



Careers Education, Information, Advice & Guidance Policy

Introduction

Rationale

Modern careers guidance is as much about inspiration and aspiration as it is about advice. Careers education, information, advice and guidance (CEIAG) makes a major contribution in preparing young people for the opportunities, responsibilities and experiences of life in order to help them to make a successful transition to adulthood. This includes supporting young people to achieve their full potential; empowering young people to plan and manage their own futures; providing comprehensive information on all options; raising aspirations; promoting equality, diversity, social mobility and challenging stereotypes, whilst enabling young people to sustain employability and achieve personal and economic wellbeing throughout their lives.

Schools also have a statutory duty to secure independent and impartial careers guidance for Years 8-13. This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purposes 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.

Commitment

Stratford Girls' Grammar School is committed to:

- achieving a range of outcomes for young people including the careers and work-related outcomes outlined in the CDI Framework as well as practical outcomes such as positive destinations, successful transitions and on-going development of employability skills. (http://www.thecdi.net/write/Framework/BP385-CDI_Framework-v7.pdf)
- maximising benefits for students by using a whole school approach involving parents, carers, employers and other relevant local agencies.

In addition, the school is committed to ensuring that our CEIAG advice:

- is presented in an impartial manner
- includes information on the range of education or training options, including apprenticeships and other vocational pathways
- is guidance that the person giving it considers will promote the best interests of the pupils to whom it is given.

Links with Other Policies

This policy supports, and is underpinned by, the School's on-going policies for teaching and learning, assessment, PSHE, equal opportunities, health and safety and special needs.

Objectives

Students' Needs and Entitlement

The careers programme is designed to meet the needs of students at Stratford Girls' Grammar School. It is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and development and is tailored, as required, to meet the needs of any individual with disabilities and/or specific issues to be totally inclusive.

Students are entitled to careers education, information, advice and guidance that is impartial and advice and guidance that is confidential. This will be integrated into their experience of the whole

curriculum based on a partnership with students and their parents or carers. The programme will promote equality of opportunity, inclusion and diversity and cover the needs of both groups and individuals.

Students in years 8 – 13 are entitled to:

- find out about technical education 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.
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships.
- Understand how to make applications for the full range of academic and technical courses.

Implementation

Leadership and Management

Leadership and management are secured through the 'Careers Team', which includes:

- Deputy Head: has strategic responsibility for Careers and line manages...
- Careers Lead: (also the Head of Sixth Form), who co-ordinates the day to day delivery of the careers programme. The Head of Sixth Form also works with the PSHE Coordinator on the PSHE programme in the sixth form.
- Careers and Work Experience Coordinator: (co-line managed by Deputy Head and Head of Sixth Form), who administrates the careers and work experience programme, offers associated support to the girls and maintains the careers library.
- There is also a link Governor.

Staffing

All staff are expected to contribute to CEIAG delivery through their roles as tutors, subject teachers and support staff. This includes careers links through taught subjects, careers related support and advice as tutors and referring to the Careers department as and when necessary.

Curriculum

The careers programme includes careers education lessons (often delivered via PSHE), careers related activities (including visits, conventions, etc), careers guidance (groups and individual), work related learning (including work experience), information provision and events (such as the Higher Education Evening).

Partnerships and Providers

The School works with a range of partners to deliver the careers programme, including employers, higher and further education providers, parents and external careers provision.

Management of provider access requests –

A provider wishing to request access can use the dedicated careers mailbox – careers@sggs.org.uk or can contact one of the following people:

- Mrs Jo Pearson, Careers Administrator, pearson.jo@sggs.org.uk
- Ms Emma Bell, Head of Sixth Form and Careers Lead, bell.e1@sggs.org.uk
- Mrs Charlotte Smith, Deputy Head, smith.c@sggs.org.uk

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 e.g. biannual Careers Fair held in the Spring Term and open to Years 8 and upwards or the Higher Education Evening for Year 12 which is also held in the Spring Term.

Resources

Funding is allocated for careers to cover internal needs and access to information (electronic and hard copy), CPD opportunities and commissioning of external sources. The School will also provide designated space for confidential individual guidance, group sessions and research to ensure the successful implementation of this policy.

Staff Development

Staff training needs are identified as part of the CPD programme and the School will endeavour to meet training needs within a reasonable period of time. The development of Careers education and CEIAG within departments has been a key focus of the SIDP in recent years.

Monitoring, Review and Evaluation

This policy will be reviewed every two years by the Careers department in conjunction with the Senior Leadership Team. Aspects of the careers programme are regularly evaluated by the students.

Date of adoption: October 2013

Date reviewed: January 2018

Date of next review: January 2020