



Contact person: Mr Peter Glynn - Assistant Headteacher

## Contents

1) Definitions.....	page 1
2) Key Staff.....	page 1
3) Context.....	page 2
4) Aims.....	page 2
5) Commitment & Student Entitlement.....	page 2
6) Provision .....	page 2-3
7) Resources .....	page 3
8) Monitoring, Review and Evaluation.....	page 4

### 1) Definitions

#### Information

Information is data on opportunities conveyed through different media, including face-to-face contact, printed material, telephone help lines, ICT software and websites.

#### Advice

Advice involves:

- Helping a pupil or parent to understand and interpret information
- Providing information and answers to questions and clarifying misunderstanding
- Understanding circumstances, abilities and targets
- Advising on options, or how to follow a given course of action
- Identifying needs – signposting and referring pupils who may need more in-depth guidance and support.

#### Guidance

Guidance aims to support pupils to:

- Better understand themselves and their needs
- Confront barriers to understanding, learning and progression
- Resolve issues and conflicts
- Develop new perspectives and solutions to problems
- Be able to better manage their education journey and achieve their potential

### 2) Key Staff

- Careers Lead: Mr P.Glynn. Assistant Headteacher
- Key Stage Three Leader. Mr P.Petchey
- Key Stage Four Leader. Mrs P.Onderdonck-Young
- Key Stage Five Leader. Mr M.Streete
- CrossRoads Careers Service. Ms S.Willmott

### 3) Context

The landscape of education, training and employment opportunities that a student needs to navigate is more complex, challenging and fast changing than that faced by previous generations.

A young person in 2018 is likely to face a work life journey involving significantly more occupational change than their parents or teachers, with many of those occupations still to be invented. It is interesting to note that half of the fastest growing occupations in the UK in 2015 did not even exist in 2005.

#### **4) Aims**

Wadebridge School aims to improve the success, progress and employability of our pupils through access to high quality CEIAG and outstanding learning opportunities, that will equip with them with the knowledge and skills they need to embrace the fast changing world described above.

#### **5) Commitment & Student Entitlement**

Working in partnership with CrossRoads Careers Services, the Careers and Enterprise Company, our Enterprise Advisors, local businesses, training providers and voluntary organisations, the staff and Governors are committed to providing a CEIAG experience that meets the requirements the 2017 DfE Careers Strategy, the Cornwall Careers Offer and that fulfils the eight Gatsby benchmarks of Good Career Guidance:

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

#### **6) Provision**

Students and parents that use CEIAG at Wadebridge School are entitled to a service that is:

##### **Accessible and Visible**

It is our statutory duty to ensure that pupils have access to independent, impartial, advice and guidance that is free from direct or indirect discrimination. Pupils are entitled to have a range of entry points, such as one to one meeting and signposted online material, in order that CEIAG is available to them when and where they need it.

Working with tutors, the Senior Leadership Team and CrossRoads Careers Services, additional support is provided at key decision-making stages to ensure pupils are:

- informed of the options available to them;
- aware of how their choices might influence their future education, training and work life, including which careers pathways may become available to them.

##### **Professional, Knowledgeable and Impartial**

Those providing CEIAG should have the skills and knowledge to identify pupil's needs effectively and to address either those needs, or signpost or refer them to suitable provision.

In order to fulfil this requirement, the school provides:

- Appropriate training and professional development opportunities for teaching staff and in particular the Careers Lead and tutor teams.
- Access to 1-2-1 independent careers advice and guidance for students. This service is impartial, confidential and bespoke to each student. There is the opportunity to discuss options for a student with a parent or carer, if agreed by the student. This service is delivered by a Matrix accredited independent advisor who is qualified to Level 6 in Careers Advice and Guidance
- Access to information from a range of external education and training providers and employers.
- Signposting to accredited CEIAG material online.

## **Enabling**

We encourage pupils to consider all opportunities available to them and to become lifelong learners who take control of their future working life, by:

- Encouraging them to look beyond their everyday experience in making the choices about future pathways, through contacts with education and training providers, businesses, alumni and providing relevant the labour market information.
- Helping them to see the links between discrete CEIAG activities, such as encounters with education and training providers and employers and their day-to-day subject learning and school activities.
- Developing employability skills through activities, such as Resilience Week and the Duke of Edinburgh Award Scheme.

## **7) Resources**

- CEIAG software – JED, Unifrog.
- Access to up to date printed material, posters and information in the Library, and the Careers Office.
- Accredited website links such as: Career Pilot, Student Ladder, Get My First Job, National Careers Service, Find an Apprenticeship.
- Access to an Independent Matrix Accredited Careers Adviser.
- CEIAG tutorial programme
- CEIAG themed assemblies with employers, education providers and other external speakers.
- Employer visits and activities in some subject areas
- Recording of careers activities (started January 2018)
- Information shared regarding open days and apprenticeship opportunities

## **8) Monitoring Review and evaluation**

In order to ensure the quality of provision, the CEIAG programme incorporates:

- Opportunities for pupil feedback on specific CEIAG activities and services
- Analysis of pupil destinations data
- 3 year –re-accreditation of the Matrix Standard by our principal independent Careers Advisor
- An annual review of the CEIAG programme by the Key Stage Leaders, together with the Careers Lead and Careers Advisor.
- A review of CEIAG provision and progression against the Gatsby Standards by a CIOS Enterprise Advisor.
- Annual monitoring by the Governors Transition and Curriculum sub-Committee.

**Updated:** July 2018.     **Review Date:** July 2019