



HASTINGS HIGH SCHOOL

CAREERS EDUCATION INFORMATION & GUIDANCE (CEIAG) PLAN & POLICY

Version	31/01/19
Document owner	Graeme Bonser AHT / Careers Lead
Source	National guidance
Governors oversight committee	Curriculum and Standards
Status	Draft
Date approved	31/01/2019
Next review due	31/1/2022
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INTRODUCTION

Hastings High School provides good quality careers education, information and guidance (CEIAG) advice to support students of all abilities. This is developed throughout a student's time at the school and is always supportive of their aspirations, strengths and skills. The focus of the support is aimed at raising awareness of career pathways, career choices and Post 16 destination pathways.

This policy summarises statutory guidance and recommendations and outlines the provision of careers education, work experience and provider access at Hastings High School.

Effective CEIAG is central to Hastings core mission statement:

“A supportive, innovative and inclusive school community which empowers individuals to thrive and excel”.

AIMS & PURPOSE

The core purpose is to ensure the effective provision to all pupils at Hastings High School are given sound Careers, Enterprise, Information, Advice and Guidance to improve life and work chances.

All Hastings pupils will gain an insight and knowledge of different career and education pathways, to access labour market information (LMI) and to identify and secure appropriate Post 16 destinations.

We aim to:

- Prepare students for the transition to life beyond secondary school (higher education and the world of work)
- Support students in making informed decisions which are suitable and ambitious for them
- Provide students with well-rounded experiences relating to CEIAG
- Develop characteristics e.g. social skills, communication, innovation, resilience and leadership which support high achieving students in the curriculum and in their careers
- Inspire and motivate students to develop their aspirations

KEY OBJECTIVES

- To ensure all pupils Post 16 have secured appropriate education, employment or training that meets individual needs.
- To raise aspirations and careers awareness of all pupils.
- For pupils to gain experience of working environments and provide meaningful encounters for all students with business organisations and Post 16 providers.
- All pupils should be fully aware of the pathways available to them post 16.
- Pupils from all years should receive impartial careers guidance.
- To link curriculum content with career opportunities
- To meet the statutory guidance of Careers Guidance and Access (January 2018).

SUCCESS CRITERIA

The Governments Careers Strategy published in January 2018 sets out a long term plan to help students attain and plan for a career that is right for them.

To achieve this aim of the DfE Careers strategy sets out that providers should use the Gatsby Charitable Foundation Careers benchmarks that stipulate all educational establishments for 11-18 year olds should:

1. Provide a stable careers programme
2. Facilitate learning from career and labour market information
3. Address the needs of each student
4. Link curriculum learning to careers
5. Provide encounters with employers and employees
6. Provide experiences of workplaces
7. Provide encounters with further and higher education
8. Provide impartial personal Guidance

MONITORING AND EVALUATION

Monitoring

The Hastings High School Careers Leader will monitor and evaluate the compliance and delivery of the above benchmarks utilising the COMPASS auditing tool provided by the Careers and Enterprise Company. The Careers Leader will also meet regularly with the Leicester & Leicestershire Enterprise Provider (LLEP) and have a named Enterprise Advisor from the Enterprise Adviser Network (EAN).

Compliance of the Gatsby benchmarks can be measured as part of the COMPASS auditing tool. This will facilitate effective monitoring and curriculum planning for the provision and delivery of careers education and guidance at Hastings High School.

The COMPASS audit will be completed by the Careers Leader annually to enable both short and longer term careers education planning to take place.

The findings of the COMPASS auditing tool will be shared with both the Leadership Team and school governing body annually in a pupil outcomes meeting during the spring term.

Additional Monitoring

The curriculum elements of the CIEAG will be monitored closely with the aim of embedding careers education within subjects at Hastings and to ensure effective delivery of careers education within the curriculum.

Students opinions will be requested as appropriate as part of the evaluation of curriculum activities taking place both on and off site.

We aim for 100% of students to identify suitable Post 16 pathways in Year 11 and have no NEET (Not in Education, Employment or Training) students 13 weeks after their Year 11 leaving date in the summer term. Hastings High school will work in partnership with PROSPECTS Leicestershire to monitor Post 16 pathways after 13 weeks and to identify and work with potential NEET students.

FAIR ACCESS POLICY

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose 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.

Pupil entitlement

All pupils 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 events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

Hastings High School develops strong and meaningful links with local education providers and actively promotes interactions between Post 16 providers and pupils in an impartial manner.

Providers seeking access to pupils will initially be referred to the Careers Leader (Graeme Bonser – gbonser@hastings.leics.sch.uk) who will then facilitate access to pupils within relevant year groups. The Careers Leader in conjunction with Pastoral Leaders will consider how best to respond to specific requests and accommodate the request and integrate the encounter as part of the pastoral programme. Requests that are immediate, without specific time to integrate into the programme may be declined, and an alternate date offered.

The Careers Leader will coordinate the Careers elements of the pastoral programme in conjunction with relevant Heads of Year.

Venues for encounters are dependent upon the nature and timing of the request. Commonly assemblies or tutor time is used to inform students of opportunities and academic pathways. On other occasions Hastings hosts post 16 interviews on site or arranges careers fairs on personal development days where providers have the opportunity to meet students during the school day and parents after school. We also liaise with other local providers in promoting planned events that would be of interest and benefit to students.

All guidance is aimed at providing for the best interests of pupils and remains impartial at all times

HASTINGS CIEAG PROGRAMME OVERVIEW 2018-19

Year Group	Activities <i>(additional events will be added throughout the year)</i>
7	<ul style="list-style-type: none"> • Introduction to Careers • Employability and leadership skills (LORIC/EDGE)
8	<ul style="list-style-type: none"> • Fast Tomato online careers CEIAG • Personal Development Day programme – World of Work • Year 8 PDD Enterprise competitions • Santander Money skills PDD • STEM talks/workshops • Police & Fire Service PDD • PiXL LORIC/EDGE programme
9	<ul style="list-style-type: none"> • Start profile online careers tool • Fast Tomato online careers CEIAG • Impartial careers advice and guidance to facilitate KS4 Options choices • PDD Enterprise and careers events • Year 9 Enterprise Events • Year 9 Options assemblies
10	<ul style="list-style-type: none"> • Work experience • Employability skills workshops • Labour Market Information (LMI) • Mock Interviews • Fast Tomato online careers CEIAG • Careers Progress Portfolios launched • National Careers Service talks / promotion • Personal Development Day Programme • Guest speakers, e.g. Speakers for school/Bank of England
11	<ul style="list-style-type: none"> • Careers Fair at Hastings with all local Post 16 providers and Universities (parental attendance encouraged) • Apprenticeship programme assemblies • Apprenticeship workshops (DWP) • Personal Development Day Programme - NCS • Labour Market Information (LMI) presentation • Interviews with local Post 16 providers • Mock interviews with local employers • Impartial Careers advice and guidance offered to all students • SLT SWOT meetings • National Careers Service talks / promotion • NEC World Skills Show • Practice Interviews with local employers and personalised feedback • Employability skills workshops • Apprenticeship workshops and presentations • Careers Progress Portfolio completed – Personal Statement and CV • Guest speakers

A “Careers Week” will also be included in the school calendar in October and March in which all subjects will relate learning to careers, and in which careers based assemblies will be delivered to all students. All subject area will promote careers opportunities within their subjects.

Access to CIEAG personal guidance:

The school employs a Part time Careers Advisor and students meet with the advisor in Years 9, 10 & 11.

Furthermore the school promotes access to the National Careers Service and the information provided within the school website for students, parents, carers and staff.

All Year groups access the “Fast Tomato” online careers package and have the opportunity to get impartial careers advice.

Supporting Documents

Careers and Enterprise Company – Understanding the GATSBY benchmarks:

<https://www.careersandenterprise.co.uk/schools-colleges/understand-gatsby-benchmarks>

Statutory Guidance:

<https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools>

Careers Strategy:

<https://www.gov.uk/government/publications/careers-strategy-making-the-most-of-everyones-skills-and-talents>

CDI Framework for careers, employability and enterprise education:

<http://www.thecdi.net/write/BP556-CDI-Framework-web.pdf>