



# Heaton Manor School

## Careers Education, Information, Advice & Guidance Policy

### Introduction

This policy is reviewed annually. Those involved with the review are:

- **Students** - through the Student Council
- **Teachers** – through Year Teams
- **Year Managers and associate staff** - through, Year Team meetings/Pastoral Services meetings
- **Local Authority**
- **Governors** – through GB meetings
- **Link Governor** – Dawn Whitehall

**Policy Updated:** September 2018

**Annual Review:** September 2019

**Governor Approval:** 10.09.18

### **Rationale**

CEIAG has an important contribution to make to the education of all students in order to make an effective transition from school to adulthood and employment. The school will provide a range of opportunities for students to learn about work, the world of work, the skills required for work and the Qualification Pathways available to them. Well thought-through decisions about learning and work informed by effective CEIAG can increase participation in learning and, in turn, raise attainment and support further progression; we have a particular focus to support the progression/transition/aspiration of disadvantaged students.

### **Purposes & Aims**

The main purpose of CEIAG is to provide students with the opportunity to engage in a range of activities that will contribute to their knowledge and understanding of the world of work and the qualification pathways suitable for students' individual needs. The school is committed to not just fulfilling its statutory requirements in this area but providing for students exceptional support and guidance throughout their time at Heaton Manor

The aim of CEIAG is to enhance the provision made to prepare students for the transition to the next stage of education or employment through:

- Contexts that help raise motivation and attainment
- Helping students to follow courses that are appropriate to their needs. with a particular focus to support the progression/transition/aspiration of disadvantaged students.



- Improving understanding of the world of work
- Ensuring appropriate provision and guidance
- Successful transition to the next stage of education and employment
- Empowering students to plan and manage their own futures
- Offering a responsive service that allows time for face to face guidance
- Providing comprehensive and unbiased advice and guidance
- Actively promoting equality and challenging gender stereotypes

## **Methods**

The methods by which the CEIAG team will accomplish these goals are:

- Providing a range of opportunities that enhance the curriculum
- Promoting awareness of the world of work
- Promoting a range of opportunities and provisions which assist in raising aspirations and achievement
- Promoting awareness and understanding of work, industry, the economy and community
- Relating skills, attitudes and knowledge learned in school to the wider world
- Developing students' personal and social skills to relate to the world of work
- Providing informed and impartial guidance
- Enabling students to make considered decisions in regard to future choices
- Maintaining and developing effective links with key partners including Connexions, Trust partners, Esh Group, Cathy Boland, our Enterprise Adviser (printed.com) and work experience providers
- To prepare students for transition to Further Education or employment with training

Specifically, impartial and independent IAG is provided to students through a number of ongoing delivery methods:

- VLE – Careers Classroom
- Cz & PD lessons across Key Stages
- Planned delivery of Year Group/transition specific activities
- University Links, including NECOP
- Industry specific talks and presentations
- Face to Face guidance with a qualified Level 6 in Career Guidance practitioner
- Group work for specific pathways (Apprenticeships)
- Display boards
- Careers Fair
- J C Plus schools liaison

## **Management**

CEIAG is currently led and managed by the Careers Officer who is responsible for:

- The management and co-ordination of the various aspects of CEIAG
- The activities at each Key Stage
- Monitoring/evaluation
- Liaison (SLT, Governing Body, Partners)

The Careers Officer is line managed by an Assistant Head teacher and supported by a Link Governor.

### **Review**

Each academic year the Careers Officer and Assistant Head will write an Action Plan for the Department to be incorporated into the School Development Plan. The Action Plan will be reviewed annually and the provision on offer to students will be audited utilising the Inspiring IAG Quality award.

### **Guidance**

This policy has been written with regard to the December 2017 Careers Strategy and the January 2018 Statutory Guidance.

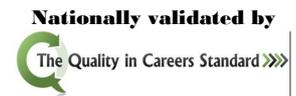
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We conform to the Gatsby Benchmarks

<http://www.gatsby.org.uk/~media/Files/Education/Pamphlet%20for%20headteachers%20and%20leaders.ashx>

and the Inspiring IAG Code of Practice (attached)



Heaton Manor School has achieved the **Inspiring IAG Gold Award**. The aim of the award is to:

1. Ensure young people get the support they need to make well informed, realistic decisions about their future through careers education, information, advice and guidance.
2. Have appropriate, up to date, accurate and impartial information and resources that all young people can access regardless of race, gender, religion, ability, disability, social background or sexual orientation.
3. Ensure the organisational policies relating to careers education, information, advice and guidance (CEIAG) are up to date and regularly reviewed and reflect this code of practice.
4. Empower young people by informing them of how they can access CEIAG to help them plan their future and make well informed, realistic decisions.
5. Offer all young people access to impartial and independent<sup>1</sup> careers guidance by a qualified<sup>2</sup> guidance professional, at a time and place that suits their needs.
6. Ensure that all staff working with young people are offered and access ongoing training about qualifications/progression pathways and other relevant subjects.
7. Work in partnership, where appropriate, with opportunity providers including employers, FE and training providers, and youth support services.
8. Working with parents/carers to offer them information, advice and guidance to help them, help their son/daughter.
9. Involve young people in the design, delivery and evaluation of CEIAG programmes.
10. Promote equality of opportunity, celebrating diversity, challenging stereotypes and raising aspirations.

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<sup>1</sup>“Independent” means external to the organisation

<sup>2</sup>“Qualified” means an approved Career Development Institute (CDI) qualification at level 6 or above.