

## **CEIAG Policy and Strategy**

### **Background and ethos**

*“Engaging and Challenging all Learners”*

All children have a right to broad, balanced and relevant education which provides continuity and progression and takes individual differences into account. At John Mason School we provide a broad and varied curriculum to support all of our students; Careers Education, Information, Advice and Guidance are a key part of this provision.

Our curriculum aims to:

- build on students’ previous learning and provide stretch and challenge for all students, regardless of their ability, so that they make rapid and sustained progress
- provide for the particular needs and aspirations of students, as well as offering a basic entitlement to broad areas of experience
- equip students with the necessary skills and knowledge for a fast changing world
- help students develop a social and moral awareness and an understanding of their responsibilities towards themselves, others and the environment
- stimulate the development of lively and enquiring minds, and to provide the
- conditions in which creativity, imagination, improvisation, confidence in risk-taking and a thirst for new ideas and understanding can flourish
- encourage the attitudes and qualities which will lead students to pursue their learning beyond school

### **The Aims of our CEIAG programme:**

Within the context of these overarching aims, we aim to ensure that all students have an equal entitlement to high quality careers education, information, advice and guidance that:

- raises aspirations
- empowers young people to plan and manage their own futures
- provides them with an understanding of the world of work
- helps them to explore career options
- supports them in making decisions on the opportunities open to them.
- enables them to make an effective Post 16 transfer and to leave us equipped with career skills that will help them in the increasingly uncertain future.
- Actively promotes equality of opportunity and challenges stereotypes
- Helps young people to progress

We continue to evaluate the programme to strive to improve its effectiveness against these learning outcomes.

### **Principles**

Our CEIAG programme must:

- Link effectively with Work Related Learning, PHSE Education and the National Curriculum, in order to maximise student learning and avoid unhelpful repetition

- Provide totally impartial and up to date information through close working with Adviza, employers and FE and HE institutions, including information on local labour market information
- Give students access to impartial online IAG tool inc. Kudos / eCLIPS / iCOULD / OXME
- Challenge stereotyping and encourage students to widen their career ideas. Students learn how to deal with prejudice and discrimination and how to use skills of assertiveness and negotiation
- Reflect the true nature of today's and tomorrow's world of work

## Delivery and content

### Year 7

Students work to develop a better understanding of themselves as learners and have some understanding of what the world of work may require of them. They focus on the transition from primary school and on understanding their own skills and abilities. This is taught through Social Education (PHSE) which is delivered by a team of teachers.

Specific units focus on such topics as

- Learning and thinking skills
- Time management
- Dealing with people outside school. (This includes members of the school community talking to students about their jobs and career choices).

The summer term iDAY is an "Enterprise Day" supported by our business partners on an agreed theme.

### Year 8

Students continue to work on developing understanding of themselves as learners and what the world of work may require of them.

The autumn iDAY is a CEIAG day consisting of workshops, online activities, talks from providers and employers along with a "Human Library" where students meet a range of people from the world of work.

Students undertake a full programme of research and advice to assist with their choice of GCSE options, using the NHS "Step into the NHS" programme, KUDOS, eCLIPS, ICOULD and a range of Option support assemblies and lessons.

The option process also includes:

- An evening for students and parents to inform them about the process, and the subjects and advice available.
- A detailed information and guidance booklet on the options process containing all relevant information on subjects available, including course content and assessment information.
- Scheduled careers interviews for Year 8 students as required with the *Adviza* representative.
- Lunchtime drop-in sessions for student (run by *Adviza*).
- A detailed IAG programme in tutorial time, led by tutors, including peer interviews, one-to-one guidance.
- A "Taster" week where students are introduced to new subjects by subject specialists.
- An IAG booklet for students to record information from taster lessons, assemblies and tutor time.

### Year 9

Specific units of Soc. Ed focus on Enterprise – working in teams to develop and market a product and understanding roles in business and industry ("Beat the Boss" activity)

## Year 10 and 11

- One week's work experience in Year 10 and a programme of preparation and debriefing to maximise learning.
- A trip to Trinity College / for Year 11 to see what university life offers.
- Assemblies and talks to Year 11 by representatives from the OCC Apprenticeship team, and a representative from colleges such as AWC and OCC about apprenticeships and courses.
- Assemblies from apprenticeship providers, employers and targeted support to small groups.
- An assembly on sixth form applications and sixth form provision.
- A Choices at 16+ Evening- in partnership with other Abingdon schools and AWC.
- Year 11 students have one-to-one Interviews with the senior leadership team on current progress and aspirations.
- *Adviza* is actively involved at all stages, giving group talks, individual interviews, and drop-in sessions, and provide individualised, impartial advice and information.
- All SEN and Pupil Premium students are guaranteed a one-to-one interview with the *Adviza* representative early in Yr. 11.

## 6th Form

Our CEIAG provision includes:

- Tutor periods are used to support students in their learning and progress and to offer support as needed with future plans. Tutors lead tailored workshops on specific progression routes, e.g. university, Oxbridge applications, apprenticeships, art foundation courses, applications to study medicine.
- Assemblies and talks to Year 12 and 13 by representatives from the OCC Apprenticeship team, and a representative from colleges such as AWC and OCV about apprenticeships and courses.
- An assembly on UCAS applications and University life; this is followed up by further work on personal statements and applications in tutor time.
- A Visit to the Higher Education Fair at Portsmouth University.
- A visit to BMW to learn first-hand about apprenticeships.
- *Adviza* is actively involved at all stages, giving group talks, individual interviews, drop in sessions and providing impartial, individualised advice and information.
- All SEN and Pupil Premium students are guaranteed a one-to-one interview with the *Adviza* representative early in Yr. 12.
- Visitors to assembly, representing different careers and career opportunities.

## Roles and responsibilities

The CEIAG programme is planned, co-ordinated and evaluated by the deputy head for curriculum.

- Directors of Faculty, in particular the Director for PHSE and tutors are responsible for teaching and giving feedback on the taught aspects of the CEIAG programme.
- The Learning Resource Centre manager is responsible for maintaining the careers information stored in the centre.
- We work very closely with staff from *Adviza* including our link personal adviser and members of the education services team.
- A link Governor supports the Deputy Head in the strategic overview of CEIAG.

## Resources

- There is a dedicated Careers Office where the *Adviza* representative meets with students. The office is equipped with a laptop and a range of careers resources.

- Students are regularly given bulletins on local opportunities including apprenticeship offers and careers fayres.
- Careers software is the CASCIAD package. This is available on-line.
- The budget for CEIAG is negotiated annually in line with the CEIAG improvement plan and the need to update materials

### Partnerships

The CEIAG programme is greatly enhanced through links with a number of partners who help us to make students' learning 'real' and up to date. As well as the strong links with **Adviza** we constantly strive to expand and improve our links with **employers** and other local groups. This involvement includes the provision of work experience placements, Focus groups, talks in PSHE education and careers lessons, curriculum projects linked to particular subjects and mock interview sessions.

Our partners also include the other Abingdon schools and Abingdon and Witney College, OXLEP, Vodafone with whom we hold regular meetings in order to review our CEIAG programme, keep up to date with curriculum changes and share resources.

Parents/carers are vital to pupils understanding of career choices and the decisions they make. We provide all parents/guardians with up-to-date information on choices at 14+ and 16+ and arrange parents' information sessions. They are also encouraged to make appointments to talk to a personal adviser or the VGC to discuss individual concerns.

### Monitoring and evaluation

All activities that form the CEIAG programme are evaluated and information is used to inform planning for the next year. We use a mixture of evaluation forms (e.g. students fill one in at the end of the careers unit in PSHE education), focus groups (e.g. with a representative group of Year 11 after work experience)

Evaluation focuses on how effective the event/activity has been in helping students to learn whatever the intended learning outcomes were.

Staff feedback is gathered through evaluation forms and discussion during meetings.

*Adviza* runs its own evaluation of the service it provides, using student voice. The findings are shared with the Senior Leadership Team.

Signed off by Governors on 13<sup>th</sup> March 2018

Signed:

Chair of Governors

Next Review: March 2019

