



St Augustine of Canterbury Catholic High School

Careers Education and Guidance Policy

‘Excellence for All’

Reviewed:	
Next Review Date:	
Governor Approval:	
Committee:	
Signed:	

***F**riendship and Forgiveness*

***A**mbition and Adaptability*

***I**ntegrity and
Independence*

***T**rust and Tolerance*

CAREERS EDUCATION AND GUIDANCE POLICY

This policy provides St. Augustine's Catholic High School with a framework for meeting the statutory duty to secure independent and impartial careers guidance for pupils in Years 7-11 (Statutory Guidance, DfE, April 2014, Education Act, DfE, 2011)

This policy statement sets out the schools' arrangements for managing the access of providers to students at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Legislation Update January 2018:

'The statutory guidance reflects policy changes announced in the Government's Careers Strategy: Making the most of everyone's skills and talents (DfE, 4th December 2017). It updates and replaces the statutory guidance issued in March 2015 and re-issued in April 2017. It is 'framed' around the eight Gatsby Charitable Foundation's Benchmarks of good practice in careers provision, with information about what schools need to do to meet each one.'

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 choices that are right for them and to be able to manage their careers throughout their lives.

St. Augustine's Catholic High School is focused on helping its students to develop the skills necessary to obtain and handle information, be realistic (but ambitious) about personal capabilities and aspirations and make appropriate decisions about future options. This commitment is carried out in partnership with Career Connect and local providers of education, training and employment.

St. Augustine's is committed to providing high quality Careers Education, Advice and Guidance as an integral part of every student's education.

- The school will seek to ensure that the provision is appropriate to the age, stage, ability.
- The school will provide a planned programme for all students in Years 7-11 in partnership with Career Connect, the school's chosen independent and impartial guidance service.

- The CEIAG Team will take responsibility for the planning, resources and implementation of the differentiated curriculum content in Years 7-11. The timing and content of the delivery is aimed at the particular needs of the individuals in question.
- The school will endeavour to adapt or include all National Frameworks for CEIAG including those published and amended from time to time by the DFE and Ofsted and the Gatsby Benchmarks.

The learning and support programme in school is designed to meet the needs of students. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of learning, planning and development through Key Stages 3 and 4.

CEIAG Objectives:

- **to prepare all students in years 7-11 for the opportunities, responsibilities and experiences of adult life;**
- **to know how to access unbiased, impartial, up-date CEIAG (Careers Education, Information, Advice and Guidance);**
- **to have opportunities to learn about STEM related careers (Science, Technology, Engineering and Maths).**
- **to enable students to develop skills, attitudes and abilities, equipping them to become effective in a variety of adult occupations and roles;**
- **to help students to develop educational, course and career awareness and enable them to manage personal career development;**
- **to be given direct access to employers, colleges, universities and training providers.**
- **to enable students to handle careers information and assist them in making informed choices relevant to their stage;**
- **to enable students to experience the world of work and develop transferable skills;**
- **to enable students to manage transitions in their lives, such as the changes from Primary School to Secondary, from 16+ to Further and Higher Education and into the world of work;**
- **to help young people understand the range of support available from the Career Connect team (or equivalent service) and other relevant agencies.**

Provisions

Career Connect

CEIAG Notice board, Displays and Resources

Website information

On and Offsite activities

Implementation of the Policy

The Careers Leader, Head Teacher and Governing Body will be responsible for implementing, monitoring, reviewing and evaluating the programme of activities through a range of methods:

- Regular meetings for informal feedback and discussion between the careers lead and SLT lead.
- Teacher, student and parental responses to events and activities.
- Analysis of the destination data and student tracking documentation.
- Career guidance interviews and mentoring feedback with Career Connect.
- Formal meetings with external agencies – Career Connect, Employers and other school contributors.
- A students' evaluation form, which allows students to review and comment on the CEIAG programme.
- All staff make a contribution to CEIAG through their roles as tutors, class teachers, subject leaders and Heads of Year.

Mode of delivery

The school has adopted a discrete mode of delivery as part of the PSHCE programme. The careers programme is planned, monitored and evaluated by the Leadership Team and PSHCE team, annually in consultation with Career Connect staff, who provide specialist guidance. Year 11 students each receive independent CEIAG in the form of a personalised interview with a careers specialist from the Career Connect Team. Targeted students in other years will also receive additional support, according to need, from this service.

Career's information is available from the CEIAG Coordinator, on the Careers Notice boards which is maintained by school staff and students and through briefing notices during form time. Career's information is also available through the school network system including:

- Career Connect
- School website
- Text messages

The implementation of the policy is the responsibility of all staff in their various roles, as already stated, together with outside agencies and partners, as appropriate.

The school negotiates an annual Partnership Agreement with Career Connect to provide guidance and information for students and support for the teaching programme.

Structure

