

Manor High School



Careers Education Information and Guidance (CEIAG)
Policy 2019-2020

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1. Introduction

Careers Education Information and Guidance is introduced from Year 7. At MHS, we are committed to providing outstanding CEIAG for all. Ensuring that each student is offered the tools to consider and recognise their personal skills and qualities and the career options available to them, underpins the whole careers education programme at the school.

School Aim

To enable students to increase their knowledge, develop understanding and skills relevant to life in a rapidly changing world. Preparation is key.

Policy Statement

Careers Education Information and Guidance at MHS is an integral part of the preparation of all students for the opportunities, responsibilities and experiences of life in modern society. All CEIAG is unbiased and impartial with the student at the forefront.

2. Aims of CEIAG at MHS

- a) Self Development – Our students should be able to understand their own strengths and weakness and be aware of the influences around them.
- b) Career Exploration – Our students should have the tools to know how and where to investigate educational and work opportunities.
- c) Career Management – Our students should be able to make and adjust plans to manage change and transition.

Learning Outcomes

- a) Self Development – students should be able to:
 - Assess their achievements, qualities and skills
 - To present this information as appropriate
 - To use this knowledge for personal development
 - To set their own career targets
 - To recognise and deal with influences on their own attitudes, values and behavior in relation to work
- b) Career Exploration – students should be able to:
 - Use a variety of sources of careers information
 - Understand employment trends
 - Use work experience to improve their chances
 - Understand the nature of work and people's attitudes to it
- c) Career Management – students should be able to:
 - Understand and use the sources of help
 - Understand and use decision making techniques
 - Be familiar and confident in completing job/college applications, the importance of interviews, and the need to be prepared
 - Understand and recognise rights and responsibilities in the workplace

3. Careers Education Information and Guidance

Careers Education helps individuals to develop the skills, knowledge and understanding required to make appropriate choices, manage transitions in learning and move successfully in to work. Careers Education takes place in the classrooms; during Citizenship lessons, whole school assemblies, careers talks, World of Work and additional curriculum days (for each year group).

Careers information and Guidance is a means of enabling individuals to apply the skills, knowledge and understanding they have learned to make appropriate decisions about learning and moving in to work. It should be impartial, client centered and confidential. Careers Information and Guidance mainly takes place through individual support.

4. Staffing 2019 - 2020

- Vanessa Mehta – Careers Lead in school vmehta@manorhigh.leics.sch.uk
- Cheryl McCarthy – Careers Advisor (Level 6 CEIAG) lifejigsaw@outlook.com
- Sanjay Mistry – Careers linked Governor (contact via the school)

All staff are involved in preparing students for personal and working life, both as a young person and as an adult. All form tutors play an active role in CEIAG through the StartProfile on-line careers platform, World of Work additional curriculum days and being familiar with up to date Post 16 & Post 18 knowledge through the staff careers handbook guide.

5. Careers Education Information and Guidance across the Year Groups Year 7 & 8

CEIAG is embedded through START Profile and Citizenship. Students begin to look at their skills and qualities, matching those to different career sectors, subject challenges, workshops and career sector talks. Along with student/parent access to StartProfile, additional information is available through a programme of careers talks and workshops. Careers support is also incorporated in weekly Citizenship lessons. They also receive careers related activities during the school additional curriculum days.

Year 9

Students in Year 9 receive whole class support choosing options, and the opportunity to do 'taster sessions' with the teachers. Along with student/parent access to StartProfile. Additional information is available through a programme of careers talks and workshops. Careers support is also incorporated in weekly Citizenship lessons. They also receive careers related activities during the school additional curriculum days. Along with student/parent access to StartProfile, additional information is available through a programme of careers talks and workshops.

Year 10

Along with continual access to StartProfile students prepare for work – CV preparation, understanding job applications, writing covering letters, work experience, careers talks and workshops, understanding apprenticeships, college courses and A level options. Year 10 have 24 hour student/parent access to StartProfile. Additional information is available through a programme of careers talks and workshops. Careers support is also incorporated

in weekly Citizenship lessons. They also receive careers related activities during the school additional curriculum days. All Year 10 students will take part in a mock interview day with business volunteers from the local community. All students will be offered work experience through LEBC during the February and August holidays.

Year 11

Students continue as above with additional focus on Post 16 options. Students all receive one-to-one CEIAG sessions with a Level 6 qualified Career Advisor. Students are supported with Post 16 selection and application process, through targeted assemblies and StartProfile as well as a post 16 Fayre. Additional information is available through a programme of careers talks and workshops. Careers support is also incorporated in weekly Citizenship lessons. They also receive careers related activities during the school additional curriculum days.

6. Careers Interviews

Careers interviews are led by Cheryl McCarthy, Careers Advisor, with each student being offered a 40-minute interview early in the academic year. Students are then able to request a second meeting, as needed. These interventions are confidential, and learner focused. Students receive their own personalised action plan. All Year 11 students are included. Referrals can be made by any member of staff from any year group. All PP students are given an extra one-to-one, where parents are invited to attend.

7. Information and Resources

- Careers Information and Resources are located in the school study centre
- The Study centre offers additional IT access
- The Study centre is available to students at break and lunchtimes
- Materials are available on short term loan
- Information is displayed in all subject areas and around the school

8. Keeping Updated

- Current university and college/6th Form prospectuses are updated annually
- UCAS information is available
- Information is updated as often as possible
- Apprenticeship opportunities are displayed as appropriate

9. Equal Opportunities

The careers department supports the school Equal Opportunities Policy and endeavors to implement it in the following ways:-

- Equal opportunity lessons
- Careful selection of posters and display material
- By encouraging all students to aim to support themselves financially
- By encouraging all students to consider all options including non-traditional careers/roles
- By avoiding the use of one gender and gender specific job titles
- By offering as free a choice for work experience as possible
- Equal access to information for all students of all abilities

We recognise that courses and employment are available and suitable for people of varying skills, abilities and personal qualities. We encourage students to consider these aspects when choosing work placements, F.E and H.E courses and employment. If a student does not have the academic ability for their chosen career, we try to help them identify this and plan accordingly. We emphasise their strengths and where that might take them.

10. **Recording, Assessment and Reporting**

Students will start to store a record of all work on their START lockers, workbooks and profile, building up their 'job bank' and interests. All work can be monitored by staff and areas of interest highlighted. Talks, visits and events can then be organised for students with specific sector interests.

Students receive work experience reports from visiting staff and employers.

Each student receives a personalised action plan after any CEIAG meeting. This is a confidential document.

11. **Entitlement**

Students in Years 7 – 11 should:

- learn about themselves and the influences around them
- develop decision making skills
- develop skills to help them manage transition
- have access to up to date information about learning and work
- have impartial, confidential and up-to-date guidance
- learn about the world of work
- experience the world of work, where appropriate

Parents are entitled to:

- have access to careers information at Parents Evenings
- have access to information on Options at 13 and 16 and during Post-16 evening sessions
- have information about Work Experience and the opportunity to discuss Work Experience issues

12. **Monitoring, Review & Evaluation**

Feedback from staff, students, parents and business representatives is key when monitoring, reviewing and evaluating the careers offer. The Gatsby Benchmarks are becoming more embedded in the school and students are becoming more involved at a much earlier age. This year we are trialing the new U Explore platform STARTprofile which is free of charge. The proposed introduction of WOW days across all year groups next academic year and the purchase of TRACK (depending on the START trial results) which will run alongside START will introduce a much more accessible 'locker' of information.

13. **Links with the Community, Outside Agencies and Businesses**

Manor High School has a vast bank of links with businesses in the local area. Pupils are encouraged to attend Post 16 Open Days and Taster Days.

Labour Market Information (LMI) – our careers adviser is constantly in touch with the local EBP and belongs to numerous 'networking' groups to keep up to date and relevant.

Research and speaking with representatives from the World of Work also supports key trends and LMI.