

Careers Education, Information, Advice and Guidance (CEIAG) Policy

Equalities Statement

Over recent years, schools and academies have (in line with other institutions and public bodies) been working towards an improved understanding of the diverse nature of their communities. Much of the work is in response to new legislation that places an increased duty on schools, academies and other settings to tackle radicalisation and to establish a positive ethos of British Values. Legislation requires schools and academies both to eliminate direct or indirect discrimination, victimisation or harassment and to promote equalities for students, staff and others who use their facilities.

In our Trust we work to ensure that there is equality of opportunity for all members of our community who hold a range of protected characteristics as defined by the Equality Act 2010, as well as having regard to other factors which have the potential to cause inequality, such as, socio-economic factors.

Document Management

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Approved by:	Board of Trustees
Responsible for:	Secondary Improvement Team

Before formulating this policy, consideration was given to Best Practice outlined in the CDI Careers Guidance in Schools and Colleges, and Gatsby Benchmarks.

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1. Content

The Holmesdale School puts the needs of each student at the center of all learning and social experiences and has a commitment delivering a high standard of CEIAG. Through CEIAG work The Holmesdale School utilises a nurturing approach to ensure every student gains the confidence and self-belief alongside the skills, knowledge and experience required to manage their own career progress.

The Holmesdale School will appoint a Link Governor for careers. The governing body will review and monitor the CEIAG within school via updates submitted by the school careers adviser to the local governing body/challenge committee.

2. Purpose

The purpose of The Holmesdale School CEIAG policy is to explain the way in which The Holmesdale School prepares students for transition into the world of work, FE/HE, and Apprenticeships. The Holmesdale School celebrates the positive differences of all students and recognises their worth within the workplace. This leads to bespoke ways of working with each student to ensure needs are met through the CEIAG programme. Students will be equipped with the skills required to follow their chosen career pathway.

3. Scope

Teachers are encouraged and supported to make links to CEIAG across the Key Stages. Examples include:

- Science trip to the zoo
- English trip to the Globe Theatre
- Business trip to Smurfit Kappa

4. Aims and Objectives

Aim

The overarching aim is to deliver professional careers education, information, advice and guidance. Careers guidance is delivered by the onsite specialist Careers Adviser and subject staff. Students will have opportunities embedded within the CEIAG programme to gain employability skills and will be supported to manage their careers pathway.

Objectives

Learner entitlements

Learners will have access to onsite specialist careers adviser for impartial 1 to 1 careers guidance. Access to a careers education programme will:

- Promote employability skills, self-awareness of skills and interests.
- Explore options.
- Help learners gain an understanding of education, training and employment routes.

Learners will have opportunities to go out on work experience, undertake voluntary work, take part in day trips to colleges, universities, industry trips, employer talks within school, build a CV, and practice interview techniques.

5. Learner outcome

Students will be able to:

- Where appropriate, try out different work opportunities.
- Gain an insight into the labour market.
- Gain an understanding of skill sets and how skills are transferrable.
- Understand soft skills, hard skills and how to sell themselves using CVs/application forms/interviews.
- Develop the skills employers look for such as resilience, teamwork, and problem solving.
- Have access to both paper-based and online resources to assist in their career exploration.
- Have access to impartial information on options post-16 and post-18 and beyond.
- Gain support and guidance through the full HE process, including Student Finance and parental support where needed.

Learners' progression

By the time learners are ready to leave they will be more able to make their own career plan:

- Start to independently make action plans for the future.
- Feel better about managing their transitions into HE or the workplace.
- Know how to look for opportunities and who to ask for assistance if support is required.
- Be able to complete application forms, University forms, and update CVs.

Each learner's progression will be monitored by a student enrichment booklet. The book will record the following activities/interactions/events:

- Careers activities/meetings/events.
- In school career talks by employers/apprenticeship providers/HE providers.

- Work experience.
- Voluntary work.
- Enterprise activities.
- Part time work.
- Industry/Career visit.
- College visit.
- University visit.
- Careers guidance interview.

The enrichment booklet will be updated by students during their PSHE lessons, or during study periods.

Learners' progression will also be monitored via the destinations database, created and updated by the school's Careers and HE Adviser each academic year.

6. CEIAG Implementation

Learners are encouraged to attend employer/provider talks within school to learn about different employment opportunities.

Learners from Year 10 have the opportunity to take part in trips to industry/universities/colleges/careers and skills events/UCAS events on a 1 to 1 and small group basis.

Careers guidance interviews by the onsite specialist Careers Adviser will be available from Year 9 onwards.

There will be access to home Careers Advisers for EHCP students if the local authority offers this service.

Links between the Kent Placement Team, / (school name), SENCo and Careers Adviser will ensure the most appropriate approach is being utilised to enhance careers understanding for each of the school's EHCP students.

Collaborative work between the Careers Adviser and Sixth Form Principal will support learners moving into the sixth form and transition from the sixth form to employment, further education or training.

Networking with colleges/employers/universities will ensure students are supported with transition and that systems are in place to support students.

7. Student Entitlement

All students, including those from vulnerable groups, are entitled to equal access to the same

provision.

The Careers Activity Plan for all year groups is published on the school website under Information – Careers. The document can be downloaded as a pdf file.

Some talks are targeted at students in Year 10 and upwards i.e., apprenticeships/university talks. Industry talks are also available to students, usually from Year 10 upwards. Year 10 students explore post-16 options.

Students will be supported on visits to post-16 provision and skills events. Sixth formers will continue to receive support with careers planning for post 17/18/19 options. This includes college and university visits, employer visits and support with application forms.

Parents/carers are introduced to the onsite Careers Adviser from Year 9, or earlier if this is appropriate.

8. Destinations

Student destinations are held on a school database, with a range of returns made to KCC according to Kent guidelines. Progress is tracked and assistance is available to learners if they require information, advice and guidance after leaving school.

9. Policy Review

To be reviewed every three years or sooner if required.

Appendix 1 – Provider Access Protocol

The Holmesdale School

Introduction

This policy statement sets out the school’s arrangements for managing the access of providers to pupils at the school for the purposes 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.

Student entitlement

Students 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 evenings, 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 Miss Jeanette Hamilton

Telephone: 01634 240416

Email: jeanette.hamilton@swale.at

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:

	Autumn Term September - December	Spring Term January - March	Summer Term April - July
Year 7	Aspirations Self- Awareness I’m a scientist	More than one direction Careers Fair We Are Multilingual	Uni visits for those selected What is work? I’m a Scientist

	Growth Mindset Employability skills	Skills awareness (Art) Power of Persuasion (English)	Exploring skills in science
Year 8	Aspirations Self-Awareness I'm a scientist Growth Mindset Employability skills	Provider Access 1 & 2 More than one direction Careers Fair Routes into Languages Transferable skills (Art & Technology) Voices from different cultures (English)	What is work? University visits Who does what job? Employer talks (Science)
Year 9	Speaker for Schools Aspirations What is work? I'm a Scientist Confidence in the classroom NHS Success Presentation Employability skills	Provider Access 1 & 2 Careers Fair Growth Mindset Decision making Challenging workplace stereotypes Authors, poets, and playwrights (English)	Business Challenge event Self-awareness University visits Why choose Sport as an option? Careers in science (Science)
Year 10	Work Experience log-on sessions Employer Talks – (IT) Sport & Exercise Science Day I'm a Scientist Speaker for Schools Interview skills & Employer talks (Business)	Provider Access 1 & 2 Careers Fair SCILT Job profiles Speaker for Schools Preparing for the work experience placement Employer Talks (Art & Technology) Skills & Equal opportunities (Health & Social Care) Options at 16 – Morrisby Careers (English)	Constructing CV's, letters, applications etc Work Experience University trip (PE & Dance) University trip (Science) Aptitudes Test
Year 11	Kent Choices sessions and options assembly	Provider Access 1 & 2 Year 11 interviews	

	<p>Year 11 interviews – personal guidance</p> <p>Why choose IT?</p> <p>Year 11 interviews</p> <p>I’m a Scientist</p> <p>Sixth Form Open Evening/Info session</p> <p>Why choose Business as a Post 16 option?</p> <p>I’m a Scientist.</p> <p>Sixth Form Open Evening/Info session</p> <p>Why choose Business as a Post 16 option?</p>	<p>Careers Fair</p> <p>National Citizenship Service</p> <p>Charlton Athletic programme</p> <p>Why choose Spanish as a Post 16 option?</p> <p>Into to UCAS session/CCCU led.</p> <p>Apprenticeships – Morrisby Careers</p> <p>Diversity (Art & Technology)</p> <p>Why choose Health & Social Care?</p> <p>The Power of Language (English)</p>	
Year 12	<p>Aspirations</p> <p>Decision making</p> <p>Barclays Life Skills/Entrepreneurial activity/Having the right skills for the future.</p> <p>Higher Education Alumni visit to THS</p> <p>What are my future options? (Business)</p>	<p>Provider Access 1 & 2</p> <p>KMPF University sessions</p> <p>Apprenticeship Fair at Mote Park.</p> <p>Careers Fair</p> <p>Developing skills in the art of speaking and listening (KMPF/Charity – Speakers Trust)</p> <p>Aspirations and what are my future options? (Health & Social Care)</p>	<p>Interview skills – panel of employers/other</p> <p>Work Experience week</p> <p>University visits</p> <p>Aspirations and what are my future options (Sport)</p> <p>Brewery trip (Science)</p>
Year 13	<p>Year 13 interviews</p> <p>MGS Uni Fair (Sept)</p> <p>Revision – writing a personal statement</p> <p>Aspirations</p> <p>Options at Post 18</p> <p>Understanding the school leaver and graduate jobs market</p>	<p>Careers Fair</p> <p>Provider Access 2</p> <p>Apprenticeship Fair at Mote Park (for those who wish to attend)</p> <p>Aspirations and what are my future options? (Health & Social Care)</p>	

	Provider Access 1 Year 13 interviews Higher Education Alumni visit to THS What are my future options? (Business)		
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The school policy on safeguarding sets out the school’s approach to allowing providers into school as visitors to talk to our students.

Premises and 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 Main Reception for display within the School Library and Sixth Form Study Area. The library containing Careers Information is available to all students at lunch and break times and our dedicated Careers Officer regularly holds drop-in sessions in the library.

Appendix 2 – Offsite provision

Offsite provision at The Holmesdale School

This list is not exhaustive and is always growing to meet the specific interests of our students.

Provision bought in by The Holmesdale School with qualifications attached:

Employability and Business Partnership (EBP) – Work Experience

Speakers for Schools

Work Experience opportunities:

Work experience for all students at The Holmesdale School is arranged by EBP. Any student that wishes to organize their own work experience placement must liaise with Miss Jeanette Hamilton to ensure the placement meets the school health and safety and safeguarding requirements.