



BOTTISHAM VILLAGE COLLEGE

CAREERS EDUCATION INFORMATION & ADVICE POLICY

THIS POLICY WAS APPROVED:	SUMMER 2023
THIS POLICY WILL BE REVIEWED:	SUMMER 2024
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	JO SMITH

Rationale

At Bottisham Village College we aim to support the life development of our students. Preparation for future transitions should be smooth and well informed to facilitate effective career management. Careers education, information, advice and guidance (CEIAG) supports a young person during activities which enable them to gain a deeper understanding of themselves as they move through school life and beyond. They gain knowledge of the options that may be available to them in order to make realistic career decisions. A comprehensive progressive programme supports the choosing of education and employment pathways whilst considering individual skills, attributes and beliefs, thereby promoting sustainable employability throughout future working lives. Effective careers education and guidance has the capacity to make a positive contribution to the well-being of individuals, their families and their communities; aiding social and economic growth and driving the curriculum forward, addressing and developing skills. By engaging students, teachers, parents and the local community we aim to enable students or all abilities to fulfil their potential and to achieve a successful future.

National and local expectations

We are committed to meeting national and local expectations in relation to careers by:

- Securing a quality programme of careers education and independent and impartial careers guidance for years 7-11 as required by the 2011 Education Act and Provider Access policy.
- Fulfilling our duties under the Equality Act 2010 to promote equality of opportunity, foster good relations across all people, eliminate harassment and discriminatory practices and support children with protected characteristics. Our guiding principles include our school community valuing all our staff, students, parents and carers, we value all contributions towards achieving the goals of our mission statement and for the benefit of all (Bottisham Village College Equality Policy).
- Meeting the statutory requirements outlined in the Department of Education publication 'Careers strategy: making the most of everyone's skills and talents (December, 2017) which endorses the implication of the Gatsby Benchmarks and the appointment of a Careers Leader to oversee the development of careers provision.
- Providing access to students as required under the 'Careers and guidance and access for education and training providers. Statutory guidance for governing bodies, school leaders and school staff (January, 2018).
- Working with the Combined Authority (formerly the Greater Cambridge Greater Peterborough Local Enterprise Partnership) to participate with local initiatives accessible by recognition as an Opportunity Area institution.

A range of activities are taking place annually to facilitate student economic well-being and understanding of employability skills. The activities will adhere to our Health and Safety Policy to ensure the health, safety and welfare of all staff, students and parents taking part.

Partnership working

Historically, we have worked with Cambridgeshire & Peterborough NHS Trust; Cambridge Building Society; Faculty of Education, University of Cambridge; John Lewis; The Marshall Group of Companies; The National Stud and Red2Green, within the Bottisham Education Partnership (BEP) which was formed in 2010. We are hoping to re-establish and develop Partnership working with the companies as part of our CEIAG programme. A key initiative is the appointment of a Partnership Manager, who will work closely with the Careers Leader to expand current and forge new links with businesses.

Objectives

All our students have an entitlement to CEIAG. Our careers strategy is centred on these learning entitlements, or objectives (from the CDI Framework, March 2018), which span from year 7 to 11:

Developing yourself through careers, employability and enterprise education

- Recognising personal changes, what you have to offer and what is important to you
- Describe and explain your personal wellbeing, progress and achievement
- Explain, review and reflect upon how you have benefited as a result of learning from careers, employability and enterprise activities and experiences.

Learning about careers and the world of work

- Describe and explain different ways of looking at careers and how careers develop
- Identify and explain how work is changing and how this may impact on people's satisfaction with their working lives
- Describe and explain the types of businesses, how they operate and how they measure success
- Know what LMI (labour market information) is, where to find it, and how to use it in your career planning
- Recognise and challenge stereotyping, discrimination and other barriers to equality, diversity and inclusion. Know your rights and responsibilities in relation to these issues.
- Be aware of the laws and by-laws relating to young people's permitted hours and types of employment; and know how to minimise health and safety risks to you and those around you, by following safe working practices.

Developing your career management, employability and enterprise skills

- Know how to access and use a wide range of CEIAG and distinguish between objectivity and bias. Build up your own personal networks of support.
- Recognise and develop your employability qualities and skills, and provide evidence of these
- Show that you can be enterprising in the way you learn, work and manage your career. Know the skills and qualities that entrepreneurs have. Show that you can manage your own money, understand personal financial documents and know how to access financial support for further study and training
- Be able to research education, training apprenticeship, employment and volunteering options including information about the best progression pathways through specific goals

- Know how to make plans and decisions carefully including how to solve problems and deal appropriately with influences on you
- Know your rights and responsibilities in a selection process, know strategies to use to perform well and learn from participating in selection processes

How the objectives will be achieved

These objectives will be supported by discrete CEIAG input, delivered through collapsed curriculum days, as well as individual events, a Life Skills embedded curriculum provision, the opportunity for independent careers guidance and work experience placements.

All students will have the opportunity to explore careers and the world of work through a progressive curriculum, delivered during collapsed timetable days, form time, assemblies and dedicated CEIAG events. Additionally, in terms of post-16 transition for our year 11 students, we provide detailed and relevant information about their possible next steps, as well as support and guidance with the application process, including information evenings for students and carers.

The school website will contain information about our provision, as well as linking into our school calendar of events. Our intranet will contain more information for parents and students access, including links to school career-related policies, opportunities, helpful websites, and to informative presentations created by our Independent Careers Guidance Counsellor and Careers Leader.

Work experience is a vital part of our programme and takes place in year 10 at the end of the summer term. All students have equal opportunities in relation to the access of information about the availability of work placements, however we encourage students to find their own placements. Students are guided through this process in school and we have a dedicated administrative support worker liaising with students, parents and carers and businesses.

Students are given information in PSHE and form time to guide them through their work experience placements, they are expected to reflect on their experience and understanding of the workplace and key employability skills. Students gain a greater understanding of the requirements of the workplace enabling them to career plan more effectively at key transition stages.

The school works closely with Form the Future (<http://www.formthefuture.org.uk/>) to ensure the quality and safety of work placements.

Priorities for improvements to CEIAG are linked to the College Improvement Plan, specifically area for development 3.8: 'Develop a whole school strategy to deliver high quality CEIAG to all student further enabling them to make informed choices and secure appropriate progression pathways'. This will be monitored throughout the year and will inform planning for the next academic year.

Commitment

Bottisham Village College is committed to providing a stable programme of careers education, information, advice and guidance for all students in years 7 – 11. The provision is informed by the following legislation:-

- DfE (2015) Careers guidance and inspiration in Schools
- The ACEG Framework (2012) – A framework for careers and work-related education
- DfE (2010) Towards a strong careers profession: An independent report by the Career Profession Task Force
- Equality Act (2010)

- CDI (2018) Framework for careers, employability and enterprise education
- DfE (2017) Career Strategy: making the most of everyone's skills and talents.
- DfE (2018) Career guidance and access for education and training providers. Statutory guidance for governing bodies, school leaders and school staff.

Information

CEIAG information is communicated to our students in the following ways:

- Careers displays
- Plasma screens around the school
- School Bulletin
- Careers library: under development
- ICT: exploring careers websites, post-16 choices
- Form times and extended form times
- Assemblies
- Displays of information and guidance for SEND students in the Learning Support Department
- Interviews: options and post-16 from College CLT and HOLs
- Interviews: year 11 from Business people
- Intranet career webpages
- Visits to and from industry representatives
- Independent Careers Guidance Counsellor: self-referrals, parental referrals and teacher referrals can be made. All students in Years 10/11 will have the opportunity for a career guidance interview. Small groups of students will also receive career guidance interviews to support Year 9 GCSE choices.

Student information will be shared with our Independent Careers Guidance Counsellor, and information from these interviews will be communicated with the student, their parents (with the student's permission) and will be available for their teachers to view. This includes assessment data which includes predicted grades and information relating to their performance and behaviour.

The raising of the participation age came into effect from September 2013. As a result, any year 11 student who is RONI (Risk Of NEET Indicator) will be carefully monitored by the IAG team and a specific programme of support will be developed. (NEET: not in employment with training, education or other training programme).

Staff development

CEIAG staff will be required to attend relevant CPD events to develop the CEIAG provision within the College. This training will be shared amongst faculty staff who are working on integrating CEIAG within their subject's curriculum.

Parental Involvement

We will seek parental involvement in the CEIAG programme, through commitments from parents to deliver careers sessions to students, and through evaluating our provision. Parents will be informed through parentmail, and our website.

Cross references

The following policies and documents also support the CEIAG process:

- Equality and Diversity
- Special educational needs
- School Development plan
- Safeguarding and Child Protection
- Partnership agreements with external agencies
- Provider Access Policy

Resourcing

An annual CEIAG budget is set and agreed between the Principal, the College Business Manager and the Careers Leader. The Careers Leader is the budget holder.

Staffing and Management

All staff will contribute to CEIAG through their roles as class teachers and subject teachers. The Careers Leader will have overall responsibility for the strategic development of CEIAG, supported by the Partnership Manager and Post-16 Co-ordinator. She will be line-managed by the Principal. The Careers adviser is a Level 6 Career Guidance trained, bound by the Career Development Institute Code of Ethics, qualified to offer independent, impartial career guidance interviews to the student population.

Evaluation procedures

The Careers Leader and the Principal will be responsible for monitoring, reviewing and evaluating the programme and activities.

This will occur through a range of methods:

- Meetings for informal feedback and discussion between the Careers Leader, CLT, CEIAG Governor
- Working to complete the Cambridgeshire CEIAG Award (2 modules)
- Teacher, student and parental response to events and topics, including work experience
- Analysis of destination data and student tracking documentation
- Career guidance interviews and feedback
- Formal meetings with external agencies- Careers Enterprise Company, Combined Authority, Skills Service.
- Student evaluations of CEIAG events and collapsed timetable days