



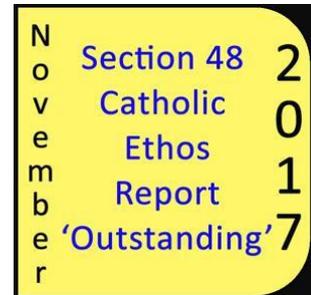
Saint John Wall Catholic School

A Catholic School For All



Mission Statement

'To educate each and every unique child in our care to hear and respond to what God calls them to be'



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

Without consultation, plans are frustrated, But with many counsellors they succeed.

[Proverbs 15:22](#)



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

A young person's career reflects the progress they make in learning and work. It is part of the vision and mission of the school that all learners need a planned programme of activities to help them choose 14-19 pathways that are right for them and to be able to manage their careers, sustain employability and achieve personal and economic wellbeing throughout their lives.

Commitment

Saint John Wall Catholic School recognises that it has a statutory duty to provide careers education in Years 7-13 (1997 Education Act, 2003 Education Regulations) and to give learners access to impartial careers information, education and guidance (1997 Education Act, 2009 Education and Skills Act). It is committed to providing a planned programme of impartial careers education and information, advice and guidance (IAG) for all students in Years 8-11, in partnership with local specialist providers; and to provide extra support as required for vulnerable students and students with special educational needs. Our commitment to careers education is in line with the Gatsby bench marks for the delivery of robust careers education.

Saint John Wall Catholic School endeavours to follow best practice guidance from the careers profession, from other expert bodies such as Ofsted and from Government departments such as the Careers Enterprise Company. SJW is also committed to deliver a high quality careers education and guidance service and a quality in careers award has been achieved.

Development

This policy will be reviewed annually in discussion with teaching and teaching support staff, students, parents, governors, advisory staff and other external partners (e.g. Prospects, Birmingham Careers Service, the 14-19 partnership and the Careers Enterprise Company).
Links with other policies.

The policy for CEIAG supports and is itself underpinned by a range of key school policies especially those for **Teaching and Learning, Assessment, Recording and Reporting Achievement, Equality and Diversity, Inclusion and SEN**. The academy has a separate Provider Access Policy.

Objectives Learners' Needs

The careers programme is designed to meet the needs of students at Saint John Wall Catholic School. Activities are differentiated and personalised to ensure progression in their career learning and development and to strengthen their motivation, aspirations and attainment at school. Entitlement Learners are entitled to CEIAG which meets professional standards of practice, delivered by trained staff and which is person-centred, impartial and confidential. Activities will be embedded in the curriculum and based on a partnership with students and their parents/carers. The programme will raise aspirations, challenge stereo typing and promote equality and diversity.

Implementation Management

A careers lead teacher manages and co-ordinates the careers programme and is responsible to the Headteacher. **This area is supported by a link governor.**

Staffing

All members of staff contribute to CEIAG through their roles as tutors and subject teachers. The CEIAG programme is planned, monitored and evaluated by the careers lead in consultation with the Senior Leadership Team.

Careers information is available in the Learning Resource Centre which is maintained by the Careers lead and **resource centre co-ordinator.**

Curriculum

The careers programme includes careers education sessions, career guidance activities (e.g. group work and individual interviews), information and research activities, work related learning and individual progression planning. Other focused events, e.g. a Careers Fair, visits by and to Employers and Enterprise Days are delivered at appropriate times in the curriculum.

Assessment and Accreditation

The intended career learning outcomes for learners are based on the careers education framework 11-19, the statutory guidance and the ACEG framework.

Partnerships

An annual Partnership Agreement is negotiated between the school and a designated impartial IAG provider which identifies the contributions to the programme that each will make. Other links are continually being developed, e.g. with local 14-19 partners, local employers and providers.

Sources of external funding for activities are actively sought.

Staff Development

Staff training needs are identified in conjunction with the senior leadership team. The school endeavours to meet training needs within a reasonable period of time.

Monitoring, review and evaluation

The Partnership Agreements with designated providers will be reviewed as agreed. The programme is reviewed annually by the careers lead teacher and the quality standards for CEIAG will be used as a benchmark to identify areas for improvement.

A report will be submitted to the senior leadership team and governors annually.

Evaluation of different aspects of CEIAG will be undertaken regularly.

References

- (1) DfE (Jan 2018) Careers guidance and inspiration in schools: Statutory guidance for governing bodies, school leaders and school staff
- (2) DfE (April 2014) Careers guidance and inspiration in schools: Non-statutory departmental advice for governing bodies, school leaders and school staff
- (3) HM Government (September 2013) Inspiration Vision Statement
- (4) Ofsted (September 2012) Going in the right direction? Careers guidance in schools from September 2012
- (5) Gatsby Charitable Foundation (May 2014) Good Career Guidance (a report produced by Sir John Holman)
- (6) Association of Careers Education and Guidance (2012) The ACEG framework for careers and work-related education: A practical guide
- (7) Careers Strategy – Making the most of everyone’s skills and talents (Dec 2018)

Appendix 1

CEIAG AND EMPLOYABILITY PROGRAMME – 2020-21 (Subject to change due to Covid 19)

Year	Autumn Term	Spring Term	Summer Term
Collective Worship	Themes: Poet, Saints, post 16 providers	Themes: Careers, Big Assembly	Themes: Authors, STEM
Form time	Vocations skills specific focus on mental health	Vocations: Listening to what God is calling us to be, thinking about hope for the future, life after Covid.	Vocations: Getting ready to move up a year in September
House Competition		Dragons Den house competition (years 7-10)*	
Extra Curricular Activities	STEM Club*	STEM Club, Big Bang STEM fair* Virtual elements	STEM Club*
7	Letter to self Talk the talk	Careers Cross Curricular Day: A project all about me RAF robotic project	EON workshop Titan Careers Fair
8	Buddies to Year 7	CEIAG interviews Pathways activities in form Pathways evening Careers Cross Curricular Day: Taster day – try out GCSE subjects Options evening National Careers / Apprenticeship week – a number of activities taking place across the school Option choice SLT interviews	Option choice SLT interviews Various Trips – Titan Careers Fair
9	Police	Vocations Day Careers Cross Curricular Day: College visits National Careers / Apprenticeship week – a number of activities taking place across the school Big Assembly BMET Aspire to Be Taster day	CIAG interviews iRail workshops Sandwell college college experience
10	CIAG interviews Speakers trust Timothy Project	Careers Cross Curricular Day: CV writing, Mock interviews, Talk the Talk, college fair Apprenticeship week – a number of activities taking place across the school Fair Careers interviews – one to one interviews with vulnerable and those high risk NEET Duke of Edinburgh Award	Aspire to Medicine visit (7) 6TH Form Taster Day
11	CIAG interviews Assembly – post 16 providers Life skills college trip	CIAG interviews Home visits school refusers / ill Careers Cross Curricular Day: CV writing, Mock interviews, college fair	Referrals to Birmingham Careers service students high risk NEET

Appendix 2 - Provider Access Policy

1. Introduction and Policy

- 1.1 This policy statement sets out the school's arrangements for management of the access of providers to pupils at the school for purposes of giving them information about the provider's education or training offer.

2. Scope

- 2.1 This policy applies to all staff and students at SJW and to any providers wishing to request access.

3. Legislation and Regulation

- 3.1 This policy complies with our legal obligations under Section 42B of the Education Act 1997.

4. Student Entitlement

- 4.1 Students in years 8-11 are entitled:
To find out about technical education qualifications and apprenticeship opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies and group discussions and taster events. To understand how to make applications for the full range of academic and technical courses.

5. Management of Provider Access Requests Procedure

- 5.1 A Provider wishing to request access should contact: Mrs S Crooks, Careers Lead
Telephone: 0121 554 1825
- 5.2 A number of events, integrated into the academy to speak to pupils and/or their parents.

6. Premises and Facilities

- 6.1 The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.
- 6.2 Providers are welcome to leave a copy of their prospectus or other relevant course literature at the school for use in the Careers section of the school resource Centre, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.

7. Responsibilities

- 7.1 The following responsibilities apply in relation to this policy: The Headteacher has the responsibility to ensure that the policy is fully implemented in the school. Teachers have a responsibility to ensure that students have sufficient access to visiting providers as part of a planned programme of activities. All staff have a responsibility to cooperate fully with the provisions of this policy.

Ratified by Governors: 15/10/2018

Updated: 10/10/2020

Review Date: 15/10/2021

(This policy will remain in force beyond the review date if no updates are required)