

Poltair Careers Education, Information, Advice and Guidance Policy

July: 2019

1. Rationale

Careers Education, Information, Advice and Guidance programmes (CEIAG) make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. It is our responsibility as a school to raise awareness of the range of careers, career pathways and training opportunities on offer that suit students interests and abilities and enable students to make the right choices to help them follow sustainable career path and employability throughout their working lives.

2. Commitment

The governors, head teacher and staff at Poltair School are committed to sourcing and delivering high quality independent Careers Education, providing our students with a programme of careers, education, information, advice and guidance for all students year 7 - 11, in partnership with external agencies.

Provision for students is based on the DfE Statutory Careers' Guidance and Access for Education and Training Providers, DfE, January 2018, including the 8 Gatsby Benchmarks.

3. Aims

The CEIAG programme at Poltair School aims to:

- To contribute to strategies for raising achievement, especially increasing motivation
- To support inclusion, challenge stereotyping and promote equality of opportunity;
- To help students make informed decisions based on course and career awareness;
- To introduce students to the full range of career pathways, for example, apprenticeships, university courses, traineeships etc;
- To provide additional support for students with SEN needs and those from disadvantaged backgrounds (pupil premium);
- To expose students to a broad range of careers and employment opportunities including those available locally, nationally and internationally;
- To encourage participation in continued learning, including further and higher education
- To develop enterprise and employability skills;
- To provide opportunities for students to experience the world of work and develop transferable skills;
- To contribute to the economic prosperity of individuals and communities.

4. Roles and Responsibilities

All staff contribute to CEIAG through their roles as tutors and subject teachers. All staff are responsible for contributing to students' careers education and every opportunity should be taken to engage students in conversations about their future. Tutors have a specific role in delivering CEIAG within PSCE (Personal, Social, Citizenship, Health & Economic) and tutor sessions.

A member of the Administration Team supports the administration of the Work Placements.

5. How CEIAG is delivered

CEIAG is delivered through a wide variety of formats but primarily within tutorial time by the Tutors at appropriate points throughout the academic year. Other structured events such as assemblies, visits to employers, training providers and further education establishments, Careers Fair, workshops, work experience and interviews with an independent Careers Advisor and CSW Group Ltd all take place throughout a student's time at Poltair to deliver CEIAG.

6. The Curriculum

The Careers programme includes careers education sessions, career guidance activities, information and research activities, work-related learning and individual learning activities. Other events and activities are planned and organised throughout the year.

The CEIAG curriculum includes:

- A structured and progressive careers programme in PSCE from Yr 7-11 including modules on topics such as an introduction to careers; financial capability; getting the most out of work experience etc;
- Presentations by a wide range of training providers to make students aware of the wide range of apprenticeships, traineeships and routes into higher and further education;
- 1 week of Work Experience (Year 10) and extended placements for those on alternative provision;
- Careers 4U provide one to one independent, impartial careers guidance and interviews to every Year 11 student culminating in a Personal Action Plan.
- Individual interviews for selected students in 11 with advisors from CSW Group Ltd, the external Careers Service;
- Links with The National Citizenship Service which encourage Year 11 students to take part in their programme during the summer of Year 11.
- Support from Local Sixth Forms and Colleges in the form of presentations, advice sessions, drop ins including Taster days.
- Access to the National Apprenticeship Show and Cornwall Careers Fair (Yr10).

Poltair School is committed to building good relationships with Local Business and Industry and is keen to build Employer Engagement.

7.Resources and Development

Funding is allocated to CEIAG and Work Experience on an annual basis. The Assistant Headteacher is responsible for the effective deployment of resources. Poltair is committed to developing CAIEG provision in particular building a base of resources both digital and paper to inform students of the latest national developments, statistics on labour market information relating to CEIAG and course and further education, training and employment opportunities information.

8.Monitoring, Review and Evaluation

The success of the CEIAG programme will be evaluated by student voice feedback, analysis of destinations data and tutor feedback on the Careers Programme with tutor time.

The quality of provision is internally evaluated annually against the 8 Gatsby Benchmarks using the Compass evaluation tool and in liaison with the Careers Enterprise Company (CEC)