



**ASHBY SCHOOL  
CAREERS POLICY**

<b>Title of Policy</b>	Careers Education
<b>Date of adoption</b>	Autumn 2019
<b>Originator</b>	Vikki Rundle-Brown Lindsay Ash
<b>Date of review</b>	Autumn 2021
<b>Additional information</b>	

# **Careers, Education, Information and Guidance Policy**

## **Introduction**

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

## **Principles of the Policy**

CEIAG develops a number of attributes including knowledge; of oneself and of possible opportunities, skills; including decision making and action planning, and attitudes; self-reliance, responsibility to self and others and positive self-esteem.

We employ an Independent Careers Advisor, Mrs. Marie Miller of Torchlight Careers. She is available to give students at Ashby School information, advice, guidance and support on a number of areas including Careers Education. We are also supported by Prospects who work with potential NEET's (Leavers who are not in Education, Employment or Training) and track the destinations of leavers.

The Careers, Education, Information and Guidance (CEIAG) programme is an important structure set in place to motivate and inspire students to raise their aspirations and attainment. All students from Year 10 through to Year 13 are entitled to a programme that will encourage their career development to be a continual process. We work in conjunction with parents, guardians, teaching staff and local industry to provide a high quality programme for the students of Ashby School. Therefore, we ensure that:

- individuals are treated without prejudice and have an entitlement to CEIAG regardless of race, gender, religion, ability, disability, social background or sexual orientation;
- individuals have equal access to accurate, up to date and impartial information free from stereotyping and bias;
- the individual's personal aspirations are the most important factor in any activity and should be treated with respect;
- CEIAG runs through the whole curriculum.

## **Pupil entitlement**

All pupils in years 10-13 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 events, assemblies and group discussions and taster events;
- To understand how to make applications for the full range of academic and technical courses.

## **Aims and Objectives**

To prepare all students, regardless of ability, for adult life by providing a programme of preparation, guidance and counselling from 14-19 years.

In particular, we aim to achieve the following:

- to reflect positively upon equal opportunities for all students;
- to develop sound skills in making choices and be flexible and adaptable in relation to opportunities available locally, nationally, in Europe and world-wide, both now and later in life;
- to develop an awareness of themselves as individuals, and how they interact with others;
- to have an ability to be flexible, to adjust to change and to make effective use of it;
- to prepare students for the transfer from school to adult life including further education, training and work;
- to prepare and move towards personal autonomy in important aspects of life;
- to provide appropriate, informative and engaging lessons that support pupils in deciding upon and planning their career paths.

We hope to achieve our aims by establishing a framework and structure to reach the following goals and objectives:

- to establish a CEIAG programme for pupils;
- to review annually and revise, where necessary, and evaluate the provision made;
- to develop staff expertise, especially tutors;
- to identify training needs;
- to provide students with advice and vocational guidance;
- to encourage students to be actively involved in Work Experience or Work Shadowing, preparing a Curriculum Vitae, have access to the Careers Library and Torchlight Careers Advisor;
- to continue to develop links with the local community, including local industry and business resources;
- to examine cross-curricular themes as identified in the National Curriculum.
- to provide and evaluate the Careers element of the Personal and Social Development (PSD) course in line with the government guidelines
- to provide alternative curriculum students with work experience

## 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/carers:

Year group	Autumn Term	Spring Term	Summer Term
Year 10	<ul style="list-style-type: none"><li>Ashby Schools Annual Careers Evening</li></ul>	<ul style="list-style-type: none"><li>National Careers Week with a focus during form time</li></ul>	<ul style="list-style-type: none"><li>Careers Day</li><li>Project ASK Apprenticeship assembly</li></ul>
Year 11	<ul style="list-style-type: none"><li>Ashby Schools Annual Careers Evening</li><li>World of Skills Event</li><li>Assemblies on opportunities Post-16</li><li>Group sessions on Sixth Form, Apprenticeships, Medicine and Engineering</li><li>Into the Sixth Form Evening</li></ul>	<ul style="list-style-type: none"><li>Post 16 Application support clinics</li><li>PSD lessons on Careers</li><li>Talks on careers in the Armed Forces</li><li>National Careers Week with a focus during form time</li></ul>	
Year 12	<ul style="list-style-type: none"><li>Ashby Schools Annual Careers Evening</li></ul>	<ul style="list-style-type: none"><li>National Careers Week with a focus during form time</li></ul>	<ul style="list-style-type: none"><li>Careers Day</li><li>Skills for Success</li></ul>
Year 13	<ul style="list-style-type: none"><li>Ashby Schools Annual Careers Evening</li><li>World of Skills Event</li><li>Post 18 Assemblies</li></ul>	<ul style="list-style-type: none"><li>Talks on careers in the Armed Forces</li><li>National Careers Week with a focus during form time</li></ul>	

## Procedures and Responsibilities

### 1. Organisation and Teaching of CEIAG

CEIAG is a complex part of the statutory requirements for Ashby. It is therefore fed through the curriculum in a variety of ways. The main events are organised through the Head of Careers and then further strands are linked to PSD (Personal and Social Development) lessons, tutor time and pupils are able to organize their own Work Experience alongside individual subject work. Students on the Alternative Curriculum partake in work experience as part of their curriculum.

Annually the Prospects team draws up the Working Agreement between Ashby School and Prospects. The Prospects adviser also meets with the Head of Careers in order to evaluate the previous year and new strategies are discussed, agreed and put in place.

The Head of Careers undertakes work to aid in the creation of materials for the PSD course and Tutor Time periods. These lesson aim to help our pupils leave Ashby School prepared for the world of work by helping them to understand the different options available to them; understand the world of work around them; understand the importance of work and understand their rights and responsibly in the work place.

Torchlight Careers are available for any pupil who wishes to make an appointment and attend the Careers Choice Evening and both Year 11 parents' evenings as well as all results days. Appointments can be made by pupils or their form tutors by contacting Mrs. Marie Miller via email.

Each year Ashby holds two events that are essential in fulfilling the CEIAG statutory requirements. Firstly, in November, all students (with particular reference to Year 11) are invited to a Careers Choice Evening. This covers local colleges, Sixth Form and career opportunities that the students should be aware of. Secondly, in the Spring Term, an Enterprise Day allows pupils to enhance their skills related to the world of work and partake in an employer engagement activity through a talk and question and answer session.

A variety of teaching and learning styles are employed for CEIAG. This can range from class discussions about the virtues of different career routes, group activities to combat stereotyping of jobs, individual research using IT software, videos, open day visits, speakers and individual research activities.

Differentiation is provided through the variety of resources used, tasks provided and through the individual support and guidance of groups and individuals.

## **2. Assessment**

Assessment within CEIAG is in the form of student self-assessment supported by discussion with tutors, teachers and the Careers Advisor. The process of assessment follows the whole school assessment policy.

## **3. Spiritual, Moral, Social and Cultural Education**

CEIAG will contribute to each student's spiritual, moral, social and cultural development by helping them to recognise the meaning and value of different types of work to individuals, communities and the country as a whole.

## **4. Equal Opportunities**

CEIAG will help to promote the school's policy on equal opportunities by providing a range of resources, which match individual needs, helping students recognise the importance of equal opportunities in working life and monitoring resources to ensure the absence of stereotyping.

## **5. Special Education Needs**

CEIAG will promote the school's policy on SEN by using a range of resources to match individual needs and with the continued support of the SEN department with applications. All students with a Education Health Care Plan receive a careers appointment with Torchlight careers prior to their annual review year 11.

## **6. Staff Development**

All staff involved are entitled to CEIAG training, such as CPD for teachers of PSD and training on the Application Process which includes the need for impartiality. All form tutors are entitled to this training, with sessions provided in the Autumn Term for new members of staff.

## **7. Resources**

The CEG has a number of resources that can be used by the students. As far as possible these are regularly updated. They currently include:

- Careers Library with a range of literature including books, leaflets, college and university guides and reading books on topical careers issues.
- Computers, videos, posters, opportunities sent via email, the school bulletin and jobseekers guides.

## **8. Partnership**

We work in partnership with the following:

- Torchlight Careers – who will support and complement careers education and provide guidance to individuals.
- Prospects – complement careers education by working with pupils who are potential NEET, identified by the Head of Careers as either not applied after the application deadline or have made an unsuitable choice
- Local industry and businesses – who will support Work Experience, Careers Choice Evenings and talks.
- Further and Higher Education Institutions – exchange up to date information and advice.
- Parents and guardians – who will exchange information, contribute to the programme, and, where appropriate, evaluate provision.

## **Evaluation**

The CEIAG policy and programme will be regularly monitored and evaluated, through a variety of techniques, to ensure as far as possible it is:

- relevant to student needs;
- linked with the whole school plan;
- effective in responding to change for example, OFSTED recommendations or changes in the Local Labour Market.

The evaluation will take a number of formats including:

- working agreement evaluation by and Ashby School;
- lesson evaluations by teachers, tutors and students;
- workshop evaluation by industrialists and students;
- student voice, including evaluation of the provision from a random sample of year 11 students;
- destination tracking including number of pupils who are NEET;
- assessment in relation to the non-statutory framework 11-19;
- assessment of CEIAG by the Senior Management Team.

## **Management of provider access requests**

A provider wishing to request access should contact Lindsay Ash, Head of Careers, Ashby School,  
Telephone: 01530 413748

Email: [L-Ash@ashbyschool.org.uk](mailto:L-Ash@ashbyschool.org.uk)

Alternatively, you can contact Vikki Rundle-Brown: Director of Sixth Form, Ashby School.

Email: [V.RundleBrown@ashbyschool.org.uk](mailto:V.RundleBrown@ashbyschool.org.uk)