

Furze Platt Senior School



Careers Education, Information, Advice and Guidance Policy (CEIAG)

Introduction

A young person's career is the progress they make in learning and work. All young people need a planned programme of activities to help them choose 14-19 pathways that are right for them and to be able to manage their careers and sustain employability throughout their lives. Schools have a statutory duty to provide careers education in Years 7-11 and to give students access to careers information and impartial guidance.

FPSS is committed to providing a planned programme of careers education and information, advice and guidance (IAG) for all students in Years 7-13, in partnership with the local Connexions Service.

FPSS is committed to gaining the Investors in Careers Award.

This policy was developed and is reviewed biennially in discussion with teaching staff; the school's Connexions personal adviser(s), students, parents, governors, advisory staff and other external partners (e.g. the RBWM 14-19 Partnership).

The policy for CEIAG supports and is itself underpinned by a range of key school policies especially those for teaching and learning, assessment, recording and reporting achievement, citizenship, PSHE Education, work related learning and enterprise, equal opportunities and diversity, gifted and talented, looked after children and special needs.

Objectives

The careers programme is designed to meet the needs of students at FPSS. 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 CEIAG which meets professional standards of practice and which is person-centred, impartial and confidential. It will be integrated into students' experience of the whole curriculum and be based on a partnership with students and their parents or carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

Implementation

The Head of PSHE co-ordinates the careers programme and is responsible to the Assistant Headteacher (with responsibility for Advice and Guidance). This area is supported by a link governor and through the Pupils and Parents Governors Committee. Work experience is planned and implemented by the Head of PSHE who works closely with East Berkshire Education Business Partnership.

All staff contribute to CEIAG through their roles as tutors and subject teachers. Specialist sessions are delivered by the PSHE Education team. The CEIAG programme is planned, monitored and evaluated by the Head of PSHE in consultation with the Connexions personal adviser who provides specialist careers IAG. Careers information is available in the Careers area of the Learning Resource Centre which is maintained by the school librarian and the school's Connexion advisor.

The careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities (in the Learning Resource Centre and through the use of ICT resources), work-related learning (including one weeks' work experience), and individual learning planning/portfolio activities. Careers lessons are part of the school's personal development programme. The programme of study follows the non-statutory guidance. Other focused events, e.g. KS4 Options evening and a higher education evening are provided at the appropriate time. Work experience preparation takes place at a parents' information evening and follow-up takes place in careers lessons and other appropriate parts of the curriculum.

Students are actively involved in the planning, delivery and evaluation of activities and advising younger students.

An annual Partnership Agreement is negotiated between the school and the RBWM Connexions Service which identifies the contributions to the programme that each will make. Other links are being developed, e.g. with local 14-19 partners through the introduction of Specialist Diplomas.

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the CEIAG area. The Head of PSHE is responsible for the effective deployment of resources.

Staff training needs are identified as part of the Partnership Agreement process with the Connexions Service through an annual staff audit and in conjunction with the school inset co-ordinator. Funding is provided both from Connexions and from school funds. The school will endeavour to meet training needs within a reasonable period of time.

The Partnership Agreement with Connexions is reviewed termly. The programme is reviewed annually by the Assistant Headteacher with responsibility for Advice and Guidance and the personal adviser using the local quality standards for CEG to identify areas for improvement. A report is submitted to the senior leadership team and governors. Evaluation of different aspects of CEIAG is undertaken regularly.