

# Langley Grammar School

## Careers Education, Information, Advice & Guidance

### Statement of Policy and Practice

May 2016



#### 1. Introduction

##### 1.1 Rationale for CEIAG

Careers education, information, advice and guidance (CEIAG) make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life by:

- helping them make a successful transition to adulthood through the development of skills, attitudes and abilities that will enable them to be effective in a wide range of adult roles in the 21<sup>st</sup> century
- raising aspirations and supporting them to achieve their full potential
- empowering them to plan and manage their own futures
- encouraging lifelong learning
- challenging stereotypes and promoting equality, diversity and social mobility, and
- enabling them to sustain employability and achieve personal and economic wellbeing throughout their lives.

The purpose of CEIAG at Langley Grammar School is to offer opportunities for:

- **self development** – to help students understand and assess themselves, develop their capabilities in managing transitions, set targets and recognise the influences on them;
- **career exploration** – by investigating opportunities in learning and work through activities and information sources linked to work related learning (WRL), work shadowing and enterprise education (EE);
- **career management** – where students apply the knowledge and skills they have developed to make choices and adjust plans to successfully manage change and transition.

CEIAG, WRL and EE complement each other by focussing on:

- **learning *through* work** by providing opportunities for young people to learn from direct experiences of work,
- **learning *about* work** by providing opportunities to develop knowledge and understanding of work and enterprise, and
- **learning *for* work** by developing skills for enterprise and employability.

## **1.2 Principles**

Governors and staff at Langley Grammar School are committed to:

- providing students with a planned programme of careers education and information, advice and guidance throughout their school career, with opportunities at key transition points to access impartial, up-to-date information and expert advice and guidance from both external and in-house professional qualified careers advisors;
- maximising the benefits for students by involving alumni, other local secondary schools, employers, HE institutions and chosen professional agencies in the delivery of our programme;
- encouraging parental/carer involvement at all stages through Parent Teacher Consultations, presentations at key transition points, access to appropriate online resources and careers newsletters available on the school's website;
- paying regard to relevant guidance from the DfE, Ofsted, the Careers Development Institute (CDI) and other agencies on improving outcomes for young people.

## **2. Students' entitlement**

The CEIAG programme is designed to meet the needs of all students at Langley Grammar School. It is differentiated and personalised to ensure progression through activities that are appropriate to the students' stages of career learning, planning and development.

All Langley Grammar School students are entitled to:

- be educated in an environment which values and enhances their knowledge and understanding of the world of work, the economy and the community;
- an integrated careers education programme that promotes equality and self-esteem and that provides them with the employability skills, attitudes and abilities to enable them to make informed career choices;
- have comprehensive, timely and up-to-date information from trained personnel about GCSE choices, post-16 and post-18 options (including alternatives to university), enterprise, careers, training and employment opportunities;
- have easy access to advice and guidance which is impartial and broadens their horizons to help them work towards their career aspirations;
- work in partnership with their parents/carers, our chosen professionals and other community partners.

## **3. Implementation**

### **3.1 Leadership and management**

The Deputy Headteacher and the Careers Guidance Manager manage the day-to-day delivery of careers and higher education information, advice and guidance, in discussion with other staff including:

- Subject leaders (particularly from PCS and Enterprise Education)
- Phase Leaders
- Head of Sixth Form
- Named governor with responsibility for CEIAG.

### **3.2 Staffing and resources**

The CEIAG programme is planned, monitored and evaluated by the Careers Guidance Manager in consultation with the staff specified above, although all staff contribute to CEIAG delivery either through their roles as form tutors or as subject teachers linking curriculum learning to careers. Specialist careers education sessions (including how to access and interpret Labour Market Information) are delivered by PCS staff and the Careers Guidance Manager.

Printed careers information, university prospectuses and display boards in the school library and Sixth Form building are maintained by the Careers Guidance Manager while books in the careers library are logged on the Library & Resource Centre computerised database by library staff. Online resources are maintained by the Careers Guidance Manager with help from staff in the IT department.

### **3.3 Curriculum**

The CEIAG programme for each year group is constructed around a range of activities, experiences and resources including:

- taught careers education lessons
- assemblies
- tutor group guided activities
- in-house events (e.g. Year 12's 'Towards the Future' conference)
- external events (e.g. Year 9's Slough Careers Fair)
- presentations from external speakers
- online workshops, webinars and virtual mentoring/work experience
- CV workshops and mock selection interviews
- enterprise days
- visits to HE institutions
- visits to local businesses activities with other local secondary schools
- access to a live web chat service from the National Careers Service
- access to online resources and printed information in the careers library
- monthly careers newsletters
- psychometric assessment
- participation in Parent Teacher Consultations and other parents' information evenings
- group work
- one-to-one guidance interviews.

### **3.4 Partnerships**

The school works with a range of partners to deliver the CEIAG programme, including:

- external careers advisors from Adviza (formerly Connexions Berkshire) who deliver careers guidance interviews to Year 11 students with a personalised action plan
- Learning to Work (our local education-business partnership);

- other external providers of economic enterprise products;
- local employers including STEM ambassadors and Apprenticeship providers);
- HE institutions;
- two networks of Heads of Careers/Co-ordinators in other Berkshire and Buckinghamshire schools.

### **3.5 Resources**

Funding is allocated in the annual budget planning round and its level is related to whole school priorities and particular needs in the CEIAG area. The Careers Guidance Manager is responsible for the effective deployment of resources.

### **3.6 Staff development**

Staff training needs are identified in conjunction with the Personnel Manager. The school endeavours to meet training needs within a reasonable period of time. Staff are kept updated about developments related to CEIAG activities at briefing meetings, training sessions and via staff bulletins and the monthly careers newsletters.

### **3.7 Monitoring, review and evaluation**

The annual CEIAG development plan is reviewed regularly by the Careers Guidance Manager with the Deputy Headteacher, taking students' views into account whenever feasible.

An annual Partnership Agreement with Adviza (formerly Connexions Berkshire) is negotiated to include careers software licence arrangements and the contributions of both sides to meeting an agreed number of delivery days. Reviews take place every term with a formal review annually when possible areas for improvement are identified.

The Governing Body oversees arrangements for CEIAG through the Student, Staff & Community Committee.

**Reviewed by Careers Governor: May 2016**

**Approved by the Headteacher: July 2016**

**Date of Review: May 2019**