

**HEATHFIELD COMMUNITY SCHOOL**



**CAREERS EDUCATION  
AND GUIDANCE  
DEPARTMENTAL  
HANDBOOK & POLICY**

**October 2018**

## **What is Careers, Education, Information, Advice and Guidance?**

Careers, Education, Information, Advice and Guidance programmes contribute to prepare students for the opportunities, responsibilities and experiences of life. They help young people (students) make decisions and manage transitions as learners and workers.

Effective careers, education, information, advice and guidance, linked with other areas of the curriculum plays a key role in:

- Developing enterprise and employability skills.
- Challenging stereotyping and promoting equal opportunities.
- Raising achievements and raising ambitions.
- Encouraging participation in continued learning (further and higher education, vocational training - in line with the Government Gatsby Benchmarks).

CEIAG helps students develop the knowledge, skills and attitudes to make best use of their capabilities in learning and work throughout life.

Careers programmes have 2 elements - Careers Education and Guidance. They are interrelated and complement each other.

**Careers Education** - helps students develop the knowledge and skills needed to make choices, manage transitions in learning and move into work.

**Careers Guidance** - enables students to use the knowledge and skills to make decisions about learning and work that suit them.

## **CEIAG in the School Curriculum**

Schools have a statutory duty to provide careers education in Years 7-11 (1997 Education Act, 2003 Education Regulations). The DfES published a National Framework for Key Stage 3, Key Stage 4 and Post 16 in 2015, following updates in 2018 with suggested learning outcomes.

The learning outcomes are based on 3 aims that students will :

- understand themselves and the influence on them (Self Development).
- investigate opportunities in learning and work (Career Explanation).
- make and adjust plans to manage change and transition (Career Management).

## **CEIAG (Careers, Education, Information, Advice & Guidance) at Heathfield**

The school is committed to providing a planned programme of careers education for all students and information, advice and guidance in partnership with a number of independent bodies. We endeavour to follow the National Framework for CEIAG 11-19 in England and other relevant guidance from the DfES, QCA and Ofsted.

The underlying principles of CEIAG within the school are to promote :

- 1) Self-awareness - strengths / weaknesses / values / health.
- 2) Self-confidence – self-esteem / inter-personal skills.
- 3.) Equal opportunities - awareness / challenge of stereotypes.
- 4) Work with parents / carers - information evening.
- 5) Transition skills - managing change / time management / study skills / action planning.

## **Objectives**

The careers programme at Heathfield is designed to meet the needs of students. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career planning and development. Students are entitled to guidance that is person-centred, impartial and confidential. It is integrated into the students' experience of the whole curriculum and is based on a partnership with students and their parents or carers. The CEIAG programme promotes equal opportunities, inclusion and anti-racism.

## **Student Entitlement to Careers, Education, Information, Advice & Guidance**

### **1. From careers education :**

- **develop ideas and awareness of self** in relationship to abilities, aptitudes, interest, attitudes, values, skills, strengths and limitations;
- **suitable learning opportunities** which will explore, process, test and record these ideas;
- **knowledge and awareness of opportunities** qualifications, routes ahead, occupational structures, progression, implications of choice ;
- **access these opportunities** through Open Days, interviews, careers conventions, admission system ;
- **strategies and tools** for putting self-awareness and opportunity awareness together in order to make informed and reasoned choices  
(information-handling, decision making, coping with transition)

**2. Access to information which is :**

- free
- accessible
- up-to-date
- accurate
- unbiased
- comprehensive
- of high quality
- at an appropriate level

**3. A direct opportunity to learn about the world of work which is :**

- linked to the Curriculum.
- part of a planned programme of preparation, briefing, placement, de-briefing and follow-up.

**4. Individual guidance which provides :**

- awareness of sources of guidance.
- access to individual guidance from the professionally trained staff of Connexions Somerset.
- guidance which is impartial and free from institutional bias.
- guidance which is available at key decision times.
- confidentiality.
- respect for themselves as individuals.

**5. The recording of their achievements which includes :**

- appropriate recording of achievement and plans.
- appropriate documentation, Careers Guidance Action Plan, Individual Action Plan.
- records which ease progression and transition.

Equality of Opportunity at every stage of the process.

The programme includes careers education lessons as part of the PSHE programme, career guidance activities (group work and individual interviews), information and research activities, work-related learning, individual learning planning activities, college visits and careers conventions.

## **Management and Staffing**

Jo Rogers co-ordinates the careers programme and is responsible to Natasha Rand. The Governor linked to careers is Sandy Greenham. The careers coordinators are responsible for the work of the PSHE careers team. Work Experience is planned and implemented by Sue Hawkins (the Work Experience coordinator) who liaises Natasha Rand and Jo Rogers.

## **Staffing**

Careers, Education, Information, Advice and Guidance Co-ordinator	Jo Rogers
SLT Link - CEIAG	Natasha Rand
Independent Careers Advisor	Jackie Martin
STEM Co-ordinator	Alex Pugh
FE Liaison	Natasha Rand/Jo Rogers
Work Experience Co-ordinator	Sue Hawkins
Governor Linked to Careers	Sandy Greenham
PSHE Link	Ian Caddy

## **Careers and Enterprise Programme at Heathfield**

Careers Education and Guidance at Heathfield is given in a variety of ways.

- a) Careers PSHE Team delivers specialist sessions as part of the tutorial Character Education programme.
- b) The Careers Resource Library is available in the Learning Resource Centre.
- c) Specialist careers guidance is provided by the independent advisor Jackie Martin
- d) Relevant literature is disseminated to students e.g. Next Step South West literature, National Citizenship Service, CSW. Links are available on the school website.
- e) All staff contribute through their roles as tutors and subject teachers.

The careers programme is planned, monitored and evaluated by the Careers Coordinators in consultation with the Personal Advisor and the Senior Management link.

## **KS3 and KS4 - PSHE Programme**

*Detailed Map available on website>careers*

### **Year 7 - Character Education**

All students complete a small bio profile on the student system ePraise. This paragraph is an introduction into writing a personal statement not dissimilar to a “Business Linkin”.

Students also use part of the Character Education lesson (once a week) to look at the personal qualities required in the world of work. Full programme of Character Education available. Careers games with Business Partnerships are being currently investigated.

Global Citizenship day also investigates the wider community and engages students to look at a wider world.

### **Year 8 - Job Skills**

All students complete a small bio profile on the student system ePraise. This paragraph is an introduction into writing a personal statement not dissimilar to a “Business Linkin”.

STEM and enterprise events are planned for the Summer Term.

Students have an opportunity to get involved with Young Enterprise.

STEM opportunities are on offer e.g. Girls in Engineering at Somerset College.

Café Paramo recruits for all areas of business by visiting from year 8 assemblies.

Independent advisor, Jackie Martin, attends tutorials and parents’ evenings.

### **Year 9 Options**

All students complete a small bio profile on the student system ePraise. This paragraph is an introduction into writing a personal statement not dissimilar to a “Business Linkin”.

Year 9 are invited to take part in the Next Steps South West programme and complete a baseline survey. During this workshop they are able to access CareerPilot. In the Spring Term students attend an in house careers fayre to inform their choices before option choices for GCSE are taken.

Some students are offered the opportunity to take part in the “Articulacy” course.

Independent advisor, Jackie Martin, attends tutorials and parents’ evenings and offers 1:1 interview.

### **Year 10 - Work Experience and Careers,**

All students complete a small bio profile on the student system ePraise. This paragraph is an introduction into writing a personal statement not dissimilar to a “Business Linkin”.

Annual Careers Fayre – Each year all year 10 students attend the Somerset Careers Fair held at the Somerset County Cricket Ground.

In the Spring Term students watch a visiting performance “Enact” which informs students about the latest post 16 options.

The Summer term involves preparation for Work Experience, Work Experience diary, Health & Safety issues and Equal Opportunities.

Students are also entitled to a “World of Work” 4-day experience instead of Work Experience if they wish. This programme ensures those that do not secure a placement receive careers education in this week.

The whole year also attend a workshop from Positively Mad - mapping out their future choice.

Independent advisor, Jackie Martin, attends tutorials and parents’ evenings and offers 1:1 interview.

### **Year 11 - Moving On**

All students complete a small bio profile on the student system ePraise. This paragraph is an introduction into writing a personal statement not dissimilar to a “Business Linkin”.

Outside speakers from local Post 16 colleges will visit and speak to students in tutor groups and then through workshops (to be arranged for later in the Autumn term). An annual in house careers fair is also held in the autumn term.

IT sessions will involve updating career matching with Career Pilot and CVs. Students will complete an Individual Action Plan which can be amended as the year progresses. All students will receive information so they can access the Area Prospectus and will be made aware of the new diplomas as they are rolled out nationally.

Independent advisor, Jackie Martin, attends tutorials and parents’ evenings and offers 1:1 interview.

*Additional opportunities in STEM are available to all years. With local contacts, (e.g. EDF, Musgrove Hospital) with business these opportunities change annually.*

*Opportunities to access information regarding university education is made available to KS3 and 4 students. E.g. visiting Plymouth University bus, trips to Exeter and Bath universities, opportunities with HPA Aspire programme and Next Steps South West programme.*

## **Partnerships**

### **Careers support from South Somerset Partnership 14 - 19**

An annual Partnership Agreement is negotiated between the school and South Somerset Partnership 14 – 19 which identifies the contributions to the work experience programme. Independent Advisor, Jackie Martin, provides advice, guidance, support and personal development services for all 13-19 year olds. Students have access to the Personal Advisor (Mrs Martin) who can help them realise what they can achieve and support them with advice on routes into employment, training or further education.

### **Somerset and Heathfield Education Business Partnership**

The careers team attend termly meetings whenever possible. Business partners are involved in Work Experience, Arts/Enterprise days, mentoring, interviewing (see HBP leaflet). Our student coffee company “Café Paramo” also offers real business opportunity to enhance enterprise skills. (Open to all years) Heathfield is networking with the Somerset Business Partnership which has been set up by the Somerset Chamber of Commerce.

### **Resources**

Funding is allocated in the annual school budget. The careers coordinators are responsible for the effective deployment of resources. The school submits a half termly applications to Government funded initiative Next Steps South West. This funding is now used to fund career resources and work experience costs for the targeted students.

### **Staff Development**

Staff training needs are identified as part of the Partnership Agreement and through monitoring of the PSHE Careers programme. Funding is accessed through school funds. Staff development involves in-house and external training. Links with Julie Young, Post 16 Advisor, Somerset County Council.

### **Monitoring, review and evaluation**

The Partnership Agreement with Jackie Martin is reviewed annually. The careers programme is reviewed by discussion, careers team meetings and then annually by the Careers Coordinators. The latter involves discussion with the independent Personal Advisor. The team development plan is reviewed in the summer term and a new plan presented to the Head.

Evaluations are carried out during the year which take the form of questionnaires or oral feedback from students. The Gatsby Benchmark Compass tool also helps to measure success of programme.



## **Links with other Policies**

Career supports other school policies including those for teaching and learning, citizenship, health and safety, equal opportunities, enterprise and work-related learning.

## **Work Related Learning/Enterprise Education and Careers Education**

Work Related Learning refers to curriculum activities that help students to :

- learn about work.
- learn for work.
- learn through work.

Careers Education contributes to Work Related Learning by helping young people learn about opportunities in work and to gain employability skills. Heathfield uses a range of Work Related Learning activities to help achieve the aims and objectives of Careers Education.

## **Work Experience and Careers**

At present Work Experience is organised by Sue Hawkins and Natasha Rand. The Careers PSHE Team is involved in the preparation for the placement during the Autumn and Spring terms. In the Spring term the students go through the (a) Work Experience diary, (b) Health & Safety issues and (c) Equal Opportunities in the work place.

Records and information regarding placements and follow up work are kept by the Work Experience Co-ordinator. See separate Work Experience Policy for further information.

Students are encouraged to work cooperatively, reflect on learning skills and take responsibility for their own learning. They are made aware of the opportunities for engaging in FE, employment or training, helped with career decision making and managing change and transition.

## **The Vocational Map**

CEIAG contributes to the Vocational programme which maps opportunities for students both within and outside curriculum subjects.