



# **Careers Education, Information, Advice and Guidance Policy**

**“Achieving Personal Best”**.

# **Kineton High School – Careers Education, Information, Advice and Guidance (CEIAG) Policy:**

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## **1 - Aims and Learning objectives of CEIAG at Kineton High School:**

The Careers department at Kineton High School aims to support all students to make informed career choices by providing impartial Careers Education, Information, Advice and Guidance (CEIAG) for all students from Year 7 through to Year 13. Kineton High School students have access to the full range of education and training options available.

The Careers department encourages students to “achieve personal best” by giving them the opportunities and resources to identify their own personal skills, qualities, raise their aspirations and go onto fulfil their potential.

## **2 - Student Entitlement of CEIAG at Kineton High School:**

### **Self Development**

Students should be able to understand themselves and the influences on them

### **Career Exploration**

Students should be able to investigate opportunities in learning and in the world of work.

### **Career Management**

Students should be able to make and adjust career plans to manage change and transition.

## **Learning Outcomes**

### **Self Development**

Students should be able:

- To assess their achievements, qualities and skills
- To present this information appropriately
- To use this information for personal development
- To set career and learning targets
- To recognise and deal accordingly with influences on their attitude, values and behaviour in relation to work.

### **Career Exploration**

Students should be able:

- To understand the nature of work and people attitude towards it.
- To use a variety of different sources of careers education resources
- To use work experience to improve their chances of making a positive informed decision
- To understand Labour Market Information

### **Career Management**

Students should be able:

- To use decision making techniques
- To understand and use different sources of help
- To make informed and appropriate choices in Yr8, Yr11 and 6<sup>th</sup> form.
- To understand the relevance of employability skills

### **3 – Kineton High School CEIAG Strategies:**

#### **Careers Interviews:**

All students have access to at least one individual face to face careers interview and receive a written careers action plan, this is shared with parents and tutors to fully support students.

#### **Careers supporting the School Curriculum:**

Careers Education is delivered within the Character & Culture curriculum. Careers information is also delivered in other national curriculum subjects with students understanding which careers are related to which subjects. Kineton High School invites in a variety of guest speakers from employers, charity groups and the local community to deliver presentations to our students.

### **4 - CEIAG Staff at Kineton High School:**

Ms Bridge (Headteacher)  
Gemma Loveridge (Strategic oversight for careers)  
Charlotte Bonser (Head of Character & Culture)  
Simon Perkin (Work Experience Coordinator)  
Charlotte Moore (Sixth Form Study Tutor)

All Kineton High School teaching staff are involved in preparing students for personal and working life. All form tutors Yr7 – Yr13 are involved with the delivery of the Southam College CEIAG policy. Yr8/9 tutors supporting students with their GCSE choices, Yr10 tutors supporting their students to find a suitable work experience placement, Yr11 tutors with Post 16 options and Yr13 tutors supporting students with their UCAS personal statements and post 18 options.

### **5 - CEIAG Information and Resources at Kineton High School:**

#### **Careers Guidance:**

Students can access specialist careers guidance via our external careers adviser provided by the Shaw Trust, they are located in Konnect and can request an interview at any time through their tutor.

Students can access careers coaching and work experience support through our work experience coordinator, who is in school every Tuesday. Students will have pre-arranged meetings but can also 'drop in' to the library at break and lunch time.

### **Grofar:**

Grofar is a careers platform which is used by Kineton High School students and teachers to record career activities and personal development activities completed by students both in and outside of school.

### **Kineton High School Website:**

The Careers department has its own section on the school website. This outlines the provision and intent for Careers education at KHS, it also has useful links to up to date labour market information, careers pathways and training providers.

### **Kineton High School Social Media Platforms and Yammer:**

Students and Parents are encouraged to sign up to the schools **Facebook and Twitter** pages as they will receive regular up to date information on both internal and external careers events, college and training provider open days and the latest apprenticeship and job vacancies.

Students can also access the Careers site on Yammer, the internal collaboration platform. Here they will find information on open days, events, pathways and opportunities.

### **Careers Bulletin**

Up to date information about Careers education, opportunities and events are shared with students and parents via our half termly Careers Bulletin. This is sent directly to all stake holders and is also available on our website.

## **6 - Careers Professional Development:**

In order for Careers staff to maintain and update their knowledge within the careers sector, Staff are encouraged to attend CPD events and training courses.

- National Career Advisers Show
- The World Skills Show
- Local College and Training provider course updates.
- Employer Open days

## **7 - Work Experience:**

All Yr10 students are encouraged to participate in a one week work experience placement in the summer term. Students are encouraged to find their own work experience placement which is in line with their visions and aspirations for the future, they are however supported in this by the Work Experience coordinator as well as the Year 10 tutor team and Head of Year.

All Yr12 students are also encouraged to find a suitable work experience placement, of at least one week, in the summer term. A work experience placement is essential for Sixth form students wanting to pursue University or an Apprenticeship to show that they have a

genuine subject interest and for improving future prospects in the world of work. Students are again encouraged to organise their own placement, however they are supported in this by the supervised study tutor Mrs Moore and the 6<sup>th</sup> form tutor team.

### **Benefits of self placement:**

- Good practice for the real world showing initiative, improving confidence and developing job searching skills
- Makes a good first impression with the company, highlighting personal and employability skills
- Can lead to future employment and placement opportunities, useful contacts and references
- Enables students to find out about a career that they may be interested in pursuing when they are older to ensure it is right for them
- Provides real life examples of skills to showcase on UCAS personal statements, CV's, application forms and in interviews

### **8 - Working with Parents and Carers:**

Kineton High School has a clear strategy on engaging with parents and carers. Parents have access to the Kineton High School CEIAG policy as it is displayed clearly on the school's website.

Parents have access to the members of the careers team, contact details can be found on the school website. Parents are also updated on and engaged in Careers updates through a termly careers bulletin.

Every student that has an individual careers interview with a qualified careers advisor and parents receive a copy of a careers action plan that also clearly shows the advisors contact details.

Parents are also able to contact the work experience coordinator, Mr Perkin and other members of the careers team directly.

### **9 - Working with Post 16 & 18 and Higher Education Providers:**

Kineton High School has a good working relationship with local Post 16 & 18 option providers. Kineton High School invites Post 16 & 18 education providers the opportunity to:

- Attend annual Careers Fair (Yr7-13)
- Attend Employability Skills Sessions (Guest speakers, interview evenings, business breakfasts, flexible learning days)

Kineton High School promotes local colleges, UTCs and Training providers open and taster days on the school website and social media pages as well as through our careers bulletin.

Kineton High School aims to organise several visits to local universities to help raise students' aspirations. Previous visits have included:

- University of Birmingham
- University of Warwick
- Coventry University

Kineton High School also invites local and national universities and higher education providers in to school to speak with students. Recent providers include:

- University of Warwick
- University of Reading
- Amazing Apprenticeship Company
- Careers and Enterprise Company

## **10 – Working with Employers:**

Kineton High School's main priority is to develop sustainable business links with employers, so we can work together to support and raise the aspirations of our students. Kineton High School would like the students to be more aware of the labour market and what career opportunities exist. Currently there is a mismatch between careers young people want to pursue and the opportunities available. We believe at Kineton High School that the choices made at school should be based on a clear view of the current labour market and how the job market may change in the future. Students are therefore able to explore up to date LMI through Character and Culture, and this information is also shared with parents through the careers bulletin.

### **Careers as part of the Character & Culture curriculum:**

In years 7 and 8 students, throughout Character and Culture, assess and develop key traits such as enthusiasm, communication, teamwork and leadership in relation to employability skills.

In years 9 and 10 the focus moves to next steps and future aspirations with students learning how to write professional CVs, how to market themselves effectively through letters of application and the interview process. This culminates in a work experience placement in the summer term of Year 10.

### **Careers and Enterprise Company Enterprise Adviser**

The Coventry & Warwickshire Local Enterprise Partnership (CWLEP) have linked Kineton High School with an Enterprise Adviser to support with employer engagement and help to attract local companies to support the schools careers plan and the curriculum.

Coventry and Warwickshire (LEP) and the Chamber supports us with our employer engagement by providing:

- Links with Local Businesses
- Guest speakers from Local Businesses
- Local Businesses to support with work experience placements
- Local Businesses to support Career and Employability Skills Days
- Invitations to Local Business Networking events

## **Warwickshire County Council – Skills for Employment**

Warwickshire County Council support Kineton High School by providing several grants which encourages the school to engage with local businesses, to align the skills provision more effectively and to improve the journey of young people moving from education into the world of work.

### **11 - Links with the local Community and former Students:**

#### **Kineton High School Alumni:**

Kineton High School encourages former students to support the school with career activities such as career talks during lessons and assemblies, mentoring, mock interview days. We also have a destinations map where ex-students are displayed and will inspire our students and hopefully raise their aspirations.

### **12 - Equality and Diversity:**

Kineton High School careers department supports the schools Equality and Diversity policy and implements it in the following ways:

- Careful selection of career resources including posters and display materials
- Actively encouraging students to support themselves financially
- Encouraging all students to consider all education and training options available to them
- Avoid using stereotypical gender examples within the workplace
- Offering self placement of work experience placements
- Equal access to all the information for all students of all abilities

Kineton High School recognise that courses, apprenticeships and employment opportunities are available for all of our students of varying skills, abilities and personal qualities.

Southam College encourages all students to consider all of their options in order to make an informed decision about a future career. If a student has an unrealistic career aspiration, we will ensure that they have a backup plan which does match their skills abilities and personal qualities.



### **13 - Monitoring and Evaluation:**

The annual planned programme and evaluation of CEIAG policy and provision takes place through normal Quality Assurance procedures:

- Quality Assurance of the employability strand of the Character and Culture curriculum.
- Destination Trends – Yr11/13 leaver information
- Pupil Premium student destinations
- NEET figures
- CEC Annual Compass evaluation

### **14 - Careers Policy Review:**