





# ASHLAWN SCHOOL

*'A High Performing Specialist Academy'*

## CAREERS EDUCATION, GUIDANCE AND INFORMATION (CEIAG) AT ASHLAWN SCHOOL

<b><i>Policy &amp; Procedure Number</i></b>		<i>AP014</i>	
<b><i>Next Review Date</i></b>		<i>September 2023</i>	
<b><i>School Link</i></b>		<i>Claire Cooke</i>	
<b><i>Statutory</i></b>		<b><i>Website</i></b>	
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# **Careers Education, Guidance and Information (CEIAG) at Ashlawn School**

## **Introduction**

### **Principles**

Ashlawn has the highest expectation of our students and their potential. We recognise that Careers Education, Information, Advice and Guidance (CEIAG) makes a significant contribution to preparing our students to take their place as suitably qualified and responsible adults within society, who can make informed choices and achieve personal and economic wellbeing throughout their lives. CEIAG will enable Ashlawn students to develop key employability and enterprise skills which are highly valued by employers, colleges, universities and apprenticeship providers. By engaging parents and the local community our aim is for every student to fulfil their potential and be inspired to achieve a successful future. It is with this objective that our CEIAG programme has been developed, alongside reference to the recommended 8 Gatsby benchmarks

### Aims

Students are entitled to CEIAG which meets professional standards of practice and which is person-centred, personalised and impartial. CEIAG activities will be embedded in the curriculum and based on a partnership with students and their parents and carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

During their time at school, all students can expect:

- the support they need to make the right choices for Key Stage 4/GCSE, post 16 and post 13.
- access up-to-date and unbiased information on future learning and training, careers and labour market information
- support to develop the self-awareness and career management skills needed for their future
- career lessons during tutor time from Y7 to Y13 covering options after school, the world of work, the job market and the skills needed for the future
- to hear from a range of education and training providers, including colleges, universities and apprenticeship organisations; this could include visits and taster days, as well as assemblies , talks and meetings at school
- the opportunity to talk through their career and educational choices with staff including form tutors and the careers team
- access to one-to-one guidance with a trained, impartial careers adviser, by appointment; this is available to students of any year group. A meeting with an adviser independent of the school can also be requested. Understand their education, training, employment and other progression opportunities

## **How the aims will be achieved**

All students from years 7-13 will have access to a comprehensive and impartial careers programme and work related activities. This will include delivery of CEIAG topics

- Tutor, PSHE and mentoring activities
- Careers interviews
- Careers presentations and activities
- Careers activities with employers
- Guest speakers
- Mock interviews
- Work experience in years 10 and 12
- Attendance at Careers Fairs
- Transition meetings for targeted students
- University visits
- Apprenticeship talks
- STEM (science, technology, engineering and maths) activities across the curriculum
- Access to online portals and provision such as the National Careers Service
- Careers activities within curriculum areas

Employers from a variety of careers will be invited into schools and where possible students will be taken to visit a number of local businesses, colleges and universities.

All students will have access to, and support with using careers information that is:

- Easy to find and available at convenient times and in convenient locations including via the internet
- Clearly labelled and referenced
- Comprehensive, giving details of all progression, opportunities and associated support arrangements such as financial help
- Unbiased and up-to-date

Via

- Careers displays
- Library and careers hub
- ICT
- Assemblies
- Interviews
- Links with local businesses
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## **Roles and Responsibilities**

- Ashlawn School will make use of Prospects for independent and impartial careers guidance advice
- To address the needs and circumstances of our students, face to face interviews with an independent adviser will be provided for students with SEN (special educational needs) or disabilities and those for whom the Pupil Premium is paid
- We will work with a range of other schools, further education and higher education providers, and work-based training and apprenticeship providers to ensure that students have access to a range of options at each stage of their education
- We will evaluate our success in supporting students to take up education and training which offers good long term prospects through analysis of internal destination measures and DfE destination measures data
- Students will be made aware of the requirement to continue to study Maths and/or English after KS4 if they do not achieve a grade 4 or better
- The careers lead will seek representatives from each curriculum area to ensure careers is planned into subjects with meaningful extra-curricular

## **Monitoring and Evaluation**

This policy will be monitored through:

- Quality assurance processes which include; lesson observations, work scrutiny, learning walks, student voice interviews
- SLT monitoring of quality assurance processes though; coaching meetings, learning walks, lesson observations; interviews with staff and students
- SLT reporting to governors
- Student voice feedback
- External review processes such as those led by Ofsted, HMI and challenge partners
- Regular reviews of partnership activities with providers such as enterprise partnerships, Prospects,
- Outcomes for students including destination measures

## **Links with other policies**

The policy for CEIAG supports and is itself underpinned by a range of key school policies especially those for teaching and learning, assessment, marking and special educational needs and disabilities (SEND). It also works alongside the provider policy and work experience policies.

## **Careers education**

### **Years 7, 8 & 9**

Students will learn what work is, how salaries relate to different jobs, stereotyping around jobs, how to find out about jobs, the skills needed for work, jobs of the future, the geography of jobs. Students will be exposed to talks from representatives from the world of work and receive support to make the right KS4/GCSE choices.

### **Year 10**

Students will participate in one week of work experience. They will be guided and encouraged to find and carry out work experience placements, create CVs, applications and experience interview techniques.

### **Year 11**

Students will receive a 1:1 interview with an independent careers advisor. This will help them with Post 16 options and the different routes available to them. In tutor time they will learn how to write a personal statement for post-16 applications, hear from guest speakers in assembly about sixth form, college and apprenticeships; attend group sessions discussing the different post-16 pathways and key considerations when choosing post-16 options.

### **Year 12 & Year 13**

In Year 12, lessons include post-18 options, covering both university and alternatives to university. Students will take up one week's work experience. In addition, a range of other enrichment activities are available to support students to develop additional skills and knowledge.

In Year 13, students will have a mock interview, so lessons will help prepare students for this and explore how to get the most out of the experience. Students are supported through the post-18 application processes, including UCAS and apprenticeship, work-related or college options.

**This policy is to be read in conjunction with the Safeguarding Policy**