



The William Henry Smith Specialist College

Careers Education, Information Advice and Guidance Policy

Ensuring Positive Progression

Policy Details

Status:	In-house
Frequency of review:	Annually
Lead member of staff:	Karl Adamski
Last reviewed:	Spring 2024
Next Review Date:	Spring 2025
Policy Number:	SES 2

1.0 Introduction

CEIAG at William Henry Smith Specialist College includes activities that help students make informed choices, raise aspirations, promote equality, and develop confidence, self-belief, and essential skills. IAG applies to all school areas and staff roles, offering impartial advice at transitional times and access to current career information. Young people need support in making realistic decisions about their future and various life roles, including personal, social, emotional, and vocational development.

The college provides access to impartial career guidance for students aged 16 and older, promoting their best interests. It offers a planned programme for work-related learning, careers education, SRE, and drug education. Students receive up-to-date information on career opportunities and individualized advice, supported by external agencies where necessary. Safeguarding procedures are in place. The school's approach aligns with OfSTED's assessment areas, focusing on developing workplace skills, effective care, guidance and support, fostering partnerships, and promoting equal opportunity while addressing discrimination.

The college provides all students with a guidance and support system to help them plan effectively for their future. The aims of the CEIAG programme are linked to the key areas and objectives of the college. This policy is connected to other related policies to enhance the guidance process across curricula, including residential care areas, and is used as a tool to develop college objectives and priorities for teaching and learning. This includes adjusting content, delivery, and resources based on monitoring and evaluation.

All young people need information, advice, guidance, and support to make informed and realistic choices regarding their future lives and the many roles they will take on. Guidance helps young people make choices about their personal, social, educational, and vocational development. The college contributes significantly, along with parents and other support agencies, to providing an effective programme of careers education and guidance. This process is developmental and continuous, and all staff contribute alongside external agencies, working in partnership.

An effective programme of Careers Education is developed with personalized outcomes to ensure differentiation based on learner needs. Guidance helps young people focus on their own choices, and careers education equips them to access and make effective use of the guidance provided within the organization and from external agencies in the Local Authorities.

The Gatsby report on 'Good Career Guidance' (2014) and the 8 Benchmarks are being referred to widely by Government and the Careers & Enterprise Company when discussing careers education. They include:

1. A stable careers programme
2. Learning from Career and Labour Market Information (LMI)
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with Universities and Internships
8. Personal guidance

This Policy reflects the college's commitment to these 8 Benchmarks.

CEIAG encompasses all aspects of school life and involves staff in the personal, social, and emotional well-being of young people. Therefore, the careers education programme in the school aims to:

- Develop students' capabilities and understanding of their own needs and abilities
- Encourage students to investigate career opportunities locally and nationally through direct experience of work-related learning and enterprise activities
- Support students in implementing their career plans, reviewing and evaluating to make improved decisions and manage transitions effectively

Careers education provides knowledge, understanding, and experience of opportunities in education, training, and employment. It aims to develop decision-making skills and help students apply knowledge, understanding, and skills to their circumstances. Careers Education and careers guidance are interrelated. Collaboratively, the college and Calderdale & Kirklees Careers and relevant agencies aim to provide an effective CEIAG programme for students that:

- Encourages all students to recognise and value their skills and abilities, appreciating their relationships with, and responsibilities towards, other people, the community, and the environment
- Develops skills to make informed and realistic choices for their future
- Enables students and parents to be aware of alternatives and opportunities at different stages of life, raising aspirations
- Develops communication and confidence skills needed in new roles and situations
- Promotes understanding and experience of the world of work through WRL and enterprise activities
- Promotes equality of opportunity regarding race, religion, gender, and special needs disability

2.0 Learner entitlement

The college works together to provide services ensuring students receive appropriate information and advice they need to be happy, confident, and able to achieve.

Students should expect:

- Information about key people who can assist with education, career, and other personal, health, or financial issues
- Details on the guarantee of further learning offers at the end of Year 11 onwards
- Access to information on out-of-school activities and personal/health issues
- Information on potential financial assistance available to stay in education
- Access to a trusted adult to connect them to services/help lines
- Opportunities to participate in planning and improving information and advice services
- The chance to apply for school jobs

Help should:

- Be readily available
- Respect individual needs
- Be confidential
- Instil confidence for planning next steps
- Be impartial with consideration of all relevant options

The college strives to achieve high standards to provide access to impartial career information and broader personal issues. Parents and carers are encouraged to actively participate in their children's CEIAG through various reviews, open days, questionnaires, and information provided through the school website and magazine, etc. The college's personal advisor is present at all students' annual review meetings, open days, and has access to the college's resource area.

3.0 CEIAG delivery

Organisation and Content

The careers & employability education is delivered through timetabled sessions by class teachers in a Curriculum Enrichment lesson (OCR Life and Living Skills lesson) and key working. The CEIAG programme is considered very important to the whole curriculum, particularly for the end of KS4 onwards. The Careers Personal Adviser collaborates with class teachers and key workers as appropriate. Regular networking is encouraged and valued. The Compass Careers Benchmark Tool using 8 Gatsby Benchmarks is used to identify CEIAG delivery strengths. Strong partnerships with local schools and colleges provide options for Y10 onwards to access joint IAG events throughout the academic year, such as Careers Fairs, Super Learning Days, and Higher Education/Decisions @ 18.

All students have an individual CEIAG portfolio which includes all career plans in one document, including a yearly updated tracker sheet of all Careers provision provided. This shows progression of ideas and development from career planning and self-presentation skills. This also links work experience, WRL, and enterprise activities and other achievements together. The student's portfolio plays an important role in the collection of work for the Leaver's Portfolio. Students have an employability pass to identify transferable skills throughout the year.

The Careers Education programme follows from Post 16 onwards. Students have engaged in awareness-raising exercises about the nature of work, types of work, and future employment, including labour market trends, personal aspirations and objectives, using software and additional research skills to create personal career plans. All students are encouraged to participate in work placements, work experience, and regular meetings with Careers advisors.

Cross-curricular links

These links are made with appropriate curriculum areas and enhanced by WRL/enterprise and work experience provisions. Staff monitor work placements.

Students are encouraged to develop an understanding and awareness of equality concerning gender, ethnicity/religion, disability, age, and sexual orientation.

The college promotes personalised learning approaches to raise aspirations and break down cultural and economic barriers, fulfilling potential.

Provision for Learners with Learning Difficulties and/or Disability (LLDD)

Our students have specific learning difficulties associated mainly with behavioural, SEMH, and complex needs. Many students have diagnoses such as ADHD/ADD/Autism/ODD. Departments closely liaise to ensure equal opportunities and inclusion are addressed. The college supports identified students' needs with a range of suitable materials.

4.0 Key personnel

All college students have guidance sessions and access to the career's personal adviser. Regular links with identified personnel ensure individual needs are met. Key workers and class teachers provide information to support guidance processes, and the personal adviser attends all college students' annual reviews. They also commit to one open day per year where they meet with parents/carers.

Learning Group Leaders, supported by the Careers Coordinator and Curriculum Leaders, update and develop the CEG programme. The Careers Coordinator oversees systems and links to key governors.

Partnership Activities

Calderdale & Kirklees Careers support the college in enhancing CEIAG provision through INSET, network meetings, and advisory sessions. Links with employers and training providers enhance programmes through work experience, mock interviews, group presentations, and WRL/enterprise activities. The college collaborates with local schools/colleges and shares some WRL activities.

5.0 Links to other policies

The aims of the CEIAG programme align with the key areas/objectives of the college.

6.0 Resource allocation

Staffing and Staff Development

The Careers Co-ordinator ensures staff are updated and receive appropriate training through formal requests or informal sessions. Support is provided both in-house and through external agencies.

Resources

A termly review ensures resources remain current and appropriate.

7.0 Assessment, Review, and Evaluation

Monitoring and Evaluation

The Careers Leader is tasked with the annual review of the CEIAG program and conducts termly evaluations during scheduled careers meetings. The Careers Leader participates in internal meetings as necessary. Feedback from staff, students, and parents/carers is instrumental in assessing the CEG programme and setting targets for the subsequent year. Learning outcomes serve as a measure of the programme's effectiveness. Targets and progress are set and reviewed through the Foundation Improvement Plan. Mock interview sessions further reinforce students' self-presentation skills, and feedback from career advisers' aids in identifying and addressing any deficiencies in the learning process.

Student input is encouraged via the college council, comprehensive college questionnaires, and focus groups. An individual CEIAG entitlement checklist is maintained for all college students. Documentation such as CVs, mock interviews, application forms, Work Experience records, and employer reports serve as tangible evidence of learning outcomes.