

Careers Education and Guidance Policy (Aspire Engage Achieve)



Campion School

Policy Type:	CEIAG
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Approved by:	The Full Governing Body – December
Head Teacher Signature:	
Chair of Governor Signature:	
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Campion Careers Education and Guidance Policy (Aspire Engage and Achieve)

The rationale for Careers Guidance: Aspire Engage and Achieve

Careers Guidance makes a major contribution in preparing young people for the opportunities, responsibilities and experiences of life, to help them make a successful transition to adulthood.

Quality Careers Guidance provision should include the following elements:

- A planned progressive programme of career and employability education from years 7 - 13 that is firmly embedded in the curriculum
- Opportunities for every young person to have information and or experience of the full range of pathways at key transition points
- Engage with a range of employers and learning providers (This should include Further Education Colleges, 6th Form colleges, Apprenticeships, Higher Education Institutions, employers and other learning providers. These opportunities should provide young people with a variety of experiences that could inform and inspire their careers ideas)
- Have access to a wide range of careers and labour market information in a variety of formats
- Opportunities to have tailored support at key transition phases
- Access to specialist career guidance professional for personal guidance

Good career provision should support the wider agendas of attainment, achievement and participation in learning.

Vision and purpose

Promoting a career development culture is an essential part of the mission and ethos of our school. We aim to support the aspirations of all our learners and to ensure that they gain the understanding, skills and experience they need to make progress and succeed in learning and work. We believe that effective career education and guidance not only contribute to the well-being of individuals but also to the well-being of their families, the communities to which they belong, wider society, businesses and the economy.

Aims

Here at Champion School, we aim to raise aspirations, challenge stereotypes and encourage pupils to consider a wide range of careers. Through career education and guidance, it is hoped that pupils will be encouraged to make the most of their talents and to go on to jobs or courses which suit their needs and intelligence. In addition, we aim to help learners, through careers and work-related activities and interventions, to be able to:

1. Develop their understanding of themselves about future learning and employment opportunities
2. Develop their career management and employability skills
3. Learn and experience careers and the world of work

Champion school has a statutory duty to secure independent and impartial career guidance for all students from Year 7 – Year 13. We have chosen to employ a full-time careers adviser that is based at Champion school five days per week. This will enable us to deliver our statutory duties to include Years 7 –13 under this policy.

[Government statutory Guidance for Schools](#)

Links with other policies

The Careers Education and Guidance policy is linked to the following policies:

1. Personal, social and health education policy
2. SEN/ Learning support policy
3. Able, Gifted and Talented policy
4. CPD policy
5. Equalities policy
6. School improvement plan
7. Recording achievement policy
8. Curriculum policy

Our Commitment

Careers guidance is seen as playing an important role in motivating our students, promoting equality of opportunity and maximising their academic and personal achievement whilst at school and beyond and has a high priority in this academy in particular we intend our pupils to:

Develop a broad understanding of the world of work and an ability to respond to changing opportunities

Develop independent research skills so that they can make good use of information and guidance

Develop and use their self-knowledge when thinking about and making choices

Develop the skills they need to review achievements, plan future actions, make decisions, present themselves well and cope with change and transition.

We recognise that the process of making career decisions is a lengthy one and that most of our pupils will make their final choices post 16

Commitments

The Governing Body and staff are committed to:

- The provision of resources and advice to enable students to understand and develop career choices and to ensure that careers education is seen as part of the overall curriculum and learning framework for all years
- Encouraging pupils to achieve and be ambitious
- Involving pupils, parents and carers in the further development of careers work
- Ensuring that no pupil is disadvantaged in gaining access to education, training or employment through the delivery of CIAG by our own impartial careers advisers
- To achieve and retain the Investors in Careers Award

The organisation, Management and Staffing

Head Teacher – **Jassa Panesar**

Deputy Head – **Steve Bolsover**

Careers Manager – **Michael Wilson**

Deputy Head (Curriculum & Achievement) – **Peter Forsey**

Assistant Head (Curriculum Behaviour & Development) – **Nicholas Hawkins**

Head of Sixth Form – **Mandeep Forsey**

Lead Governor – **Fergus Durant**

Staff development and CPD

All relevant staff has access to a range of professional and locally run courses.

The Careers Lead holds IAG qualifications specific to the job role.

The school are represented at several meetings and forums such as:

Careers Enterprise meetings
The Leamington Rotary Club
Leamington Business Network meeting
Coventry & Warwickshire Chamber
Coventry & Warwickshire Careers Guidance Network Meeting
Central Warwickshire Careers Adviser Network Meeting
Coventry & Warwickshire Local Enterprise Partnership

National and local expectations

We are committed to meeting national and local expectations about careers by:

- Securing independent and impartial career guidance for Y7-13 as required by the 2011 Education Act. In implementing this duty we will pay particular regard to the DfE's principles of good practice (Section 10 of the statutory guidance, March 2015) and Ofsted's inspection criteria for evaluating careers provisions in schools (September 2015)
- fulfilling our duties under the Equality Act 2010 to promote equality of opportunity, foster good relations across all people, eliminate harassment and discriminatory practices and support children with protected characteristics

Current Priorities:

Our careers strategy is informed by these current priorities:

- supporting individual aspirations, improving attainment and ensuring positive destinations
- meeting the needs of specific groups including children in care, young carers, children from economically-deprived backgrounds and children with special educational needs and disabilities
- developing learners' career management skills, especially those associated with career adaptability, resilience, enterprise and employability
- improving young people's working lives by helping them to identify the values that are important to them such as contributing to the wellbeing of others through their paid and voluntary work and working in greener ways
- developing the use of digital technologies to meet young people's career development needs in conjunction with face-to-face support
- working with parents/carers, alumni and education, community and business partners to meet students' career development needs
- working directly with more employers in the local area to ensure a targeted work experience programme
- ensure the delivery of careers-related CPD for staff to provide our students with impartial advice and guidance

Curriculum Opportunities

Careers include both education and guidance. Careers education helps our pupils develop the knowledge and skills they need to make successful choices, manage transitions in learning and move into work. Through guidance, pupils can use their knowledge and skills to make the decisions about learning and work that are right for them. Progress in pupils' self-development and understanding of careers is regularly monitored.

The curriculum includes planned learning, which is undertaken through:

- A Careers education programme for Years 7 -13 linked to a careers scheme of work
- Work-related learning activities for Years 7 -13

The careers education and work work-related learning curriculum should meet the following Learning outcomes:

Self-Development

Understanding themselves and the influences on them

Career Management

Make and adjust plans, to manage change and transition

Career Exploration

Investigate opportunities in learning and work

Developing themselves through career and work-related learning education

Self-awareness

Self determination

Self-improvement as a learner

Making the most of career and work-related learning activities and experiences

Showing initiative and enterprise

Learning about careers and the world of work

Understanding careers and career growth

Understanding work and working life

Understanding business and industry

Investigating career and labour market information

Respecting equality of opportunity and diversity

Maintaining health and safety

Developing career management and employability skills

Making the most of guidance and support

In addition, we organise:

- Careers Fairs for pupils 9-13
- Work experience for Year 10 via face-to-face or virtual work experience
- work experience for Year 12 exploring vocational choices via face-to-face or virtually
- Mock Interviews Year 9
- Guest professionals (face-to-face or Virtually)

Further details of the curriculum programme can be seen on our dedicated careers website <https://www.campioncareers.com/copy-of-campion-careers-programme>

Careers guidance takes place on a one-to-one basis and is one aspect of the school's pastoral system. In this respect, career work is supported by the pastoral leads and form tutors during tutorial time. We are also well supported by our Careers Adviser who is based here all year round.

Equal opportunities

We are keen to promote equal opportunities and try to use every opportunity to challenge stereotypes and raise aspirations. In lessons, teachers are asked to ensure that pupils work in mixed-gender groups and that girls, as well as boys, are asked to be spokespersons. We monitor careers resources regularly to ensure that they encourage both boys and girls and pupils from minority ethnic groups to enter different careers.

At special events such as the Careers Fair, we aim to give parents and pupils a view of young, successful career women and men. The destinations of our leavers are closely monitored and younger pupils are informed so that we are aware of trends and opportunities through our Alumni Portal using GROFAR.

MONITORING AND EVALUATION

Monitoring

Campion School Careers Leader will monitor and evaluate the compliance and delivery of the above benchmarks utilising Grofar and the COMPASS auditing tool provided by the Careers and Enterprise Company. The Careers Leader will also meet termly with the Careers and Enterprise co-ordinator (Jamie Ormes). In addition, regular meetings will be held with a named Enterprise Advisor from the Enterprise Adviser Network (EAN).

Compliance with 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 career education and guidance at Campion School.

The COMPASS audit will be completed by the Careers Leader Termly 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 to embed careers education within subjects at Campion, ensuring the 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 using portals such as GROFAR.

GROFAR

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. Campion school will work in partnership with (**PROSPECTS**) Coventry & Warwickshire to monitor Post 16 pathways after 13 weeks and to identify and work with potential NEET students.

Evaluation and Review

The careers programme will be monitored regularly and amended after an annual review. Pupils' opinions will be actively sought and a working party of pupils established to help in the evaluation and review

Our Careers provision will be reviewed and evaluated in the following ways:

- Verbal feedback and discussions during meeting time
- Work experience diaries?
- Employer feedback forms?
- Year group questionnaires and surveys?
- Mock interview employer to student feedback forms?
- Destinations data
- . Parents' forum
- . Evaluation forms using interactive software (GROFAR)

Destination data will regularly be monitored using digital formats such as GROFAR and START. The academy is using this software to identify and track students chosen pathways and destinations.

Relationship to other parts of the curriculum and other policies

Careers education is conducted under the School's equal opportunities, work experience and external visits policy. The whole school remit of careers is recognised and the curriculum is developed alongside that of other departments so that careers education is an integral part of the school curriculum

Personalised Opportunities

Access to individual information, advice and guidance is available to all students in Years 7 -13. Access to information advice and guidance is delivered through a variety of mediums mentors, internal staff, external visitors, employers and careers software packages such as I-cloud, Start, Planit and Grofar that can be accessed at home and used on all platforms. This provides our pupils with the opportunity to have an individualised careers intervention with a median of their choosing.

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Access to a qualified specialist source of impartial careers guidance

Employer Engagement

We work closely with employers through a range of activities including:

- Virtual Work experience placements
- Careers Enterprise Company forums
- Virtual Shadowing placements
- Class talks
- Assemblies
- Mock interviews
- Employer visits (Face to Face and Virtual)
- Careers Fairs
- Coventry & Warwickshire Local Enterprise Partnership Advisor (Sarah Windrum)
- Employer Mentors
- More recently – **Playground Games**

Partnerships

The policy recognises the range of partners that support the CIEAG within our School.

These include:

- Liaison with Higher education institutions
- City College Coventry
- Solihull College
- Warwickshire College (WCG)
- Stratford Upon Avon College (SUAC)
- Aim Higher
- Employers and training providers

This secures additional access to face-to-face external specialist careers guidance as stated in the **Education Act 2011** for our disadvantaged students as defined by the school's governing body. Make Happen Funding is used for those students in years 9-11 who live in postcode areas set out by the government

We work in partnership with some organisations to ensure learners receive specialised and impartial advice when needed:

- Warwick University
- Oxford Brookes University
- Loughborough University
- Warwickshire College
- Coventry University
- Coventry & Warwickshire Local Enterprise Partnership Advisor
- Careers Enterprise Co-ordinator (Jamie Ormse)
- Careers Enterprise Adviser Sarah Windrum – (Emerald Group)

Resources

The School will provide a careers Office comprising information on employment, Training, university and opportunities available in the world of work.

Campion School is committed to maintaining this office which is readily accessible to all pupils and will be open from 8.30 am to 4.30 pm Mon -Fri. A drop-in service is available at lunchtime 12:20 – 13:00 Monday to Friday where students can discuss and research their career ideas with our fully qualified careers advisor.

Our careers adviser is based at Campion full time and interviews are booked for all students. Pupils are also welcome to book an appointment with the Adviser. Here at Campion, we recognise the key role that parents and carers play in career choices. They welcome them to use the careers room and to accompany their daughters/sons to interviews.

Past students are valuable resources and come in to help with career work. We are also grateful for the support we have had from local and national industries and higher education institutions.

The school will provide **resources** for the successful implementation of this policy by securing:

- An annual budget to cover internal needs, CPD opportunities and the commissioning of external sources
- Adequate staffing with appropriate training
- Student and staff access to information (electronic and hardcopy)
- Designated space for individual and group/classes

Resources

Careers Library

Weekly Newsletter

Health and Safety checks for work experience placements.

START Careers Platform for students (Annual Subscription)

GROFAR Careers management Tool (Annual Subscription)

SACU online

CDI registration (Annual Subscription)

Quality in Careers Award

We are working towards the prestigious Quality in Careers Award and are in continued dialogue with Prospects who deliver the award.

The execution of this policy is monitored by the senior management team and the **Governing Body** as part of the monitoring of the progress of the School Development plan. The policy is reviewed yearly by the Governing Body.

Engaging with Parents/carers

Parental/carer involvement is important in ensuring learners receive support at home. We include parents/carers and keep them informed of what we/learners are doing within Careers guidance and inspiration in the following ways:

- News Letters
- Work experience evenings
- Year 7 induction evenings
- Year 8 Options Day
- Work experience placements
- Careers Fair (Open to parents/carers)
- Access to a full-time careers adviser at Parents evenings years 8,9,10,11,12 & 13 face to face and virtually

Strategy

To achieve the objectives of this policy, we will:

- ensure that the governing body is actively involved in shaping careers policy and strategy through its committee structure
- develop and maintain a costed annual careers plan for achieving current priorities including delivering the planned programme, meeting staffing and CPD costs, and monitoring, reviewing and evaluating the strategy
- set out the contribution expected of all staff including subject teachers and tutors for students' career learning and planning
- communicate the benefits of effective provision to our partners, including link schools, and engage them in the co-ordinating provision
- Actively involve learners themselves in the planning, delivery and evaluation of the careers programme.

Review

This policy will be reviewed by the governing body yearly.

Signed


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Headteacher

Signed

Chair of Governors


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Date... December 2022.....

Date of next review.....December 2023