



Careers Education, Information, Advice and Guidance Policy

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Stowe Valley Multi Academy Trust

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Oakley School – Careers Education, Information, Advice and Guidance (CEIAG) Policy:

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1 Aims and Learning objectives of CEIAG at Oakley School:

The Careers department at Oakley School aims to support all pupils to make informed career choices by providing impartial Careers Education, Information, Advice and Guidance (CEIAG) for all pupils in Year 7 to 11. Oakley School pupils have access to the full range of education and training options available.

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

2 Pupil Entitlement of CEIAG at Oakley School:

Self-Development: Pupils should be able to understand themselves and the influences on them

Career Exploration: Pupils should be able to investigate opportunities in learning and in the world of work.

Career Management: Pupils should be able to make and adjust career plans to manage change and transition.

Learning Outcomes

Self-Development Pupils should be able to:

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

Career Exploration Pupils should be able to:

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

Career Management Pupils should be able to:

- use decision making techniques.
- understand and use different sources of help.
- make informed and appropriate choices in Yr8, Yr9 and Yr11.
- understand the relevance of employability skills.

3 Oakley School CEIAG Plan:

Careers Interviews:

All pupils have access to at least one individual face to face careers interview and receive a written careers action plan.

Yr7 – The Careers Officer will see all children in receipt of Pupil Premium offering them a careers interview and to introduce them to the careers department and to discuss their career aspirations.

Yr8 – Pupils are offered the opportunity of a careers interview to support them with their GCSE option choices.

Y9 – Pupils are offered the opportunity of a careers interview to support them with their final GCSE option choices.

Yr10 – Pupils are offered a careers interview to support them to find a suitable work experience placement. All disadvantaged pupils are offered an early Post 16 options interview during the Summer Term.

Yr11 – All pupils are offered a careers interview to discuss their career aspirations and Post 16 options choices.

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 pupils understanding which careers are related to which subjects. Oakley School invites in a variety of guest speakers from employers, charity groups and the local community to deliver presentations to our pupils.

4 CEIAG Staff at Oakley School:

Sarah Kaye (Headteacher)

Cassie Shirley (Pastoral DHT and Careers Lead)

Darryl Johnson (Head of Yr7)

All Oakley School teaching staff are involved in preparing pupils for personal and working life. All form tutors are involved with the delivery of the Oakley School CEIAG policy.

5 - CEIAG Information and Resources at Oakley School:

Careers Documentation:

Information related to Careers will be held in the school library. The library is open from 8am until 4:15pm for pupils.

Career Guidance Software - Job Explorer Database (JED & First JED):

The careers guidance software used at Oakley School is JED. All pupils have access to the careers guidance software via a password. JED is used in individual guidance sessions as well as in Character and Culture lessons. Pupils can access JED using their Year Blog on the school website.

Oakley School Website:

The Careers department has its own section on the school website.

The useful websites section signposts pupils and parents to external careers related websites that offer careers information on different Career pathways, Post 14, 16 & 18 options, Colleges/training providers, Apprenticeships and employment vacancies, Universities, Pupil Finance, Gap Year/Volunteering and working/Studying Abroad.

Oakley School Social Media Platforms:

Pupils 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.

6 - Working with Parents and Carers:

Oakley School has a clear strategy on engaging with parents and carers. (See Parents Policy or home-school agreement).

Parents have access to the Oakley School CEIAG policy as it is displayed clearly on the school's website.

7 - Working with Post 16 & 18 and Higher Education Providers:

Oakley School will develop a good working relationship with local Post 16 & 18 option providers.

Oakley School invites Post 16 & 18 education providers the opportunity to:

- Attend annual Careers Fair
- Attend Yr10 Employability Skills sessions.
- Attend Yr11 Next Steps Day.

Oakley School promotes local colleges and Training providers open and taster days on the school website and social media pages. Oakley School will provide opportunities for pupils to visit and work with universities.

8 - Working with Employers:

Oakley 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 pupils. Oakley School would like the pupils 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 Oakley 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.

9 - Equality and Diversity:

Oakley 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 pupils to support themselves financially.
- Encouraging all pupils to consider all education and training options available to them.
- Avoid using stereotypical gender examples within the workplace.
- Equal access to all the information for all pupils of all abilities

Oakley School recognise that courses, apprenticeships, and employment opportunities are available for all of our pupils of varying skills, abilities and personal qualities. Oakley School encourages all pupils to consider all their options in order to make an informed decision about a future career.

10 - Monitoring and Evaluation:

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

- Lesson and career observations and Learning Walks
- Destination Trends – Yr11/13 leaver information
- Pupil Premium pupil destinations
- NEET figures