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**Policy for Careers Education, Information, Advice and Guidance (CEIAG)**

Careers Education Information and Guidance (CEIAG) programmes make a major contribution to preparing young people for the opportunities, responsibilities and experience of adult life. A planned progressive programme of activities supports and guides them in choosing appropriate 14 – 19 pathways that suit their interests. abilities and aspirations. CEIAG programmes help students to follow a career path and give them the knowledge, skills, drive and determination to sustain employability throughout their working lives.

Stafford Manor High School is committed to providing to providing a programme of CEIAG for all students. The school’s work is informed by current government guidelines and recommendations and other relevant guidance.

**Aims**

Stafford Manor High Schools CEIAG policy has the following aims:

* To contribute to strategies for raising achievement, especially by increasing motivation to ensure school is unmissable and unforgettable.
* To support inclusion, challenge stereotypes including unconscious bias and promote equality of opportunity and equality in particular for our disadvantaged learners.
* To encourage participation in continues learning including Further Education, Apprenticeships, Training and Higher Education.
* To develop Enterprise and Employment skills.
* To reduce the proportions of students Not entering into Education, Employment and Training (NEET) figures and to reduce those who drop-out from courses in education and training.
* To contribute to the economic prosperity of individuals and our communities.
* To raise awareness of the Local Market information and skills gaps.
* To focus students on their future aspirations and to raise them.
* To involve parents and carers in key decisions concerning careers and progression routes.

**Roles, Responsibilities and Accountability**

Responsibility and accountability for careers provision is with the SLT Strategic Careers Lead Mrs Thorley and Operational Careers Lead Miss Mee whose role it is to ensure that the aims of the Stafford Manor High School CEIAG policy are met with further oversight provided by SLT and the Governors’ Careers (QE) link.

**Links with other Policies and School Development Plan**

This policy supports, and is underpinned by, key school policies including those for Teaching and Learning, Assessment, Personal Development, PSHEE and Behaviour, Recording and reporting achievement and supporting pupil premium and student with Special Educational Needs.

**Implementation of Careers Education**

Individualised CEIAG is provided through face-to-face impartial careers guidance interviews with an external careers advisor from the Skills and Employability team within Staffordshire County Council. CEIAG is further enhanced via activities and workshops with a range of external partners including contributions from local and national businesses, employers and professionals, FE and HE institutions, training providers and voluntary sector. In-house, staff offer additional support through form tutors, the SEN and Inclusion team and subject departmental activities at appropriate points throughout the academic year.

Our careers programme shows how we map to the 8 Gatsby benchmarks.

<https://www.gatsby.org.uk/education/focus-areas/good-career-guidance>

**Equality and Diversity**

CEIAG is provided to all students who are encouraged to follow career paths that suit their interest, skills and strengths with the absence of stereotypes or unconscious bias. All students are provided with a range of opportunities and diversity is celebrated within this programme.

**Year 7:** The focus is on further developing their knowledge from lessons they may have done in primary school on careers and the world of work. The focus is to raise awareness and start to consider the vast number of careers/jobs available and to begin to think about future plans.

**Year 8**: The focus is on the skills, qualities and attributes needed in the world of work and to develop their career plan further.

**Year 9**: The focus is on linking plans and dreams to reality for future choices and options post 14 and to consider a curriculum pathway towards their dreams through a clear plan post 14 and post 16, including named providers and appropriate courses.

**Year 10**: The focus is preparation for work and employability skills and on developing clearer links with employers and post 16 providers including developing resilience towards setbacks.

**Year 11**: The focus is on Post 16 options, the application process and on committing to pathways through real life applications.

**Careers Guidance**

An external careers advisor from the Skills and Employability team within Staffordshire County Council will provide individual and impartial interviews throughout the year. Each Year 11 student will leave having had a least one face-to-face guidance interview.

Any student requiring additional or enhanced support are identified and referred to the operational careers lead, Miss Mee and the external careers advisor from the Skills and Employability team within Staffordshire County Council throughout the year for additional intervention, support, advice and guidance. Any staff member can identify where extra support may be needed and directly refer to the SLT Strategic Careers Lead and/or Operational Careers Lead.

Parental involvement in encouraged at all stages. Parents are kept up to date with careers-related information through social media, Class Charts, Letters, Heads Up parent bulletin and at parent/open evenings. Parents are welcome to attend their child’s careers interview.

The Careers Programme includes careers education sessions, careers guidance activities, information and research activities and individual learning activities. Careers lessons are part of the PSHE scheme of work. Other events and activities are planned and organised separately throughout the year.

**Monitoring Review and Evaluation**

An audit of the CEIAG provision will be carried out annually to ensure the careers provision fully supports the whole school aims included within the school’s Strategic Plan. Monitoring and review will include, staff and student feedback, ongoing monitoring and review of careers advice through discussions with key staff and students. Data provided by the local authority is used to ensure that there is close tracking of leavers, destinations and any trends including the Labour Market Information (LMI).

**Stafford Manor High School CEIAG Programme will help students to:**

* Understand themselves, their interests, likes and dislikes, what they are good at and how this affects the career choices they might make.
* Identify any barriers to education, employment and training and signpost/refer as required to internal or external agencies for additional targeted support.
* Find out about different courses, what qualifications they might need and what opportunities there might be.
* Develop the skills needed for working life, including looking at the positive activities or voluntary opportunities students could engage in out of school.
* Understand the necessary employability skills and those important personal and social skills required outside of the classroom.
* Make realistic, but ambitious, choices about careers, courses and jobs.
* Develop a plan of action for the future.
* Understand the different routes after Year 11 including further and higher education, apprenticeships and training and employment.
* Be able to make effective applications for jobs, training and further and higher education.
* Develop interview and presentation skills.
* Be able to complete a CV and application form.
* Improve confidence and self-esteem.
* Be optimistic about their futures.