award, as and when it is available.

Objectives

Students' needs:

The careers programme is designed to meet the needs of students at Holmesdale Technology College. It is differentiated and personalised to ensure progression

through activities that are appropriate to students' stages of career learning, planning and development.

Entitlement:

Students are entitled to CEIAG which meets professional standards of practice and which is person-centred, impartial and confidential. It will be integrated into students' experience of the whole curriculum and be based on a partnership with students and their parents or carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

Implementation

Management:

The Vice Principal (VP) allocated CEIAG coordinator co-ordinates the careers programme. Work experience is planned and implemented by Work Experience Co-ordinator and the Advisory Services (for the students at risk) who work closely with the co-ordinator.

Staffing:

All staff contribute to CEIAG through their roles as tutors and subject teachers. The CEIAG programme is planned, monitored and evaluated by the careers co-ordinator in consultation with the Connexions personal adviser who provides specialist careers IAG. Careers information is taught in curriculum time through Social Values and is also available in the Careers Resource Centre in the school library which is maintained by the school and the Connexions PA's. Administrative support is available to the careers co-ordinator.

Curriculum:

The careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work related learning (including one week of planned work experience), and individual learning planning/portfolio activities. Careers lessons are part of the school's personal development programme within Inspire lessons, Social Values and other subjects. Other focused events, e.g. a higher education fair are provided from time to time. Work experience preparation and follow-up take place in Inspire lessons and other appropriate parts of the curriculum. Students are actively involved in the planning, delivery and evaluation of activities.

Assessment and accreditation:

The intended career learning outcomes for students are based on the National Framework and are assessed using assessment for learning (AfL) techniques.

Partnerships:

An annual Partnership Agreement is negotiated between the school and the Connexions Service which identifies the contributions to the programme that each will make. Other links are being developed, e.g. with local 14-19 partners and local higher education providers.

Monitoring, review and evaluation:

The Partnership Agreement with Connexions is reviewed termly by the CEIAG co-ordinator and the Connexions PAs. The programme is reviewed annually by the careers co-ordinator and the personal adviser using the local quality standards for CEG to identify areas for improvement. A report is submitted to the senior leadership team and governors. Action research evaluation of different aspects of CEIAG is undertaken regularly.

Approvals:

Signatures:

Headteacher

Chair of Governors.....

Date of approval by Governors.....

Date of next biennial review.....