



# Careers Education Information and Guidance Policy

## Purpose of the policy

This statement outlines our approach to Careers Education, Information and Guidance in meeting the statutory requirement to provide a planned programme (1997 Education Act) and how we prepare students for the opportunities, responsibilities and experiences of life.

The policy for CEIAG supports and is itself underpinned by a range of key priorities and best practice, including the eight Gatsby benchmarks. The Queen's School is currently committed to gaining a nationally recognised Careers Quality Award, to demonstrate excellence in CEIAG. This is now a recommendation of the statutory guidance (updated March 2015)

The eight Gatsby benchmarks are:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

## Aims

Our aim is to enable students to develop the skills, knowledge and attitudes which will broaden their horizons and ensure they reach their full potential by making well-informed, realistic decisions throughout their school, adult and working lives. We will endeavour to ensure that students in all year groups gain access to personalised, relevant, impartial information at critical transition points.

## Careers provision

The CEIAG programme is delivered through a mixture of PSHE lessons, tutor time, assemblies and specific events such as our annual Careers Conference and Work Experience weeks. The programme is conducted by a careers guidance specialist with the support of PSHE staff, external providers, former pupils and parents, and other professionals, including academic staff of universities.

## Roles and Responsibilities

The Head of Careers is responsible for the strategic planning and management of the CEIAG programme, and in liaison with other staff will ensure continuity and the sharing of good practice. A link Governor has been appointed to supports CEIAG.

All staff contribute to CEIAG through their roles as tutors and teachers. Specialist sessions are coordinated and delivered by appropriate staff; whether internally or externally. The CEIAG programme is planned, monitored and evaluated. Careers information is available in both the Careers Library and the School Library.



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The programme for careers education and guidance is centred on:

## **Self-development and knowledge**

- Identifying personal qualities and skills, developing interests, values, beliefs and attitudes and relating personal strengths and interests to future career choices. Understanding influencing on them.

## **Career exploration**

- Identifying and investigating appropriate pathways and opportunities that fit aspirations, aptitudes and attributes.
- Understanding how to access information and get the most from it.

## **Career management**

- Taking responsibility for managing academic and career development.
- Checking progress, identifying goals, setting targets and making plans to enhance own learning and achievements.
- Planning ways of coping with unforeseen changes or circumstances that may affect future careers.
- Presentations and workshops on the skills required in applications and interviews.

The school's aims are realised through the following approaches:

## **Careers education**

- A planned and well established programme of activities from Year 7 to Year 13.

## **Access to information**

- Exploration of the extensive and up-to-date resources in the careers room and main library. Full use of purchased careers software and the internet to gain relevant LMI.
- The school is fortunate in having generous professional contacts. This enables us to organise an annual Year 10/11 Careers Convention, academic speakers for Year 12 for UCAS preparation and an opportunity for all Year 13 to experience a series of academic mock interviews, as needed. Visits to further and higher education establishments and work places will also be organised.

## **Experience of work**

- Work experience is offered in Year 11, after GCSE examinations.

## **Access to individual guidance**

- With our Head of Careers and teaching staff.

## **Records and action planning**

- Records of individual interviews are kept by the Head of Careers and action plans are drawn up, as appropriate. These are working documents which form the basis of all future careers guidance opportunities.