

Careers Education, Information Advice and Guidance Policy Document

- 1. Title** Bishop Barrington School
Policy for Careers Education Information Advice and Guidance (CEIAG)
- 2. Introduction**

A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make decisions and plan their careers, both in school and after they leave. The 2003 National Framework for CEG places a statutory requirement for schools to give students 11-19, access to careers education, information advice and guidance. Bishop Barrington School CEIAG curriculum endorses the objectives of the CEG framework, Personal Development and Economic Wellbeing and the quality standards of IAG.

 - **Rationale for CEG** A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make decisions and plan their careers, both in school and after they leave. The 2003 National Framework for CEG places a statutory requirement for schools to give students 11-19, access to careers education, information advice and guidance. Bishop Barrington School CEIAG curriculum endorses the objectives of the CEG framework, Personal Development and Economic Wellbeing and the quality standards of IAG.
 - **Commitment** Bishop Barrington School is committed to providing a planned curriculum for careers education, information advice and guidance for all students in Years 7-11 in partnership with the County Durham Connexions Service. CEIAG is committed to meeting the statutory requirement that all young people should participate in WRL (KS4) and Enterprise Learning 11-16.
 - **Development** This policy is developed and is reviewed through discussions with teaching staff; the school's personal adviser, students, parents, governors, and other external partners (DBEP etc.).
 - **Links with other policies** It is underpinned by the school's policies for teaching and learning, assessment, recording and reporting achievement, PSHE and citizenship, work related learning, enterprise education, equal opportunities, health and safety.
- 3. Objectives**

The CEIAG curriculum is designed to meet the needs of all students in Bishop Barrington School. It is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

 - **Students' needs** The CEIAG curriculum is designed to meet the needs of all students in Bishop Barrington School. It is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.
 - **Entitlement** All students are entitled to CEIAG that is impartial and confidential. It will be integrated into their experience of the whole curriculum, based on a partnership with students and their parents or carers. The programme will promote equality of opportunity, inclusion and anti-racism.
- 4. Implementation**

Michelle Clayton is responsible for co-ordinating the CEIAG curriculum. The co-ordinator works closely with the school's Connexions Advisor and is responsible to Nathan Powell (Assistant Headteacher). Student guidance is managed through the coordinator and led by the Connexions Advisor. Work experience is planned and implemented by Nathan Powell.

 - **Management** Michelle Clayton is responsible for co-ordinating the CEIAG curriculum. The co-ordinator works closely with the school's Connexions Advisor and is responsible to Nathan Powell (Assistant Headteacher). Student guidance is managed through the coordinator and led by the Connexions Advisor. Work experience is planned and implemented by Nathan Powell.
 - **Staffing** All staff are expected to contribute to the CEIAG curriculum through their roles as tutors and subject teachers. CEIAG is planned, monitored and evaluated by Michelle Clayton in consultation with Nathan Powell. CEIAG is delivered to all year groups by form tutors in 12 (one hour) sessions. The curriculum is based on the Personal Development and IAG guidance provided by Connexions and its outcomes reflect those of the National Framework for CEG. CEIAG is also delivered through the school's Enterprise Learning Programme. Specialist CEIAG is provided

by the Connexions personal adviser. Careers information is available in the Connexions library. Administrative support is available to the CEIAG as resources allow.

- **Curriculum** The CEIAG curriculum includes 12 one hour sessions delivered to all year groups. The sessions are differentiated by year group and supplemented by work experience, access to the Connexions Resource Centre, CEIAG software and other focused events, e.g. Duck Day, Mock Interviews, and World at Work. Work experience preparation and follow-up take place in CEIAG tutor sessions.
- **Assessment** CEIAG learning outcomes have been identified and a framework for assessing what students have achieved is being developed for all year groups.
- **Partnerships** An annual Partnership Agreement is negotiated between the school and County Durham Connexions Service, identifying the contributions to the programme that each will make. Other partnerships have been developed, e.g. with Durham Business Education Partnership, Aimhigher and Enterprise.
- **Resources** Funding is allocated in the annual budget planning round. Funding for developments in the CEIAG development plan is considered in the context of whole school priorities. Sources of external funding are also sought, e.g. Aimhigher
- **Staff development** Staff training needs for planning and delivering the careers programme will be identified in the staff development plan in the Partnership Agreement with the Connexions Service, and activities will be planned to meet them. Funding will be accessed from the CPD budget.
- **Monitoring, review and evaluation** A framework for monitoring the delivery of the careers programme is being developed. The Partnership Agreement with Connexions is reviewed annually. The CEIAG curriculum is to be reviewed by Michelle Clayton and Nathan Powell using IAG Quality Standards to identify desirable improvements. Evaluations are carried out from time to time, as is pupil voice.

5. Approvals

- Signed:
▪ _____
- Date of approval by Governors April 2009
- Date of next annual review April 2010

Dated
March 2009

Policy approved by Governors on 21st June 2010 (SRC Committee)

Policy review date Autumn Term 2012