

# 709EWS

## Edgewood School Careers Information, Advice and Guidance Policy

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<b>Date Ratified</b>	November 2024
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<b>Related Policies and Guidance Documents</b>	<a href="#">Senad Policy 709</a>
<b>Related Regulations</b>	
<b>Annexes and Supplementary Info</b>	
<b>Policy Owner</b>	Sasha Lees
<b>Policy Owner Signature</b>	

## Careers Information, Advice & Guidance (IAG) Policy Edgewood 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 and Guidance (CEG) is statutory from Year 7 through to leaving education in Year 11. At Edgewood School we are committed to provide excellent CEG for all these young people. 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 and Guidance at Edgewood School 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 CEG

#### Aims of CEG

- **Self-Development**  
Young people should be able to understand themselves and the things that influence them.
- **Career Exploration**  
Young people should be able to investigate opportunities in learning and work.
- **Career Management**  
Young people should be able to make and adjust plans to manage change and transition.

#### 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
- 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 Topic Curriculum programme and our Jigsaw Programme.

### 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)
- Individual careers discussions arranged by pastoral teachers or the Work Experience and Careers Manager<sup>1</sup> as and when needed
- Topic lessons focusing on careers education and the world of work
- Careers information boards – our What I want to do when I leave Edgewood Display

## 4. Staffing and Professional Development

### Strategic Development Team Staffing 2024-2025

- Work Experience and Careers Manager<sup>2</sup>

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<sup>1</sup> On appointment

<sup>2</sup> To be appointed

- Headteacher

See Appendix 1 for names

All teachers take an active role in delivering CEG by:

- Preparing and/or supporting applications for work experience and, when appropriate, college and further education.
- Discussing post-Edgewood 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 new Careers and Work Experience Manager will be appointed and will study an appropriate course of study.
- All teachers will be involved in reflective CPD sessions on Careers education and how this is delivered at Edgewood School in 2024-25.

## **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, 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 where appropriate and at an appropriate level

Careers interviews will be conducted by our Careers and work experience manager. Where this person is not available, this task will be led by teacher. 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 and 11 have the opportunity to attend an interview where this is appropriate and can be delivered at an appropriate level.

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<sup>3</sup> and one will be allocated as soon as possible.

## **6. Information and Resources**

- Careers information and resources will be available in the staff resource area

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<sup>3</sup> When appointed

- The library of information is updated on a regular basis to incorporate any new additional information.

### **Keeping up to Date**

Resources are reviewed and replenished when needed. Other purchased resources are updated as often as appropriate.

Careers information is shared with staff by email as appropriate.

## **7. 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<sup>4</sup> of the information received and discussion of any changes needed with Pathways co-ordinators and SLT through regular meetings with the Headteacher.

## **8. 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 placement. 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.

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<sup>4</sup> Headteacher in absence of appointment

## 9. Recording, Assessment and Reporting

- Students' work is kept in folders and the work is individual and personal to the student. CEG work is evaluated in accordance with the school's quality assurance guidelines.
- Students also receive work experience observation reports from visiting staff, Teaching Assistants and/or employers.
- Careers Action Plans are produced by the Work Experience and Careers Manager<sup>5</sup> following an interview.
- All filing and storing of personal information complies with GDPR legislation.

## 10. Entitlement

By undertaking Careers Education and Work Experience, students from Year 7 through to Year 11 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 and Carers

Parents and carers are entitled to:

- Have the opportunity to speak with the Headteacher at Annual Review meetings, for those in the key transition groups (Years 9 and 11) or at any other time if required.
- Have information about work experience and opportunities to discuss work experience issues on a regular basis.

## 11. Links with the Community, Outside agencies and Businesses

Edgewood School is developing a vast bank of links with businesses in the local area and beyond.

- 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.

## 12. The Proprietor

- The proprietor is The SENAD Group.

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<sup>5</sup> Or appointee

- 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.

**Action**

- Appointment and training of new Careers and Work Experience co-ordinator to Level 6 CEIAG

This policy is reviewed annually in November by the Headteacher.

## Appendix 1

Staff associated with development roles:

- Vacant Post - Work Experience and Careers Manager and Careers Advisor
- Sasha Lees - Headteacher