


# Careers Education and Guidance Policy (Aspire Engage Achieve)



**Campion School**

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

## **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, in order 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 year 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 a specialist career guidance professional for personal guidance

Good careers 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 careers education and guidance not only contributes to the well-being of individuals but also to the wellbeing 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 careers 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, our aim is to help learners, through careers and work-related activities and interventions, to be able to:

1. Develop their understanding of themselves in relation to 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 careers 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 to 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 achieving and retaining the Investors in Careers Award

## **Organisation, Management and Staffing**

Head Teacher – **Jassa Panesar**

Deputy Head – **Steve Bolsover**

Careers Manager – **Michael Wilson**

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

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

Head of Sixth Form – **Mandeep Sandhu**

Lead Governor – **Bob Crowther**

## **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 a number of 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 in relation to careers by:

- Securing independent and impartial careers guidance for Y8-13 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 provision 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 looked after children, 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 are able to 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 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 website <https://campion.warwickshire.sch.uk/pupil/careers/index.1.html>

Careers guidance takes place on a one to one basis and is one aspect of the school's pastoral system. In this respect careers work is supported by the pastoral leads and form tutors in 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 to 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 spokesperson. 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 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 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. In addition, regular meetings will be held with 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 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 with the aim of embedding careers education within subjects at Campion 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 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 be 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 in accordance with 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 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

## **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 use for those students in years 9-11 who live in postcode areas set out by the government

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

- Warwick University
- Oxford Brookes University
- Loughborough University
- Warwickshire College
- Coventry & Warwickshire Local Enterprise Partnership Advisor
- Careers Enterprise Co-ordinator ( Matthew Alvarez)
- Careers Enterprise Adviser (Sarah Windrum)
- Career Enterprise Advisor ( Kate Friend)

## **Resources**

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

Campion School is committed to maintaining this office and it will be readily accessible to all pupils and will be open from 8.30 am to 4.30pm Mon -Fri. A drop in service is available at lunch time 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 are welcome them to use the careers room and to accompany their daughters/sons to interviews.

Past students are a valuable resource and come into help with careers 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 through securing:

- An annual budget to cover internal needs, CPD opportunities and 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

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 progress of the School Development plan. The policy is reviewed yearly by the Governing Body.

## **Engaging with Parents / carers**

Parental/carers 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 fulltime careers adviser at Parents evenings year 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 clearly 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 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 8<sup>th</sup> December 2021.....

Date of next review 8<sup>th</sup> December 2022.....