



The Cavendish High School Academy

Careers Education, Information, Advice & Guidance Policy

This policy was adopted: **September 2021**

This policy will be reviewed: **September 2022**

Careers Education, Information, Advice and Guidance (CEIAG) Policy

This policy has an inter-relationship with the *school's Work Experience Placements Policy, Work Related Learning Policy, Policy Statement on Provider Access and Equal Opportunities Policy*. All policies are reviewed on an annual basis by the Careers Leader and signed, approved and dated by the Head Teacher, Chair of Governors and Link Governor for CEIAG.

Rationale

Careers education, information, advice and guidance programmes provide a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned progressive programme of activities supports them in choosing 14 – 19 pathways that suit their interests and abilities and help them to follow a career path and sustain employability throughout their working lives.

Commitment

The Cavendish High School Academy is committed to providing our students with a programme of careers education, information, advice and guidance for all students in years 7 – 14. We endeavour to follow the statutory Careers Guidance and Access for Education and Training Providers - DfES 2018 (https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/672418/Careers_guidance_and_access_for_education_and_training_providers.pdf) and other relevant guidance from DCSF, QCA and Ofsted as it appears, including working towards the Gatsby Benchmarks (<http://www.gatsby.org.uk/uploads/education/good-career-guidance-handbook-digital.pdf>).

Aims

The Cavendish High School's Careers Education, Information, Advice and Guidance policy has the following aims:-

- to contribute to strategies for raising achievement, especially by increasing motivation
- to support inclusion, challenge stereotyping and promote equality of opportunity
- to encourage participation in continued learning including higher education and further education
- to develop enterprise and employment skills
- to contribute towards the future economic prosperity of individuals and communities
- to meet the needs of all our students through appropriate differentiation
- to focus students on their future aspirations
- to involve parents and carers

Management

A named member of the Leadership & Management team oversees the Careers programme (including work experience placements) alongside the school's Careers Leader.

Implementation of Careers Education

At the Cavendish High School Academy we place great emphasis on our students having a Careers programme in place that ensures that they are well equipped for the future and have the information needed to make realistic and informed decisions about further education, training and employment. This starts as soon as they arrive at school in Year 7 and builds significantly through Year 8 to Year 14. We make every effort to support all of our students into a positive destination that utilises their skills and interests. We do this through a rigorous Careers programme with the involvement of local employers, borough wide initiatives and parents and carers. We also participate in a range of activities (see below) to build up employability skills and allow students to use their creative talents. The Careers Education Programme is delivered at key points throughout the year by all staff, supported by the Careers Leader.

Equality and Diversity

Careers education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

At appropriate times throughout the academic year	
Year 8	<ul style="list-style-type: none">● <i>Life skills – Lessons, assembly and tutor group opportunities</i>● <i>Visiting speakers from local Businesses/organisations</i>● <i>Kitemarking - working with local business to improve all disability access to services and businesses in Halton</i>● <i>Northwest Regional SEND Forum - Empowering young people to shape their services and future opportunities within the local area</i>
Year 9	<ul style="list-style-type: none">● <i>Assembly and tutor group opportunities - employability skills</i>● <i>Transition annual reviews</i>● <i>Life skills – Lessons, assembly and tutor group opportunities</i>● <i>Visiting speakers from local Businesses/organisations</i>● <i>Kitemarking - working with local business to improve all disability access to services and businesses in Halton</i>● <i>Northwest Regional SEND Forum - Empowering young people to shape their services and future opportunities within the local area</i>● <i>Halton Speak Out - Independent advocacy service providing a voice for young people to share their career and life aspirations in Annual Reviews</i>● <i>Access to a transition social worker</i>
Year 10	<ul style="list-style-type: none">● <i>Transition Event at Halton Stadium - Information evening/ fair with a range of providers and young people sharing stories of transition and career pathways</i>● <i>Assembly and tutor group opportunities - employability skills</i>● <i>Networking event with providers and employers</i>● <i>Work experience preparation sessions</i>● <i>Work experience</i>● <i>Life skills – Lessons, assembly and tutor group opportunities</i>● <i>Visiting speakers from local Businesses/organisations</i>● <i>Financial Capability lessons which include work related finance</i>● <i>Work experience preparation and support sessions with Changing Education</i>● <i>Kitemarking - working with local business to improve all disability access to services and businesses in Halton</i>● <i>NHS England - Service audit in partnership with young people</i>● <i>Northwest Regional SEND Forum - Empowering young people to shape their services and future opportunities within the local area</i>● <i>Halton Speak Out - Independent advocacy service providing a voice for young people to share their career and life aspirations in Annual Reviews</i>● <i>Access to a transition social worker</i>
Year 11	<ul style="list-style-type: none">● <i>Transition Event at Halton Stadium - Information evening/ fair with a range of providers and young people sharing stories of transition and career pathways</i>● <i>Assembly on opportunities at 16</i>● <i>Post-16 options information evening</i>● <i>Post-16 taster sessions</i>● <i>Transition annual reviews</i>● <i>Visiting speakers from local Businesses/organisations</i>● <i>Post 16 taster sessions in association with Local Colleges and Sixth Form providers</i>● <i>Work experience preparation and support sessions</i>● <i>Financial Capability lessons which include work related finance</i>● <i>Kitemarking - working with local business to improve all disability access to services and businesses in Halton</i>

Year 12

- *NHS England - Service audit in partnership with young people*
- *Northwest Regional SEND Forum - Empowering young people to shape their services and future opportunities within the local area*
- *Halton Speak Out - Independent advocacy service providing a voice for young people to share their career and life aspirations in Annual Reviews*
- *Access to a transition social worker*

- *Transition Event at Halton Stadium - Information evening/ fair with a range of providers and young people sharing stories of transition and career pathways*
- *Small group sessions: future education, training and employment options*
- *Work experience*
- *Mock Interviews*
- *CV Workshops*
- *Job Shadowing*
- *Financial Capability lessons which include work related finance*
- *Kitemarking - working with local business to improve all disability access to services and businesses in Halton*
- *NHS England - Service audit in partnership with young people*
- *Northwest Regional SEND Forum - Empowering young people to shape their services and future opportunities within the local area*
- *Halton Speak Out - Independent advocacy service providing a voice for young people to share their career and life aspirations in Annual Reviews*
- *Access to a transition social worker*

Year 13

- *Transition Event at Halton Stadium - Information evening/ fair with a range of providers and young people sharing stories of transition and career pathways*
- *Assembly and small group opportunities - employability skills*
- *Small group sessions: future education, training and employment options*
- *Work experience*
- *Mock Interviews*
- *CV Workshops*
- *Job Shadowing*
- *Financial Capability lessons which include work related finance*
- *Kitemarking - working with local business to improve all disability access to services and businesses in Halton*
- *NHS England - Service audit in partnership with young people*
- *Northwest Regional SEND Forum - Empowering young people to shape their services and future opportunities within the local area*
- *Halton Speak Out - Independent advocacy service providing a voice for young people to share their career and life aspirations in Annual Reviews*
- *Access to a transition social worker*

Year 14

- *Transition Event at Halton Stadium - Information evening/ fair with a range of providers and young people sharing stories of transition and career pathways*
- *Work experience*
- *Small group sessions: future education, training and employment options*
- *Mock Interviews*
- *CV Workshops*
- *Job Shadowing*
- *Financial Capability lessons which include work related finance*
- *Assembly on opportunities at 19*
- *Post-19 options information evening*
- *Post-19 taster sessions*
- *Transition annual reviews*
- *Visiting speakers from local Businesses/organisations*
- *Post 19 taster sessions in association with Local Colleges and Sixth Form provider*
- *Kitemarking - working with local business to improve all disability access to services and businesses in Halton*
- *NHS England - Service audit in partnership with young people*
- *Northwest Regional SEND Forum - Empowering young people to shape their services and future opportunities within the local area*
- *Halton Speak Out - Independent advocacy service providing a voice for young people to share their career and life aspirations in Annual Reviews*

- *Access to a transition social worker*

Students

By participating in The Cavendish High School Academy's' CEIAG programme students will:

- Find out about different courses and qualifications they might need and opportunities there might be available
- Develop the skills needed for working life
- Make realistic, but ambitious, choices about courses and jobs
- Develop a plan of action for the future
- Understand the different routes after Year 11, including training, further and higher education and jobs
- Where appropriate and applicable be able to make effective applications for jobs, training and further education
- Develop interview skills
- Improve confidence and self esteem

Parents and carers

Parental involvement is encouraged at all stages. Our school website includes information for parents, including a timetable to highlight key dates. Parents are kept up to date with careers related information through letters, the school website and calendar, newsletters and open evenings. Parents are welcome at careers interviews and play a crucial part in their child's career planning as part of the annual review process.

Partnerships

Partnership working is encouraged to deliver a CEIAG programme that meets the holistic needs of students. We work in partnership with a range of local organisations including Job Centre Plus, Halton Health Improvement Team, Addaction, Halton Community Bridge Builders, Riverside College and training providers. We have also built up excellent relationships with local employers.

Monitoring, Review and Evaluation

Careers Education is monitored, reviewed and evaluated annually by the CEIAG co-ordinator, Careers Leader and Leadership & Management Team. Annual discussion with key stakeholders are intended to generate positive changes and improvements to the programme that ensure the programme delivers positive results and is of benefit to our young people.

Careers Entitlement Statement

All students are entitled to impartial careers guidance and at The Cavendish High School we will provide you with opportunities to develop your aspirations. Students need to use the activities in place to help them make well informed decisions about their future.

It is your future so you have a responsibility to:

- make the most of the opportunities offered to you
- research your options
- attend careers interviews with the school Careers Adviser
- be prepared to be realistic when looking at post 16/19 opportunities
- be prepared to work hard to reach your full potential

While at school we will support you with:

- opportunities to access impartial careers guidance
- opportunities to meet with different employers
- opportunities to learn about the world of work
- being treated with appropriate confidentiality

At Key Stage 3 our aim is to support you with:

- thinking about your strengths and skills and how you could use these in a job
- developing confidence in yourself and your abilities
- helping you develop skills to explore your ideas and explore the world of work.

At Key Stage 4 and 5 our aim is to support you with:

- gaining access to information regarding different college courses and understanding Post-16 options
- providing access to 1:1 impartial careers guidance
- being able to identify your skills and strengths needed to achieve your chosen career.
- developing an action plan to help you achieve your goals.
- providing you with a range of different speakers and workshops to help you with your career planning.
- providing you with up to date labour market information.

Parent/Carer entitlement

Parent/Carers can access careers support for their child in a variety of ways including:

- careers section on the school website
- using the websites such as the national careers service website
- attending the annual review meetings and feeding into the Education Health and Care Plan
- communicating with the school Careers Leader

Signed: *C. Howard* (Chair/Link Governor for CEIAG) date: 21.11.2021

Signed: *Elaine Haver* (Head Teacher) date: 21.11.2021