



Careers Education and Guidance (CEG)

A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make 14-19 choices that are right for them and to be able to manage their careers throughout their lives. The school follows the Careers Strategy: Making the Most of Everyone's Skills and Talents December 2017, requiring schools to secure access to independent careers guidance for pupils in years 8-13. Guidance must be presented in an impartial manner and promote the best interests of the pupils to whom it is given. Guidance should also include information on options available in respect of 16-18 education or training, including apprenticeships. This complies with the school's legal obligations under Section 42B of the Education Act 1997 and the Technical and Further Education Act of 2017.

Students in years 8-13 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 evenings, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

The school is committed to providing a planned programme of careers education for all students in Years 7-13, within a clear framework linked to outcomes for pupils (The CDI Framework for Careers Employability and Enterprise Education 7-19, 2016), which is underpinned by the Gatsby Benchmarking Tool and information, advice and guidance (IAG) in partnership with the Ansbury Guidance.

The school endeavours to follow guidance from the DfE, QCA and OFSTED.

This policy was developed and will be reviewed biannually, by the Board of Governors and Ansbury.

It supports and is underpinned by key school policies including those for safeguarding, work related learning and enterprise, equal opportunities, equality, health and safety, most able, SEND, the professional development plan and the marking and assessment for learning policy.

Objectives

The careers programme is designed to meet the needs of students at this school. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

Students are entitled to careers education and guidance that meets professional standards of practice and is person-centred, impartial and confidential. The programme will promote equality of opportunity, inclusion and anti-racism.

It will:

- Develop a sense of self awareness and a knowledge of their skills, abilities and potential;
- Acquire a knowledge of the world of work and the opportunities for continuing education, training and employment;
- Make decisions about their continuing education, training and employment choices and be able to implement those decisions;
- Develop a structured approach to vocational decision making using individual career action plans;
- Acquire and recognise transferable skills which will allow them to be effective in a variety of situations in adult and working life;
- Overcome the overt and subtle barriers which they may encounter as they progress through school into adult life.

Implementation

The Careers and Progression Coordinator coordinates the careers programme and is responsible to a Deputy Headteacher. This area is supported by a link Governor. Work experience is planned and implemented by the Work Experience and Enterprise Coordinator who works with the Careers and Progression Coordinator.

All staff contribute to careers education and guidance through their roles as tutors and subject teachers. The careers programme is planned, monitored and evaluated by the Careers and Progression Coordinator in consultation with the Ansbury Personal Advisor who provides specialist careers guidance. Careers information is available in the Careers Library which is also maintained by the Careers and Progression Coordinator. Administrative support is available.

The careers programme includes careers education sessions, careers guidance activities (group work and individual interviews), information and research activities (in the Careers Library and on the school computer network), individual learning planning/portfolio activities, work-related learning (including work experience) and opportunities to meet and work with employers and education training providers.

Any provider wishing to request access should contact:

Emma Vallender, Careers and Progression Coordinator

Telephone: 01747 833844 Email: evallender@gillingham-dorset.co.uk

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:

	Autumn Term	Spring Term	Summer Term
Year 7		Bournemouth University Visit to School	
Year 8			Year 8 'Options and Choices' Theatre Event—Bournemouth University
Year 9	What are my Options—Solomon Theatre University Event Next Steps Evening (including: universities, colleges, apprenticeship providers, employers, university technical colleges and studio schools)	KS4 options event	Bournemouth University Trip Careers College Trip
Year 10	What are my Options—Solomon Theatre University Event Work experience preparation sessions Work Observation Day Next Steps Evening (including universities, colleges, apprenticeship training providers and employers)		Work Experience
Year 11	Opportunity to meet representatives from local colleges Next Steps Evening (including universities, colleges, apprenticeship training providers and employers) Wiltshire College Taster Morning	Bournemouth University Talk Introduction to Apprenticeships from ASK Post 16 Information Evening Post 16 taster sessions	

Year 12	Southampton University Trip Weekly UCAS Clinic Weekly ACE (Apprenticeship College Employment Clinic) Next Steps Evening (including universities, colleges, apprenticeship training providers and employers) Level 2 weekly work experience	Young Enterprise Route to Work Seminars Trip to JP Morgan Exeter University UCAS Conference	Work Experience UCAS Applications begin Former Pupils visit to talk about university
Year 13	Next Steps Evening (including universities, colleges, apprenticeship training providers and employers) UCAS Applications		

Please speak to our Careers Coordinator to identify the most suitable opportunity for you. The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students.

<https://www.gillingham-dorset.co.uk/learning-enrichment-support/safeguarding>

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Coordinator.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at

the Careers Library which is managed by the school librarian. This is available to all students at lunch and break times.

Partnership Agreement with Independent Careers Guidance Provider

An annual Partnership Agreement is negotiated between the school and Ansbury which identifies the contributions to the programme that each will make. Other links are being developed, eg with local 14-19 providers.

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the CEG area. The Careers and Progression Coordinator is responsible for the effective deployment of resources. Sources of external funding are actively

sought.

Staff training needs are identified as part of the Partnership Agreement process with the Ansbury Guidance and in conjunction with the School Inset Coordinator. Funding is provided by school funds. The school will endeavour to meet training needs within a reasonable period of time.

The Partnership Agreement with Ansbury is reviewed regularly. The programme is reviewed annually by the Careers and Progression Coordinator and the Personal Advisor, using the local quality standards for CEG to identify desirable improvements, and a report is submitted to the Senior Leadership Team and Governors. Young people, staff, local employers and parents will be actively encouraged to be involved in all aspects of the monitoring, evaluation and review of IAG provision.

Approval and Review

Approved by Governors on July 2017

Next Review date

Signed
Chair of Governors

Signed
Headteacher