

CAREERS EDUCATION, INFORMATION ADVICE AND GUIDANCE (CEIAG) POLICY

CEIAG AT SALESIAN COLLEGE

From September 2013, The Education Act of 2011 placed schools under a duty to ensure that all registered pupils in Years 8-13 have access to independent, accurate and impartial information advice and guidance. Consequently we are committed to ensuring that all young people have a planned programme of activities to help them choose 14- 19 pathways that are right for them and to be able to manage their careers and sustain employability throughout their lives. Careers education and guidance programmes play a major part of the College's duty and obligations to help young people choose pathways that suit their interests, abilities and individual needs. Our robust careers programme will help avoid disengagement, puts school learning into a wider and more relevant context, and helps raise aspirations and in turn achievement.

Our CEIAG policy aligns with Don Bosco's educational philosophy which was, inter alia, based on providing the necessary set of opportunities to help young people become independent and safe thorough education. The development of careers education and accrual of work skills aligns with the Salesian approach to provide young people with opportunities to become the best they can be to the betterment of self, other and the world around them.

In our school we have established a coherent programme which supports young people to move through their education and to the next stage of their life and equips them to manage their future progression through learning and work. It is a progressive pathway through a range of different career learning opportunities which are embedded into the curriculum. We support student's educational decision making and transitions beyond school or college. This vision is connected to wider citizenship learning and personal development.

AIMS

CEIAG prepares students for adult and working life. It aims to equip young people to play an active part in determining their future roles as learners and workers, helping them to make realistic and informed choices about their careers, to manage transition to the next phase of education, training or employment, and to succeed in future education, training and work.

The main aims are-

- **Self-development:** students will review their own personal strengths, interests and aspirations, they will understand the influences on their career plans.
- **Career exploration:** students will gain knowledge of the world of work and gain authentic first hand experience of opportunities in learning and work.
- **Career management:** students will make decisions and plans for their future in learning and work, know how to find and use sources of advice, guidance and support, present themselves well in writing, online and in person and prepare for the next phase of their education, training and work

CAREERS PROGRAMME

CEIAG implementation, delivery and evaluation is the responsibility of the Head of Careers. Our programme is based on the Eight Gatsby Benchmarks, <https://www.gatsby.org.uk/education/focus->

areas/good-career-guidance which describe a conceptual and integrated programme of activity. The Benchmarks are a framework for good career guidance developed to support secondary schools and colleges in providing students with the best possible careers education, information, advice, and guidance. The links between the benchmarks strengthen the programme's coherence, cohesion and natural progression. The Benchmarks are listed below.

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

A STABLE CAREERS PROGRAMME

This is an embedded programme of career education, information, advice and guidance that it is known and understood by students, parents, teachers, governors and employers. It can be accessed on the Careers Website on the VLE and it is sent to stakeholders annually.

LEARNING FROM CAREER AND LABOUR MARKET INFORMATION

Part of our approach is to provide every student, and their parents, access to good quality information about future study options and labour market opportunities. The Head of Careers will arrange the support of an informed adviser to make best use of available information. As an example, the college has links with different course providers and possesses several digital platforms for this purpose. Parents evenings and Information evenings facilitate information about different courses and options. The College also organizes a Careers Convention & Fairs every two years which are open to Years 11-13 mainly. More than 40 careers are represented and students have the opportunity to browse and explore options following presentations and speak or contact the different companies attending.

In addition, students are invited to attend careers Fairs at Alton Convent School and Priors Field School, which provides them with opportunities to speak to professionals working in a variety of careers. Another career opportunity provided by the College is the internal College programme "*Salesian Inspires*"; a series of talks given on nominated Fridays by parents and other professionals on their chosen career path. The programme is also promotes information about important Key Stages and different routes.

ADDRESSING THE NEEDS OF EACH STUDENT

The College is aware of how students have different career guidance needs at different stages. We believe that the link between PSHE careers lessons and careers general provision thorough the Gatsby Benchmarks is crucial. Therefore we provide opportunities for advice and support are tailored to the needs of each student during their different stages in education. General information evenings, strong academic and pastoral monitoring systems, specific year programmes defined by their honest and impartial advisory system and curriculum linked activities and SendCo, ensure that we cover every

need to each student. We embed equality and diversity considerations throughout our approach to careers ensuring that the needs of all are accommodated under our statutory obligations.

LINKING CURRICULUM LEARNING TO CAREERS

In our school teachers are supported to help link curriculum learning with careers. For example, STEM subject teachers highlight the relevance of STEM subjects for a wide range of future career paths. In additions teachers promote events and activities displayed on the VLE which are relevant to the progress and depth in their subject. The National Careers Week, Apprenticeship Week, other relevant Fairs and digital platforms inform on subject profile linked to job profile, salary, opportunity and progression. In addition each September the College facilitates for key stage 4 students Curriculum Week which builds on work experience week in the previous June and which precedes the Morrisby test in the Autumn Term.

ENCOUNTERS WITH EMPLOYERS AND EMPLOYEES

Our policy ensures that every student has multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This will be achieved through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes. As an example, Year 13 mock Interviews with employers take place in the Autumn term following workshops on Personal Statements, CV writing and letters of application during Year 12. The Year 13 mock interview evening, is delivered in a formal setting and formal feedback is provided to students. Year 9 – 13 have an employer evening where students and their families meet different professionals from different career paths and discuss suitability. The Salesian Inspires programme is also a source of information and contacts.

EXPERIENCES OF WORKPLACES

Our policy will ensure that every student has first-hand experiences of the workplace thorough work visits, work shadowing and/or work experience to help their exploration of career opportunities and expand their networks. We will make arrangements for Year 10 students to undertake work experience towards the end of the academic year and will work with an external agency and we use a digital platform to monitor the programme. All checks are carried out and a feedback session is facilitated to students. Volunteering is at the core of what we do and as such, it represents an Invaluable source of workplace experience. The visit to Frimley Park hospital to attend “The taste of Frimley”, provides an opportunity to visit the hospital, attend different workshops and experience a range of careers related presentations which take place at this event.

ENCOUNTERS WITH FURTHER AND HIGHER EDUCATION

By making time pastorally, via form time and assemblies and academically, within subjects, students will be able to understand the full range of learning opportunities that are available to them. This includes full academic and vocational routes and learning in schools, colleges, universities, and in the workplace. As an example, university presentations with visiting academics and other personnel from university will give specific or general talks to students to support their course and career aspirations. Information and guidance on apprenticeships and degree apprenticeships is also arranged every year. Advice and guidance relating to specific universities such as for Oxbridge or medical degrees is

provided by a range of senior staff. In addition, Year 12 students attend UCAS University and apprenticeships Fairs, annually.

PERSONAL GUIDANCE

This policy also supports the opportunity for every student to be provided with guidance on interviews with a certified career adviser, who could be internal or external, provided they are trained to an appropriate level. There is a clear emphasis on impartial career guidance offered by accredited external agencies. These are available whenever significant study of career choices are being made. An Options Evening for Year 9 is organized annually in January to inform about GCSE subjects and career options. Internal and external advisers are offered as support for information when making choices at this stage. An Options Evening is arranged in the Autumn Term for Year 11 and parents to find out about A level subjects and the course content, and to find out about the sixth form. Detailed information is also given out by departments who particularly focus on potential degree courses or careers by taking certain A Level subjects. Students from year 12 and 13 talk at this evening and share with the attendees what they have enjoyed during the Sixth Form and how their experiences of it have helped them. The evening is publicized locally and is also open to prospective students and parents from other schools. Sixth Form Higher Education Information Evenings take place during Year 12, two information evenings are held for students and their parents.

To further assist students the College also provides information regarding university courses, apprenticeships, applications and careers, posted on the Careers area and on the Sixth Form area of the VLE for all students to access. This area also includes links to various websites which will support Sixth Formers in making key choices. Students taking deferred entry or gap years are encouraged to return to Salesian to receive course advice and to support their application should they desire it. Relevant Staff are available after A-Level results to give advice about university choices and careers where required. Comprehensive support is offered for some days after the publication of the A Level results. In addition, we have a team of impartial advisers who deliver personal guidance every autumn term.

CAREERS COMMUNICATION

The department communicates with its stakeholders in the following ways:

- VLE Notices and VLE Careers Website
- Social Media: College's website, Facebook, Twitter, Newspapers.
- Letters, Email and Clarion Call
- Open Days
- Open Afternoons
- Parents Information Evenings
- Parents Evenings
- Newsletters and Careers newsletters
- Library

Main Careers sites are on the Careers Departmental Website on the VLE. Useful sites for CEIAG amongst others are –

- **Good Career Guidance Gatsby Benchmarks** <https://www.gatsby.org.uk/education/focus-areas/good-career-guidance>

- Careers and Enterprise Company <https://www.careersandenterprise.co.uk/>
- Career Development Institute <https://www.thecdi.net/Home>
- National Careers Service <https://nationalcareers.service.gov.uk/>
- Careers England <https://www.careersengland.org.uk/>
- International Centre for Guidance Studies <https://www.derby.ac.uk/research/centres-groups/icegs/>

To augment our Salesian identity and to demonstrate our commitment to student welfare, the Careers Department works in partnership with College Staff, governors, parents, employers, employees, OSAF, and numerous external companies to provide a cohesive and effective careers service.

POLICY CONTROL	
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