

709AHS

AHS Careers Information, Advice and Guidance Policy

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Related Regulations	
Annexes and Supplementary Info	
Policy Owner	Sara Forsyth
Policy Owner Signature	

Careers Education, Information, Advice & Guidance (CEIAG) Policy Alderwasley Hall School Site Specific

1. School Aim and Policy Statement

Introduction and Rationale

We are clear that young people have a greater opportunity to achieve and fulfil their potential if they understand themselves, their abilities and the opportunities available to them.

Careers Education, Information, Advice and Guidance (CEIAG) is statutory from Year 7 through to leaving education (in Year 13 for most young people). At Alderwasley Hall School and Sixth Form, we are committed to provide excellent CEIAG for all of our students, including our young people in Years 14 and 15. This guidance is aimed at enabling young people to build on their knowledge and to develop their skills and understanding of being work ready.

We are always striving to improve our careers service and making our young people more aware of opportunities available to them.

Policy Statement

The Careers Education, Information, Advice and Guidance at Alderwasley Hall School and Sixth Form is an important part of the preparation to allow students every opportunity to gain relevant experiences of work and life and the responsibilities this may involve. All CEIAG provided is impartial and unbiased.

2. Aims and Learning Outcomes of CEIAG

Aims of CEIAG

- **Self-Development**

Young people should be able to understand themselves and the things that influence them. Students from Year 7 are encouraged to use Xello, our careers development software, which helps students to explore and find careers that may be of interest to them.

- **Career Exploration**

Young people should be able to investigate opportunities in learning and work.

Throughout the year, our Careers Advisor provides employer encounters both off and on site for students to engage in.

Work experience and Volunteering opportunities are also encouraged for our students if they feel they would like to.

- **Career Management**

Young people should be able to make and adjust plans to manage change and transition.

Students from Year 9 and above are offered a careers Interview at least once a year. This is to help students plan for the future by providing a number of pathways to consider.

Learning Outcomes

Self-Development

Students should be able to:

- Assess their achievements, qualities and skills
- Present and use information for personal development
- Set career and learning targets
- Understand how different characteristics can impact on their future
- Recognise values and behaviour in relation to work

Career Exploration

Students should be able to:

- Understand the nature of work and people's attitudes to it
- Use a variety of sources for careers information
- Use work experience to develop skills and better understand their choice
- Understand employment trends

Career Management

Students should be able to:

- Use decision-making techniques
- Understand and use sources of help
- Make informed and appropriate choices at 14 and 16 and throughout post 16
- Make and manage changes at appropriate transition points
- Understand how to successfully apply for a position
- Understand their rights and responsibilities in the work place

3. Careers Education and Guidance

Careers Education

Careers education helps young people to develop their skills, knowledge and understanding required to make appropriate choices, to manage transitions in

education and hopefully move successfully into work. Careers education takes place mainly through our 'Pathways' programme across both sites.

Careers Guidance

Careers guidance is a means of enabling individuals to apply the skills, knowledge and understanding they have learned to make appropriate decisions about their learning and moving into work. It should be impartial, client centred and confidential. Careers guidance takes place in a variety of settings:

- Prior to Annual Review meetings for the main transition groups (Years 9 and 11) and those in Years 12 and above
- Individual careers consultations arranged by pastoral teachers or the Work Experience and Careers Manager from Year 9 plus. These are done annually and students can book more if they wish.
- Pathways lessons focusing on careers education
- Careers information boards
- Students in Year 7 and above have access to Xello, our careers software used in school.

4. Staffing and Professional Development

Strategic Development Team Staffing 2023-2024

- Work Experience and Careers Manager
- External Transitions and College Manager
- Pathways Co-ordinator Lower Site
- Pathways Co-ordinator Upper Site
- Deputy Headteacher
- Assistant Headteacher

See Appendix 1 for names.

All Pastoral teachers take an active role in delivering CEIAG by:

- Preparing and/or supporting applications for work experience and, when appropriate, college and further education.
- Supporting the selection of any curriculum options
- Discussing post-Alderwasley pathways in conjunction with young person and family.

All contact staff are involved in preparing young people for personal and working life, both as a young person and as an adult.

Professional Development

- The Careers and Work Experience Manager is currently studying Level 6 Diploma in Career Information and Advice.
- The Careers and Work Experience Manager has regular supervision sessions with an experienced and independent Careers Advisor.
- All Pastoral teachers have had a session being trained in the use of our careers software, Xello.

5. Careers Education and Guidance Across the Year Groups

- **Year 7 and 8** Introduce the young people to the concept of earning a wage. Young people will understand about starting work, realise what work is available to them before school leaving age and what their rights are.
- **Year 9** Allow them to develop an understanding of why the core subjects are necessary and compulsory for all young people at key stage 4.
- **Year 10 and Year 11** Introduce the young people to real life skills and help them understand how money works, job applications and interview skills.
- **Post 16** Enable deeper understanding of careers and help to show the young people different pathways to their future career goal.
- We provide a minimum of six encounters with a provider of technical education or apprenticeships **between Year 8 and Year 13** at times that are appropriate for each student. Where appropriate, the pattern of these encounters will follow the suggested timeline from the [Department For Education guidance document](#) (January 2023).

6. Careers Interviews

Careers interviews are conducted by our Level 4 qualified (working towards Level 6) Careers and Work Experience Manager. Information from these consultations is kept confidential, although a Careers Action Plan is made available to those attending the Annual Review meeting. All students in Years 9, 11, 12 and above have the opportunity to attend an interview. Vulnerable or anxious young people can either send a nominated person in their place to find out information if they struggle to attend, or be accompanied by a member of staff. Interviews are offered out to all young people in Years 9 and 10 as well as further consultations for those who require them throughout the year by referral from pastoral teachers or, if agreed, in previous consultations. Young people are free to request an interview at any time with the Careers Advisor and one will be allocated as soon as possible.

7. Information and Resources

- Careers information and resources are located in the Careers and Work Experience room located at the Upper Site.
- The Careers and Work Experience room is updated on a regular basis to incorporate any new additional information.
- The Careers and Work Experience room is available to students at break, lunches and when appointments have been made to see the team.

Keeping up to Date

Resources are reviewed and replenished when needed. Other purchased resources are updated as often as appropriate. College and University prospectuses are current. The display is kept up to date both in the Careers and Work Experience room and on the notice board in the Post 16 area. The Work Experience and Careers Manager is responsible for both the resources and displays. Careers information is sent in the bulletin or by email as appropriate.

8. Monitoring, Evaluation and Review

This takes place through normal quality assurance procedures. Evaluation takes place through various ways such as:

- Observations completed of each work experience placement by Learning Support Workers, Employers and the Work Experience and Careers Manager (if a long-term placement)
- Student's evaluation of the resources and information available
- Completion by staff of surveys
- Completion by students of surveys
- Review by the Work Experience and Careers Manager of the information received and discussion of any changes needed with Pathways Co-ordinators and SLMT through weekly meetings with Assistant Headteacher, Upper Site.

9. Equality, Diversity and Inclusion

The Careers Department supports the School Equal Opportunities policy and endeavours to implement it in the following ways:

- Equal Opportunities lessons
- Careful selection of posters and display material
- By encouraging all students to prepare to support themselves financially
- By encouraging students to consider all options including non-traditional careers / roles
- By avoiding the use of one gender and gender specific job titles, e.g. using she/he, son/daughter, waiter/waitress

- By offering as free a choice as possible for work experience
- By making every effort to give girls and boys equal opportunities to speak, offer opinions and answer questions in lessons
- By not arranging and by discouraging separate sex groups for group work
- Equal access to information for all students of all abilities.

We recognise that courses and employment are available and suitable for people of varying skills, abilities and personal qualities. We encourage students to consider these aspects when choosing work placements, F.E and H.E courses and employment. If a student does not have the academic ability for the career or course she/he has in mind, we try to help them to identify this and plan accordingly. We emphasise what they can do and the skills they do have.

10. Recording, Assessment and Reporting

- Students' work is kept in the Careers and Work Experience room and the work is individual and personal to the student. CEIAG work is evaluated in accordance with the school's quality assurance guidelines.
- Students also receive work experience observation reports from visiting staff, Learning Support Workers and/or employers.
- Careers Action Plans are produced by the Work Experience and Careers Manager following an interview.
- All filing and storing of personal information complies with GDPR legislation.

11. Entitlement

In the CEIAG and Work Experience department, students from Year 7 through to Year 15 should:

- Learn about themselves and the influences on them
- Develop decision making skills
- Develop skills to help them with transition to different stages in their life
- Develop skills to use and research careers information
- Have access to up to date information and opportunities in learning and work
- Have impartial, confidential and up to date guidance
- Learn about the world of work
- Experience the world of work where appropriate.

Parents

Parents are entitled to:

- Have the opportunity to speak with the Careers Advisor at Annual Review meetings for those in the key transition groups (Year 9 and Year 11 onwards) or at any other time if required.

- Have information about work experience and opportunities to discuss work experience issues on a regular basis.
- Access careers and work experience information during Parent Consultation days.

12. Links with the Community, Outside Agencies and Businesses

Alderwasley Hall School and Sixth Form has a vast bank of links with businesses in the local area and beyond and can even attempt to find placements in a student's local area as we have students from all over the country.

- Speakers are invited into school as appropriate.
- Speakers from companies, colleges and training providers may be invited into school as part of our transition activities week to provide general information to students.
- Students are also encouraged to visit college sites and departments of interest and Open Days with parents. We also hold all current prospectuses for colleges and universities in the area.

13. The Proprietor

- The proprietor is The SENAD Group.
- SENAD will support the careers programme and any future developments of the careers provision.
- Please see the SENAD wide CEIAG policy for further information on this support.

14. Departmental Raising Action Plans:

Outcomes

- Careers planning
- All staff to have clear information on future careers options
- All tutors to understand new guidelines.

Action

- Continuation of training of Careers and Work Experience Co-ordinator to Level 6 CEIAG
- Continuation of the supervision programme for the Career and Work Experience Co-ordinator by a suitably qualified and experienced external independent supervisor.
- On-going training by the Careers and Work Experience Co-ordinator for pastoral teachers and new staff on the use of Xello

- Implementation of Xello as careers software with all students from Year 7 onwards
- Implementation (in co-operation with the Pathways Co-ordinators for both sites) of the expectation to provide a minimum of six encounters with a provider of technical education or apprenticeships **between Year 8 and Year 13**

This policy is reviewed annually in February by the Pathways Coordinators, the Deputy Headteacher and Assistant Headteacher.

Approved on Date: March 2023

Appendix 1

Staff associated with development roles:

- Carly Polkey - Work Experience and Careers Manager and Careers Advisor
- Cherry Beales/Kim Knapper- External Transitions and College Manager
- Lisa Mountain – Preparation for Adulthood Coordinator, Upper Site
- Tiffany Lovelock – Skills for Life Coordinator, Lower Site
- Bernardo Vega - Deputy Headteacher
- Heather Scullion - Assistant Headteacher, Upper Site