



St John Bosco College

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

Version control:

Document Name	Careers Education, Information, Advice and Guidance (CEIAG) Policy
Document Owner	Fred Gichuhi
Approval Date	
Review Date	

RATIONALE

Careers education and guidance programmes play a major part in helping young people choose 14-19 pathways that suit their interests and abilities and are right for them, and help them plan and manage their careers effectively in a changing global world of learning and work.

CONTEXT

From September 2013 The Education Act of 2011 placed schools under a duty to ensure that all registered pupils in years 8-13 have access to independent, accurate and impartial information advice and guidance. Schools are free to make arrangements for careers guidance which best suit the needs of their students, engaging where appropriate with independent providers. Those schools, such as ours, that have already developed their own arrangements for providing impartial careers advice and guidance may continue to do so as long as they ensure students have access to a source of guidance which is independent and external to the school. This could include website or telephone helpline access and/or face to face support from a specialist provider where needed.

COMMITMENT

SJBC is committed to providing all students in years 7-13 with a planned programme of activities. The programme is delivered through a combination of methods, including the PHSE and Citizenship programme in years 7-9, and additionally for years 9-13 through assemblies, presentations, employer visits, work experience, seminars, workshops and 1:1 sessions. Additionally a number of special events are held such as the biennial Industry Day event in July for Year 7 and 8 students.

AIMS

To help students develop the skills and confidence to make realistic and informed decisions about their futures and to manage the transitions from one stage of their education, training and work to the next.

OBJECTIVES

1. To ensure that students develop the skills and attitudes necessary for success in adult and working life.
2. To make students aware of the range of opportunities which are realistically available to them in continued education and training at 14+,16+ and 18+
3. To equip students with the necessary decision-making skills to manage those same transitions
4. To develop in students an awareness of the wide variety of education, training and careers opportunities both locally and nationally
5. To encourage students to make good use of the paper-based, virtual and staff resources available to them, in order that they can make informed and appropriate choices throughout their school journey
6. To foster links between the school, local businesses and further/higher education establishments
7. To enable students to experience the world of work and develop transferable skills
8. To ensure that wherever possible, all young people leave the school to enter employment, further education or training.

IMPLEMENTATION

The school guarantees impartial and independent advice in the following ways:-

- bought in the services of a Careers Advisor from Prospects for one-day a week to conduct one-to-one careers interviews and writing action plans
- promoting the National Careers Service Website and Helpline
- access to a wide variety of external speakers offering independent sources of information including
 - a number of local and national employers
 - representatives from professional bodies and organisations
 - higher education establishments
 - past students, who are a valuable resource

All staff have a part to play in the implementation of this policy through their role as tutors and as subject specialists.

INFORMATION AND RESOURCES

Careers information and resources are located in the library, which contains up-to-date, impartial information presented in a variety of media. It is updated on a regular basis by the Librarian together with the Careers Coordinator. College and University prospectuses are current, and visual displays are kept up-to-date in the Library.

MONITORING, REVIEW AND EVALUATION

A report will be submitted to the Head on an annual basis, including an account of activities, a review of progress and an evaluation of pupil and parental responses to provision.

This policy will be reviewed annually as part of the whole-school self- assessment process and will be reviewed by the governors when any additions or amendments are made.

Parents are welcome to give feedback on any aspect of the CEIAG programme to the Careers Advisor who attends all parent consultation events for Y9-13.

PARTNERSHIPS

The CEIAG programme is greatly enhanced through links with a number of partners who help us make the students' learning up to date and relevant. We constantly strive to expand and improve links with employers and other local groups. This involvement includes the provision of work experience placements, careers talks, workplace visits and mock interviews.

Links are also maintained with local FE Colleges together with various training providers supporting apprenticeships for those pupils considering that as alternative to further or higher education.

We have forged strong links with some of the country's most prestigious universities including Oxford and Cambridge, UCL and St Mary's University to name a few.

Parental involvement is encouraged at all stages. SJBC recognises that parents/carers remain the biggest influencers on a young person's career choices and as such we offer parents help and guidance at critical stages in the students' time with us e.g. Y9 with KS4 options decisions, Y11 with Work

Experience placements, Y11 with 16+ choices and Y12 with UCAS applications. Parents also have the opportunity to speak to the Careers Advisor by phone, by appointment or at any Y9-13 parent consultation event.

WORK EXPERIENCE

The objective of Work Experience in Y11 is to provide students with an opportunity to experience the world of work first-hand, and to develop their employability skills. Where possible, students should seek a placement in an environment which is linked to a career which they are considering for their own future. During the week, students will develop their communication skills, learn about the expectations of a workplace and possibly develop some skills which are specific to their placement role.

All students will be offered the opportunity to undertake a one-week placement in the Summer term after they have completed their GCSE exams. This experience may be limited by the availability of suitable placements. It is ultimately the student's responsibility to ensure that they have secured a placement (before the deadline given by the Work Experience Coordinator), however support in finding a placement will be offered by the school primarily through access to the Wandsworth EBP database of placement providers.

The programme will be launched at an information evening for students and parents held early in the Autumn Term. Prior to the placement students will participate in a number of preparation activities including CV, letter writing and telephone skills, and each student will undergo a mock interview with an external business partner. A Work Experience briefing will be held for all Year 11 in the week prior to their placements to ensure that all students understand how to approach their placement, and the procedures to follow if there are any problems with the placement. Necessary and relevant health and safety information will also be covered. Each student will be visited or telephoned during their placement by a member of staff.

Students are not permitted to undertake placements outside of England and Wales, since the Health and Safety regulations outside of this area are not comparable to England and Wales, and so the school cannot ensure that students are working in a safe environment. Students may not request holiday from the school in order to undertake a work placement outside of England and Wales; in this circumstance the student should arrange the placement in their own time.

When a placement is requested outside of Wandsworth, the school will request that the H&S checks are undertaken by the appropriate area. Where additional costs are incurred by requesting H&S checks from an out-of-area agency, the school will have to pass that cost on to parents/carers, however parents/carers will be kept fully informed should this look likely to be the case.

Safeguarding

In order to ensure that students are safe during Work Experience placements, the school will check that the organisation offering the placement hold valid 'Employers' Liability Insurance' (ELI) for the time of the placement. In addition, the school will also ensure that the placement meets national Health and Safety regulations by employing Wandsworth Business Education Partnership to undertake checks on the school's behalf. Any placement which does not hold ELI and which has not been Health and Safety checked for the period of the placement will not be approved for Work Experience, and the student seeking the placement will be advised to find an alternative. In addition, the school cannot support placements with sole traders or single employees.