

Cherry Tree Learning Centre

**Careers Education Information Advice and
Guidance Policy**

September 2020

Review date September 2021

**Please see the Covid 19 Update at the end of this
policy.**

Policy for Careers Education Information Advice and Guidance (CEIAG)

Introduction

Cherry Tree Learning Centre is responsible for securing access to independent and impartial careers advice and guidance for all pupils in years 7 – 11. Careers Education Information Advice and Guidance assists pupils in making and implementing appropriate education, training and occupation choices.

The aim of CEIAG is to raise pupil's aspirations, broaden their horizons and empower them to make informed realistic decisions at all key transition points in learning and work.

The role of the Careers Lead Teacher is to assist pupils in learning about careers and enabling them to make informed choices about their next steps particularly relating to colleges and appropriate courses that are available to them.

Aims of Careers Education Information Advice and Guidance

CEIAG has an important role to play in achieving the overall school aims. As part of a broad and balanced education it helps individual pupils to build the skills, knowledge and values needed for the management of their lifelong learning and career development. CEIAG will support by:

- Raising aspirations by helping pupils to identify educational and occupational goals
- Raising awareness of the pathways that are available to them relating to education, training and career opportunities
- Helping pupils to make informed choices about education, training and career progression
- Supporting pupils in the selection and application of a suitable college course or post 16 training provider
- Developing knowledge of themselves, self reflection, strengths, weaknesses, personal qualities and have a balanced view of their self worth and potential, giving pupils the ability to write a personal statement
- Developing attitudes of self reliance, flexibility, resilience and responsibility for their own decisions now and in the future
- Allowing pupils the opportunity of considering employability skills – communication, team work, self – motivation, organisation and social skills
- Giving pupils the confidence to face moving forward and reassurance about their next steps
- Ensuring pupils do not become NEET (Not in Education, Employment or Training)

Organisation and Content

A programme of Careers Education, Advice and Guidance, appropriate to all pupils will be provided as follows:-

- A planned programme of careers education delivered in Transition, KS3 and Year 10 PSHE lesson and form tutor time. Year 11 in Look To The Future lessons
- Individual advice and guidance from Connexions Personal Advisor
- Visits from representatives of various occupations.
- Care has been taken to meet all eight Gatsby benchmarks (GB) in order to provide the best careers advice to all pupils to ensure that they aspire to achieve the best outcomes possible.

The Gatsby Benchmarks (GB)

- Benchmark 1: A stable careers programme
- Benchmark 2: Learning from career and labour market information
- Benchmark 3: Addressing the needs of the child
- Benchmark 4: Linking curriculum learning to careers
- Benchmark 5: Encounters with employers and employees
- Benchmark 6: Experiences of work places
- Benchmark 7: Encounters with further and higher education
- Benchmark 8: Personal Guidance

Teaching and Learning

Careers education is covered in lessons and assemblies. Careers events and activities are discussed in classrooms throughout the academic year with a main focus in the summer term. Subject teachers plan into lessons opportunities to discuss careers in their subject. For example in Science and maths lessons subject teachers will discuss STEM jobs.

Assemblies in the summer term also have a focus on careers and next steps.

During the spring term all pupils have a chance to meet a range of people from different job sectors in What's My Line? event held annually at Cherry Tree.

The Careers Education Curriculum (GB 1, 2, 4, 5)

Transition

- Your beliefs
- Differences between school and work
- Motivation for work
- Different types of jobs and job sectors
- Being assertive
- Stereotypes and equal opportunities
- Budgeting
- Making decisions
- Writing an action plan

KS3

- Personal qualities
- Self esteem
- Skills for life and work
- Learning styles
- Being enterprising
- Working today
- Managing money
- Using reliable information
- Qualifications

Year 10

- What employers want
- Work and lifestyle
- Legal limits
- Rights and responsibilities
- Application skills
- Managing money

- Interview with Connexions PA (GB8)

The Look To The Future Curriculum for Year 11 will include:

- Team building activities
- Visits to local colleges including Dudley and Halesowen, (other visits to Stourbridge, Nova and Juniper Training may be organised on an individual basis with the Connexions Advisor and with Autism Outreach to support individual need as it arises (GB7)
- Regular meetings with Connexions PA (GB8)
- Information sharing regarding College special events including Open Days and Welcome Days (GB7)
- Follow up workshops from local college colleagues to include interview technique
- Personal Statement and CV writing
- Safer Travel Training
Visits from representatives of a variety of occupations and a recruitment consultant (Gb5)
- Visits to local places of work where possible (GB6)
- A careers fayre (GB7)
- Employability skills and abilities (GB2)
- Visits to local work places (GB6)

A variety of teaching and learning styles will be employed. There will be opportunities for individual research, group activities, speakers, visitors, visits and extensive use of ICT. Differentiation will be provided through the variety of resources used, tasks provided and through support to individuals and small groups. Action planning takes place in Year 11 in consultation with Connexions Personal Advisor.

Assessment

All pupils in KS3 and Year 10 will be given a questionnaire to at the end of the academic year to assess the impact of the careers programme.

In Year 11 Look To The Future pupils together with teaching and support staff, plan, assess and evaluate their progress in preparing for the post 16 transition. Throughout this process the Connexions PA available for support will be regularly updated and will respond to individual needs as they arise.

Moral, Spiritual and Cultural Education

Careers Education and Guidance will contribute to students' moral, spiritual and cultural development by helping them to understand the meaning and value of different types of work to individuals, communities and the country as a whole.

Equal Opportunities (GB3)

Careers Education and Guidance will help to promote the school's policy on equal opportunities by:

- Providing a range of resources which match individual needs
- Helping students to understand the importance of Equal Opportunities in working life
- Monitoring resources to ensure the absence of stereotyping
- Ensuring pupils are treated without prejudice and have an entitlement to Careers Education and Guidance, regardless of race, gender, religion, ability, disability, social background or sexual orientation

Special Educational Needs

Careers Education and Guidance will promote the school's policy on Special Educational Needs by providing:

- A range of resources to match individual needs
- Support from Teaching Assistants
- Support from Autism Outreach where appropriate
- Support from the Connexions PA with Action Plans where appropriate
- Support from College support staff

Staff Development

The lead teacher has an entitlement to Careers Education and Guidance network training meetings. Outcomes are cascaded to the rest of the Look To The Future team, PSHE teacher and other staff as appropriate.

Cherry Tree Website

Careers information for parents/carers, employers and students is on the school website. It includes links to various websites as well as dates for forthcoming college open days.

Resources

We are committed to working with The Careers Enterprise Company and Black Country Local Enterprise Partnership.

As far as possible resources will be regularly updated. Current resources include:

- College prospectuses, worksheets
- Steps Booklets Year 8, 9, 10 and 11(Prospects)
- UCAS Progress
- Connexions Website
- Other ICT packages – Kudos

Links to Other Policies

Equality Policy
SEND Policy
PSHE Policy

Next review date September 2021

Covid 19 Update

Due to Covid 19, there will be restrictions to several of the activities planned. At the moment work place visits and college visits will not take place. We will not be able to have visitors from FE colleges and other training providers. There will not be the usual visitors from different careers, businesses and the world of work. This policy shows the careers provision we provide in normal circumstances. However, we will endeavour to give our pupils the best careers education we can using online resources.

For our year 11 pupils we will be having regular visits from our CONEXIONS pa to help them with their college applications.