



## URMSTON GRAMMAR

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

*Policy adopted by Governing Body in December 2017 to be revised in December 2019*

#### **Introduction**

Urmston Grammar recognises that we have a statutory duty (The Education Act, 2011) to secure access to independent and impartial careers guidance for all students in Years 8-13 that includes information on the full range of options and promotes the best interests of the student.

In implementing this duty we will pay particular regard to the DfE's principles of good practice (Section 10 of the statutory guidance, March 2015) and Ofsted's inspection criteria for evaluating careers provision in schools (September 2015). We will follow the Statutory Guidance for Careers guidance provision for young people in schools (Department for Education, March 2015) and other relevant guidance from Ofsted as it appears.

Urmston Grammar also commit to fulfilling our duties to promote equality of opportunity, foster good relations across all people, eliminate harassment and discriminatory practices and support children with protected characteristics (Equality Act, 2010).

#### **Principles**

At Urmston Grammar our vision and mission is to provide students with a planned programme of Careers, Education, Information, Advice and Guidance (CEIAG) and Enterprise Education activities throughout all key stages that will focus on the specific needs of the individual student to enable students to make well-informed decisions about their future. We want every student to leave us with the understanding, skills and experience that they will need to be successful in life. We believe that effective CEIAG also contributes to the wellbeing of the student's families, their communities, wider society, businesses and the economy.

#### **Purpose**

Effective CEIAG can increase participation in learning, raise attainment, raise aspirations, broaden horizons and contribute towards helping students make an effective and positive transition from school to their future destinations and into adulthood.

The staff at Urmston Grammar are committed to providing CEIAG to all students. CEIAG will be presented in an impartial manner, be confidential and differentiated to suit the requirements of each individual student.

Urmston Grammar is committed to following best practice guidance.

The school gained the *Inspiring IAG Stage One Award* in 2015 and the *Inspiring IAG Stage Two Award* in 2017.

## **Aims**

CEIAG is a progressive journey from KS2 (Year 7) to KS5 (Year 13).

The aims at Urmston Grammar are:

- For students to develop positive attitudes towards study and work
- For students to evaluate their own strengths and to build on their own areas for development
- To help students fully engage in career planning
- For students to understand and develop the skills that are required to be successful in their future pathway
- To provide students with a comprehensive understanding of opportunities at key transition points and translate these effectively into appropriate decisions and actions
- To provide students with the relevant careers information, advice and guidance that are suitable for their personal needs

Urmston Grammar also aim for pupils to meet the following 3 overarching aims (CDI Framework for Careers, Employability and Enterprise Education 7-19, November 2015):

- Developing yourself through careers, employability and enterprise education
- Learning about careers and the world of work
- Developing your career management, employability and enterprise skills

These aims are achieved through the Careers Curriculum.

## **Policy**

### **Development**

The policy will be reviewed by key groups every two years.

Any amendments will be shared with the Governing Body for approval.

### **Student Entitlement**

Students are entitled to CEIAG that is impartial and confidential. The school aims to provide equal opportunities of access to careers information, advice and guidance for all students.

The CEIAG programme is designed to meet the needs of the students at Urmston Grammar and activities are differentiated and personalised to ensure progression. Careers resources are regularly monitored and stereotypes are challenged at every opportunity in order to raise aspirations and promote equal opportunities.

Extra provision is made available to support students with additional needs with their future plans and to manage transition stages and liaison with the Local Authority occurs when necessary.

## **Implementation**

### **Management**

A dedicated CEIAG Co-ordinator is responsible for the co-ordination of careers education, information, advice and guidance. The CEIAG Co-ordinator reports to a member of the Senior Leadership Team acting as the Link Manager. CEIAG is supported by an identified Link Governor.

Provision will be reviewed and monitored on a regular basis.

### **Staffing**

All staff contribute to CEIAG through their roles as subject teachers and tutors. Tutors deliver CEIAG during PSE sessions. Students access mentoring sessions with teachers.

Urmston Grammar promotes the National Careers Service on the school website.

### **Curriculum**

The CEIAG Co-ordinator and the Heads of Schools plan and prepare the Careers resources and support those staff that help to deliver it. The CEIAG Co-ordinator ensures that the resources are reviewed regularly and updated with up-to-date information. All pupils have access to CEIAG as part of the curriculum. The programme is mainly delivered in PSE lessons.

The CEIAG programme includes career guidance activities provided by the CEIAG Co-ordinator (including individual interviews, group work sessions and weekly lunch time drop in sessions), career education sessions and work-related learning activities, along with other focused events that occur at different times of the year. Students and other key groups are actively involved in evaluating activities in order to monitor, review and evaluate the CEIAG programme.

Relevant careers resources are regularly updated and available in the Careers Library and the Learning Resource Centre which are accessible for all students. Access to careers software programmes and the internet is easily accessible.

### **Assessment and Accreditation**

The career learning outcomes for students are based on the Framework for Careers, Employability and Enterprise Education 7-19.

### **Partnerships**

Partnerships and links with education, employment and training providers are being developed.

Established Partnership Agreements are in place with Manchester University, Manchester Metropolitan University and Ashton-on-Mersey SCITT.

The school regularly works with OneEducation, Young Enterprise, National Citizen Service and Enabling Enterprise.

### **Resources**

A Careers budget for CEIAG is allocated from the annual budget planning in the context of the whole school priorities. The CEIAG Co-ordinator is responsible for the budget and its effective use. Sources of external funding for a range of activities that support CEIAG are actively sought; external funding for activities that focus entirely on CEIAG will be explored further.

### **Staff Development**

The Principal is responsible for CPD and the training budget. Staff training needs are identified and offered to relevant staff as opportunities arise. Information following training is then shared with other members of staff. The CEIAG Co-ordinator attends network meetings and events when necessary.

### **Monitoring, Review and Evaluation**

The CEIAG Co-ordinator submits a termly Careers Manager Report to the Senior Leadership Team. There is an annual review of the CEIAG programme by the CEIAG Co-ordinator and the Heads of Schools to identify success along with areas for improvement. Evaluation of CEIAG and Enterprise Education is undertaken regularly.

### **Links to Policies**

This policy should be read in conjunction with the following supportive policies:

- School behaviour, discipline and sanctions

- Special Educational Needs
- Health and Safety
- Supporting Pupils at School with Medical Conditions
- Equality Information
- Child Protection and Safeguarding

This policy is written to reflect the National Frameworks.

### **Responsibility**

#### **Responsible Staff**

Miss A Marshall – CEIAG Co-ordinator

Mrs R S Wall – Principal

Mrs Y N Lyons – Head of Sixth Form

Mr M J Weems – Head of School

Mrs N A Kinder – Co-ordinator of Work-Related Learning

Mr H Manley – CEIAG Link Governor

#### **Approving Body**

Urmston Grammar Governing Body