


VOYAGE LEARNING CAMPUS



CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE AND WORK RELATED LEARNING POLICY

This policy has been adopted by the Management Committee on:	
Date adopted:	01.05.19
Signed:	
Next review due:	May 2021

1. Introduction

Through a planned programme of activities, Careers Education, Information, Advice and Guidance (CEIAG) and Work-related Learning (WRL) and longer term work experience (WEX), The Voyage Learning Campus seeks to ensure that all students take their place as suitably qualified and responsible adults within society. The focus is upon career and option choice, raising the aspirations and achievement of individual students and equipping them with skills, attitudes, knowledge and understanding as a foundation for managing their lifelong career and learning.

2. Our Commitment

The Voyage Learning Campus is committed to:

- Providing a planned programme of activities to which all students from Years 7 – 11 are entitled which will help them to plan and manage their careers and aspirations.
- Providing CEIAG which is impartial, unbiased and is based on their needs
- Ensuring that the CEIAG, WRL, WEX programmes follows local and nationally recommended good practice and comply fully with statutory guidance, such as Section 19 Education Act (2011), April 2014 Statutory guidance: Careers guidance provision for young people in schools (2014), as well as guidelines from Ofsted and the Career Development Institute
- Working in partnership with the Youth Employment Service (YES) to ensure all students access education, employment or training at the relevant transition points
- Demonstrating a commitment to raising, achieving and continuously improving standards.

3. Links with other policies:

The policy for CEIAG supports and is itself underpinned by a range of key school policies including: PSHE, Teaching & Learning, Assessment, Looked after Children and Special Educational Needs (SEN) and Education Health Care Plan (EHCP).

4. Student Entitlement

- 4.1 Students are entitled to CEIAG which meets professional standards of practice and which is person-centred, personalised and impartial. It is integrated into students' experience of the whole curriculum and based on a partnership with students and their parents or carers. The programme is structured to deliver explicit learning outcomes, raise aspirations, challenge stereotyping and promote equality and diversity.

4.2 The careers programme is designed to meet the needs of the students at our Campus It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. The primary aims of the Careers Education Guidance and WEX programme are to:-

- Prepare our students for the opportunities, responsibilities and experiences of adult life;
- Help young people develop an understanding of their own and others' strengths, limitations, abilities, potential, personal qualities, needs, attitudes and values;
- Help young people investigate opportunities for further learning and employment, make decisions and manage transitions across two key stages at 13+, and 16+;
- Ensure that, wherever possible, all young people leave the school with an identified career pathway into further education, apprenticeships or training.

The programme also:-

- Contributes to improving achievement, by raising aspirations and motivation;
- Supports inclusion, challenges stereotyping and promotes equality;
- Encourages participation in education and/or training beyond the key stages at 16+ and 18+;
- Develops enterprise and other skills valuable in the world of work;

The CEIAG programme provides pupils with a wide range of experiences to help them progress effectively through their education and on to successful careers.

5. Assessment

Through evaluation following career-related events we assess whether or not students have met the above learning outcomes. Learning outcomes are shared in PSHE lessons and revisited at the end of lessons to assess whether they have been achieved.

6. Implementation: Management

Our Key Stage 4 Vice Principal, co-ordinates and evaluates the careers programme and is responsible to the Principal. This area is supported by a link Management Committee member. The Vice Principal is responsible for the work of the Wex coordinator. Work experience is planned and implemented by the Wex coordinator. The Faculty Lead for PSHE/Citizenship ensures that programmes of study in the PSHE syllabus cover career themes appropriately. All subject areas across the school have a focus on career development and work-related learning. This is co-ordinated through the work of the Vice Principal and prioritised through the Campus Development Plan.

7. Implementation: Staffing

All staff contribute to CEIAG through their roles as key tutors and subject teachers. Specialist sessions are delivered by our YES advisors. The CEIAG programme is planned, monitored and evaluated by the Vice Principal and consulted on with the local IAG provider. Careers information is available on displays in the school, in student common rooms and in the 1 to 1 support room.

8. Implementation: The CEIAG Programme

- 8.1 The careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work-related learning (including opportunities for extended work experience). Careers lessons are part of the school's PSHE programme. Other focussed events include visits to employers, visiting speakers, individual and group visits to post 16 providers and taster days in post 16 provision. Students are actively involved in the evaluation of activities including work experience through lessons and in written feedback.
- 8.2 We aim to ensure our Careers guidance is personalised to the individual student. All students receive at least one careers interview with the Careers Advisor during KS4 and additional intervention strategies are introduced for those students who may find processes such as securing Work Experience placements particularly challenging. The Careers Advisor is central to providing guidance to students on routes beyond school and those students who are unsure of their destination after Year 11 are given further support in groups or as individuals to provide the best possible guidance. In addition, the Careers Advisor provides an important contribution to the planning, design and delivery of all aspects of our careers education including PSHE. We use for current labour market intelligence to inform our processes.
- 8.3 Careers Education helps young people to develop the knowledge and skills they need to make successful choices, manage transition between key stages and between education and the world of work.
- 8.4 Careers Guidance enables them to use the knowledge and skills to make decisions about education and the world of work that are appropriate for them.
- 8.5 The programme is provided to pupils and students through:-
- The PSHE curriculum via targeted lessons;
 - Key Tutor and mentoring activities;
 - Careers interviews;
 - Careers presentations and activities;
 - Careers activities with employers;
 - Enterprise activities including guest speakers;
 - The Work Experience programme;
 - Attendance at Careers Events
 - College and University Visits;
 - Apprenticeship talks

9. Staff Development

Staff training is identified by a needs analysis and planned for in the Campus Development Plan. (Training to enable tutors to provide informed information is planned in conjunction with the YES service).

10. External Partnerships

Independent Careers Advice is provided by the Local Authority YES Service. Firm links have been established with post 16 providers a range of employers, particularly through the provision of work placements within applied courses, such as strong links with local Early Years settings, construction companies, motor vehicle workshops and schools, and through the wider work experience programme. Employers visit the school to run work related activities with students and to speak to students about a range of employment sectors and the changing face of employment in the South West.

11. Further and Higher Education Links:

Strong links exist with local further education colleges, including Weston, Bridgwater and Bristol Colleges. We have links with the University of Weston England. Year 10 and 11 students have the opportunity to study a wide range of one day link courses in college to prepare them for moving on at the end of year 11. Our students have opportunities to visits colleges in groups or individually with their key tutor.

For students with additional educational needs, EHCP plans etc., early planning meetings are held with post 16 providers so that students get the best possible additional support when they move on from us.

12. Monitoring, review, evaluation and development of CEIAG

Our partnerships are reviewed regularly. The following provision is reviewed by our KS4 Vice Principal:

- Annual review with YES service
- Annual review of Work Experience arrangements, health and safety and providers
- Lesson observations in PSHE as part of School Self Evaluation
- School development plan
- Feedback on the effectiveness of the CIEAG programme is collected at individual student reviews, through obtaining the views of Students, Parents & Carers, employers and other stakeholders. Resulting action points then feed into the following year's planning process to ensure they are addressed.