



Status	Approved	Approval	Full Governing Body
Maintenance	Full Governing Body	Role(s) responsible	Headteacher
Date effective	December 2021	Date of last review	June 2024
Date of next review	September 2025	Date withdrawn	Not withdrawn
Lead Professional	Assistant Headteacher	Location of policy	www.coltonhills.c.o.uk

COLTON HILLS COMMUNITY SCHOOL

Rationale

Research has proven that individuals who receive 'quality careers guidance' develop the self-awareness and skills needed to manage a successful and satisfying career. At Colton Hills Community School we understand that **Careers Education, Information, Advice and Guidance (CEIAG)** makes a major contribution to preparing young people for the opportunities, responsibilities, and experiences of life, in order to help them make successful transition to adulthood. Therefore, this policy is applied in accordance with the statutory framework '**Careers Guidance and Access for Education and Training Providers**' document [DfE October 2018] and fulfils the requirements of the Gatsby Benchmarks which are to provide:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of workplaces
7. Encounters with further and higher education
8. Personal careers guidance from a qualified adviser



Policy Aims

We aim to ensure that all our students:

- are supported to make effective choices about their future study and career options.
- provided with experiences which inspire and motivate them to achieve highly.
- prepared for the transition process to life beyond secondary school (further and higher education and the world of work).
- develop self-knowledge and confidence in making decisions and career choices which are suitable and ambitious for them.
- understand the world of work and are aware of how to respond to changes in today's workplace.
- enabled to research, seek out and utilise information, advice and guidance.
- develop characteristics which support high achieving students in the curriculum and in careers such as: social skills, communication, resourcefulness, innovation and resilience.

Statutory Duties

We will fulfil our statutory duties by:

- Ensuring students have sufficient access to independent and impartial career guidance. This will include support from a trained specialist in career guidance as well as a range of FE, HE and other training providers, employers, and employer engagement providers.
- Publishing the arrangements for training providers to access students on our website.
- Publishing details of the careers programme that will be updated annually.

(For further information refer to the Government statutory guidance for schools;

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/748474/181008_schools_statutory_guidance_final.pdf)

Link with other policies

The Careers Guidance Policy is linked to the following policies:



CEIAG POLICY

- Teaching and Learning Policy
- SEND Policy
- CP and Safeguarding Policy
- E-Learning Safe Use Policy
- Equality Policy
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Staff Development & CPD

Training for staff delivering CEIAG as part of PSHE will take place on a 1-1 basis as needed throughout the year. Training for subject staff to develop employer links will occur primarily through staff development time and on a 1-1 basis, as necessary.

Organisation, Management & Staffing

Colton Hills Community School Careers Guidance Team is as follows:



Ms K Fox

*Assistant Headteacher
Personal Development*



Miss E Lopez

*Head of Careers
& Careers Leader*



Mr J Bentley

*Associate Assistant
Headteacher KS5*



Michelle Fullard

*School Governor
& Careers Provision*



Carol Codner

*Education & Enterprise
Adviser*

All Careers education is primarily planned, monitored, and evaluated by the Careers Leader in consultation with the Head of PSHE, Curriculum Leaders and SLT. There is also a nominated Governor with responsibility for monitoring CEIAG. At Colton Hills Community School we have a whole school approach to CEIAG, with every member of staff helping to deliver quality and impartial CEIAG, allowing students to access the necessary information to help them make informed decisions about their future. Also, students have access to our Impartial Careers Adviser. Any student can arrange to speak with them, and parents/carers are welcome to the meetings too. All year groups from years 7 –13 have access to this service.

Careers Information Resources

The school will provide resources for the successful implementation of this policy through securing:

- The SLT lead for CEIAG will be responsible for securing an annual budget to oversee the IAG programme.



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- An annual budget to cover internal needs, CPD opportunities and commissioning of external sources.
- Appropriately trained staff to support the CEIAG programme.
- Student and staff access to information. This is done by information displayed on plasma screens in school, tutor time used for passing on information, UNIFROG and the school's careers website which has links to access information accessible to all students and staff.

Curriculum Opportunities

The curriculum includes planned learning, which is undertaken through:

- A Careers Education programme for Years 7 -13 linked to a careers scheme of work
- Work related learning activities for Years 7 -13

Here is an over-view of how 'CEIAG' is integrated across all year groups within the curriculum,

Key Stage 3

- Development of career and employment skills through the PSHE curriculum
- Year 9 parents option information evening
- Year 9 mentoring for option choices
- University visits linked to curriculum subjects and career pathways
- Access to independent careers advice through our CEIAG Aspirations Leader and Connexions
- Enhancement and enrichment activities linked to the world of work and careers within curriculum work.
- A minimum of two encounters with providers of approved technical education qualifications or apprenticeships
- Employer Encounter Fair

Key Stage 4

- Focus during PSHE curriculum on employability modules and the world of work
- Year 10 work experience opportunities
- CV writing and Mock interviews with employers
- Year 11 parental evening where further education is discussed related to sixth form and college
- Year 11 mentoring for progression after year 11
- Careers Fair
- Circulation and guidance on apprenticeship applications and current vacancies



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- Access to independent careers advice through our CEIAG Aspirations Leader and Connexions PA
- Year 11 sixth form induction week where students experience A level/BTEC Level 3 subjects they are interested in and access to taster sessions with alternative providers.

Key stage 5

- Year 12 work experience opportunities
- Year 13 students supported with UCAS applications through their Form Tutor, Sixth Form Leader, Associate Assistant Head Teacher KS5 and CEIAG Aspirations Leader.
- Year 12 UCAS week focusing on the application process supported by universities.
- Apprenticeship vacancies updated regularly, and students supported with their application.
- Opportunities to visit Universities and University representatives coming into the school to deliver support with personal statements, finances, and other aspects of University life.
- External companies used to aid students in CV writing and interview practice.
- Support with interviews for Russell Group Universities from the Sixth Form Leader.

World of Work

- Participation in activities across all key stages, both in school and off-site, provide employer contact and further information.
- Careers events both internal and external.
- Staff are encouraged to run activities in their subjects that involve employers.
- Development of the curriculum to use the world of work as a prominent part of the curriculum.

Regular monitoring will include:

- Monitoring of teaching and learning to be done in conjunction with the Teaching and Learning Policy.
- Continual tracking of all students in Year 11, 12 and 13 to ensure students are accepted onto appropriate courses and avoid students becoming NEET.
- Tracking of year 9 students to ensure appropriate options are chosen to enable all students to succeed.

Information, Advice and Guidance (IAG)

IAG is delivered by a number of people in Colton Hills Community School environment – for example, careers co-ordinators, tutors, teachers, mentors, external visitors or agencies and employers. Some of these people are



trained, whilst others may not. Colton Hills Community School also has a member of staff Level 6 IAG qualified to ensure that all students have access to a qualified practitioner.

Independent is defined as external to the school. External sources of careers guidance and inspiration could include employer visits, mentoring, website, telephone and helpline access. Taken together, these external sources could include information on the range of education and training options, including apprenticeships.

Impartial is defined as showing no bias or favouritism towards a particular education or work option.

Personalised Opportunities

Colton Hills Community School has staff trained at a Level 6 in Information, Advice and Guidance to ensure students are always able to access a qualified specialist source of impartial careers guidance. Access to individual information and advice for Years 7 -13 at key transition points through internal staff, external visitors, mentors, and through email, telephone, webchat, and forums via websites such as the www.wolvesworkbox.com, *National Careers Service and Amazing Apprenticeships*.

Employer Engagement

Colton Hills is dedicated to employer engagement and engages with employers through work-based placements, employer engagement sessions such as interview skills, employer talks and employer visits. Colton Hills also works closely with Enterprise Advisors, The Careers Hub and Governors.

Outcomes: monitoring, review and evaluation

The CEIAG programme is reviewed annually by the Headteacher and the Careers Leader in liaison with Assistant Headteacher of Personal Development and the Curriculum leader for PSHE.

A Link Governor supports the monitoring of this policy, reports progress on CEIAG to the Governing Body and advises on its future development.

Wherever possible, students are actively involved in the planning, delivery and evaluation of all careers programmes and activities. The effectiveness of all CEIAG activities are evaluated through:



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- Compass Plus evaluation tool completed half-termly by Careers Leader and CEC Coordinator and School Advisor
- Student voice
- Attainment and achievement key indicators
- Students' engagement at KS4 and KS5
- Destinations of our students
- NEET figures remaining very low
- Audit of CEIAG

Partnerships

We have a strong partnership with the Careers Enterprise Company (CEC), and engage regularly with the CEC Area Coordinator and CEC School Advisor. We self-reflect and evaluate our CEIAG provision regularly using Compass Plus. Evaluation against the Gatsby Benchmarks is significantly above national average. The process identifies areas in need of improvement and informs the CEIAG Development Plan.

The CEIAG programme is further enhanced through links with several partners who help ensure the students' learning is up to date and relevant. We are committed to developing strategic partnerships with local industry, the Black Country Consortium, Institutions of Further and Higher Education, parents and carers to achieve the best information, guidance, and provision for students. We are particularly looking forward to extending our links with local employers and services through our engagement with the Careers and Enterprise Company and the Careers Hub.

These external partners can help to raise student aspirations, boost their attitudes and employability skills, inform them about the range of roles and opportunities available and help them understand how to make this a reality. It is also important that students' choices about their future are based upon a clear view of the current labour market and how opportunities may change in the future.

Parental involvement is encouraged at all stages. We recognise that parents and carers remain the biggest influence 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; for example, in Year 9 with KS4 options decisions, in Year



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10 with Work Experience placements, in Year 11 with post-16 choices and in Years 12 and 13 with UCAS and other applications. Parents are invited into school to engage with employers, HE and FE and apprenticeship providers and to find out about the most up to date local market intelligence.

Parents also have the opportunity to speak to members of the CEIAG Team or Year Team Leaders throughout the year and at any Year 7 to 13 parental consultation or information events.