

## The Swan School Policy - Careers Education, Information, Advice, and Guidance

Aims:	<ul style="list-style-type: none"> <li>To deliver high quality CEIAG which enhances understanding, knowledge and skills within our school. Our vision is that students will be suitably equipped to make informed choices and pursue the right qualifications and pathways within a “no limits” culture.</li> </ul> <p><i>This will be achieved by:</i></p> <ul style="list-style-type: none"> <li>Embedding the school values of ‘Ambition’ and ‘Dedication’, and ensuring that a high quality curriculum and teaching and learning open doors for students to make real choices about their next steps.</li> <li>Ensuring that a programme of careers education and guidance is in place that meets the needs of all students across the key stage areas.</li> <li>Preparing students for the transition to life beyond secondary school (higher education and the world of work).</li> <li>Supporting students in making informed decisions which are ambitious.</li> <li>Supporting inclusion, challenge stereotypes and promote equality of opportunity.</li> <li>Providing independent and impartial careers, education and guidance.</li> <li>Providing students with well-rounded experiences which help to motivate them in the context of their future aspirations.</li> <li>Keeping informed by both local and national developments and therefore retain credibility and relevance</li> <li>Developing and sustaining high quality links with local businesses, further and higher education providers.</li> </ul>		
Targets/ Outcomes	<ul style="list-style-type: none"> <li>All students are aware of the range of choices available to them after secondary school.</li> <li>All students feel supported to make informed choices about their careers and/or further/higher education.</li> <li>All students have the qualifications and skills to enter and thrive in a career of their choice</li> </ul>		
Definition:	<p>The Gatsby Benchmarks define 8 key aspects of good careers guidance in schools:</p> <ol style="list-style-type: none"> <li>1. A stable careers programme</li> <li>2. Learning from career and labour market information</li> <li>3. Addressing the needs of each pupil</li> <li>4. Linking curriculum learning to careers</li> <li>5. Encounters with employers and employees</li> <li>6. Experiences of workplaces</li> <li>7. Encounters with further and higher education</li> <li>8. Personal guidance</li> </ol>		
Student entitlement	<p><b>KS3</b></p> <ul style="list-style-type: none"> <li>Pastoral curriculum covers a range of topics related to CEIAG</li> <li>Elective and Duke of Edinburgh programmes to develop employability skills.</li> <li>The options programme for Year 9 supports all students in their choices with personalised support for vulnerable students.</li> </ul>	<p><b>KS4</b></p> <ul style="list-style-type: none"> <li>One-to-one careers discussions (priority given to vulnerable learners).</li> <li>Year 10 work experience.</li> <li>Pastoral curriculum looks at careers, further education, and apprenticeships</li> <li>All students are given an individual interview experience with a local employer.</li> <li>Careers events and speakers</li> </ul>	<p><b>KS5</b></p> <ul style="list-style-type: none"> <li>Students have access to individualised advice and guidance whenever required.</li> <li>Pastoral curriculum focuses on transition to the world of work and higher education.</li> <li>UCAS guidance with particular emphasis on personal statements. Each student will have support tailored to their application. Interview preparation, practice and workshops There is preparation for and support with aptitude and pre-admissions test.</li> <li>Access to information about pathways and careers.</li> <li>Work experience opportunities.</li> </ul>
<b>Roles and Responsibilities:</b>			
Students will:	<ul style="list-style-type: none"> <li>Be ambitious about what they can achieve and work hard so that a range of career and education opportunities remain open to them.</li> <li>Actively participate in all activities related to CEIAG and developing their employability skills.</li> <li>Seek out opportunities to enquire about different careers.</li> </ul>		
Parents and carers will:	<ul style="list-style-type: none"> <li>Encourage their child to be ambitious and talk to them about the importance of dedication.</li> <li>Discuss available educational and career pathways with their child.</li> </ul>		
All staff will:	<ul style="list-style-type: none"> <li>Remain ambitious for what <u>all</u> our students can achieve and instill the values of ambition and dedication.</li> <li>Keep informed about the world of work and changing requirements for access into different careers and education.</li> <li>Deliver aspects of the pastoral curriculum and elective offer related to CEIAG.</li> <li>Be prepared to have discussions with students about choices after secondary school.</li> </ul>		
In addition pastoral leaders will:	<ul style="list-style-type: none"> <li>Embed opportunities for CEIAG into the pastoral curriculum.</li> <li>Coordinate careers guidance, education opportunities, and provider access appropriate for the students in their care.</li> <li>Prioritise careers advice and guidance for vulnerable groups of students.</li> </ul>		
Provider access:	<p>The school manages access to providers to students at the school for the purposes of giving them information about the provider's education or training offer. Students in Year 8-13 are entitled:</p> <ul style="list-style-type: none"> <li>To find out about technical education qualifications and apprenticeship opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.</li> <li>To hear from a range of local Providers about the opportunities they offer, including technical education and apprenticeships.</li> <li>To understand how to make applications for the full range of academic and technical courses.</li> <li>A provider wishing to request access should contact the school through the school reception.</li> <li>A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak with students and/or their parents.</li> </ul>		
SLT will:	<ul style="list-style-type: none"> <li>Embed the whole school values of Ambition and Dedication</li> <li>Maintain close links with the local community, including businesses and educational providers.</li> <li>Prioritise opportunities for CEIAG within the school calendar</li> </ul>		
Related Docs:	Careers Education Provision (KS3), <a href="#">Gatsby Benchmarks</a>		

Monitoring Date:	Monitored By:	Full Review Due:	Review By: