



ELTHORNE PARK
— HIGH SCHOOL —

Careers Education Information Advice & Guidance (CEIAG) Policy

Adoption – September 2024

Review frequency – Annually

Next review – September 2028

Status – Non-statutory

Committee – Curriculum

Introduction

Elthorne Park High School offers our students high quality career learning opportunities. These are provided through a [programme](#) of internal careers education and externally provided, impartial careers information, advice and guidance (IAG). EPHS is committed to providing our students access to information about the full range of pathways and opportunities on offer to them throughout each phase of their education. Details of facilities, arrangements and opportunities to work with the school are freely available on the school's website and can be found in the [Provider Access Statement](#). CEIAG is led and supervised by the Assistant Headteacher (Personal Development): Ms A Crix. The contact details for the AHT responsible for careers are published on the school's website.

Objectives and targets

CEIAG is an integral part of the curriculum and contributes to the ongoing drive to raise aspirations, develop key employability skills and illustrate the relevance of subject studies to later life. We aim to actively promote equality of opportunity, to challenge stereotypes and to support the progress of students, including helping them to overcome any overt and hidden barriers to progress that they may encounter. Careers education helps young people to develop the knowledge, confidence and employability skills that they need to make well-informed, carefully considered choices and plans that enable them to progress smoothly into further learning and work.

Overview of Careers Programme:

The AHT (Personal Development) co-ordinates the internal careers programme, which is supported by a well-resourced careers library and is facilitated by Unifrog. Through this, staff, students and parents have free access to a wide range of online career profile resources; competency and skills analysis tools; prospectuses and up to date Labour Market Information (LMI). Students are also provided regular opportunities to keep an accurate record of their CEIAG progress including interactions with employers, employees and educational providers.

Our internal programme of careers education at EPHS is partly delivered through dedicated units of work in the PSHCE curriculum and integrated into Personal Development tutor time sessions. Through this we seek to help all students prepare themselves for key transition points. The careers programme also entitles students to a range of wider experiences enabling them to regularly interact with employers, training / apprenticeship providers and FE / HE institutions.

In accordance with legal requirements, external careers guidance is provided to all students in years 7–13. Information, advice and guidance are provided from a range of impartial sources to ensure that students receive an inspirational and aspirational view of all of the opportunities available to them. This is achieved by making use of:

- External mentoring and coaching
- Speakers from the world of work and education

- Insight from & effective local partnerships with the Careers Enterprise Company, Connexions, The Educational Development Trust, SPARK! Jobcentre Plus, the National Careers Service and successful local employers.
- Liaison with local apprenticeship and training providers, UTCs and Studio Schools
- Workplace visits and work experience placements
- Work taster events and workshops run by local employers
- Careers fairs and career networking events
- Access to open days and events at FE and HE institutions
- Access to creative online resources and labour market information
- Individualised support with basic career management skills eg CV building and writing, job searches and job interviews

The CEIAG programme at EPHS is adaptive and reaches all pupils, regardless of the point in their school career that they join us or any vulnerability factors. Targeted and timely guidance is provided for all of our students but with an enhanced level of support given to the needs of students with SEND, PP / FSM status or difficult personal circumstances. The local authority (LA) gives considerable help and assistance to our priority students and the school works with a number of independent organisations such as SPARK! to drive high aspirations and build skills. We allocate individual personal careers guidance appointments from a trained and impartial careers advisor through our partnership with Connexions and access to guidance meetings are coordinated and prioritised in a timely and methodical manner.

The CEIAG programme and curriculum is spiralling and sequenced to ensure students make progress in their understanding of employability factors across all the key stages. Learning objectives for careers education from years 7 -13 at EPHS are linked to the following areas:

- Self-awareness, self-determination and self-improvement as a learner and future employee.
- Exploring careers and career development.
- Investigating work and working life.
- Understanding business and industry.
- Valuing equality, diversity and inclusion.
- Showing initiative and developing enterprise skills.
- Preparing for employability.
- Developing personal financial awareness and capability.
- Learning about employment law, including health and safety.

Key stage 3:

Students will have multiple opportunities to reflect on their passions, skills and current aspirations. By the end of key stage 3, they will be able to explain links between the curriculum and the labour market including having an understanding of employability skills and attributes. In years 7 and 8 students make extensive use of the online careers library during dedicated PSHCE lessons which include access to devices in school and they are encouraged to extend their learning and make use of its facilities independently. In year 9, students take part in an enterprising scheme of work facilitated in conjunction with First Give & local employers from the charity sector. PSHCE units of work are dedicated to supporting students in understanding the full range of Post 14 options available to them. Wider CEIAG opportunities include access to local FE Colleges, UTCs and Studio Schools who offer KS4 & 5 opportunities.

Key stage 4:

PSHCE curriculum time is allocated for students to continue to work through the learning aspects at a more sophisticated and detailed level. Unifrog is used to support students in continuing to keep an accurate record of their CEIAG interactions and their own wider curriculum activities to support the Post 16 application process which is reviewed by PSHCE teachers, form tutors and the year team.

All year 10 students take part in a number of off-timetable industry and commerce days facilitated through the EPHS wider opportunities programme. In addition, all year 10 students obtain first-hand experience of a workplace for a minimum of 3 days during the summer term through our compulsory work experience programme. Students are encouraged to source their own placements to mimic the application processes in the world of work but systematic support is provided for those who may not have industry contacts or have vulnerability factors.

The school will provide access to advice and guidance on GCSE results day including the internal CEIAG team, a qualified and impartial advisor and access to other educational providers. If a student leaves the school at the end of year 11 without having obtained a place at some form of further education or in an apprenticeship or traineeship, the school is obliged to inform the LA at the earliest opportunity to enable them to support that young person to find an alternative place.

Key stage 5:

The post-16 careers provision is part of our sixth form enrichment programme as well as our PSHCE curriculum. Onsite, students gain practical experience of the workplace through timetabled "teacher support" sessions where every student works as a teaching assistant for a minimum of 4 hours across the unit of work. Year 12 students are also required to take part in a compulsory 3 day external work experience placement. Unifrog is used extensively to support students in making Post-18 decisions and as a practical part of their application process. As well as this, the Post 18 mentoring programme ensures that in Year 13, students are matched to members of staff who can offer personalised advice based on their own skills, experience and role within the school.

If a student leaves the school at the end of year 12 without having obtained a FE placement, an apprenticeship or traineeship, the school is obliged to notify the LA at the earliest opportunity so that support is provided for the young person in finding a new placement.

Delivery, Monitoring & Evaluation:

Careers education, information, advice and guidance is very much a whole school activity – every member of staff, when approached, should respond with appropriate guidance and support and make appropriate referrals to the pastoral teams. All teachers should provide impartial guidance using the materials provided. The quality of careers education is evaluated and reported to the leadership team and trustees annually and evaluated for effectiveness at least every 3 years. The school measures the quality of its careers provision against its progress towards meeting the 8 Gatsby Benchmarks in:

1. having a stable careers programme
2. ensuring students learn from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Providing encounters with employers and employees
6. Offering students experiences of workplaces
7. Providing encounters with further and higher education
8. Ensuring equitable entitlement to personal guidance

It will also be evaluated using systematic feedback from:

- the analysis of the destinations of students after they have left the school and, where available, information about their progress in further or higher education, training and employment;
- surveys of students, teachers, parents/ carers in the school
- students who have used the services of the independent careers adviser;
- employers who have delivered workshops in the school and / or facilitated workplace experiences

External careers guidance is also evaluated annually through discussion with the AHT and appropriate observation of provision by the line manager, (DHT Culture and Inclusion). Each year we make sure that we are satisfied with the quality of the external organisations we work with.

We make use of and contribute to the DfE destination measures data which helps the school assess our success in supporting our students to take up education and training opportunities when they leave the school.

Reviewing

This policy will be reviewed annually. When reviewing CEIAG policy and programme, all areas of the School Improvement Plan will be considered to ensure that the careers provision is fully supporting whole school aims,

