CAREERS EDUCATION, INFORMATION ADVICE AND GUIDANCE (CEIAG) POLICY

CEIAG AT SALESIAN COLLEGE

The Education Act of 2011 places schools under a duty to ensure that all registered students in Years 8-13 have access to independent, accurate and impartial information advice and guidance. Consequently, we are committed to ensuring that all young people have a planned programme of activities to provide them with a variety of career options and entry points and sustain employability throughout their lives. Careers education and guidance programmes play a major part in the College's duty and obligations to help young people choose pathways that suit their interests, abilities and individual needs. Our robust careers programme helps avoid disengagement, puts school learning into a wider and more relevant context, and helps raise aspirations and in turn achievement.

Our CEIAG policy aligns with Don Bosco's educational philosophy which was, inter alia, based on providing the necessary set of opportunities to help young people become independent and safe throughout their education. The development of careers education and accrual of work skills aligns with the Salesian approach to provide young people with opportunities to become the best they can be to the betterment of self, other and the world around them.

In our school we have established a coherent programme which supports young people to move through their education and to the next stage of their life and equips them to manage their future progression through learning and work. It is a progressive pathway through a range of different career learning opportunities which are embedded into the curriculum. We support student's educational decision making and transitions beyond school or college. This vision is connected to wider citizenship learning and personal development.

AIMS

CEIAG prepares students for adult and working life. It aims to equip young people to play an active part in determining their future roles as learners and workers, helping them to make realistic and informed choices about their careers, to manage transition to the next phase of education, training or employment, and to succeed in future education, training and work.

The main aims are-

- **Self-development:** students will review their own personal strengths, interests and aspirations, they will understand the influences on their career plans.
- **Career exploration**: students will gain knowledge of the world of work and gain authentic first-hand experience of opportunities in learning and work.
- **Career management**: students will make decisions and plans for their future in learning and work, know how to find and use sources of advice, guidance and support, present themselves well in writing, online and in person and prepare for the next phase of their education, training and work

CAREERS PROGRAMME

CEIAG implementation, delivery and evaluation is the responsibility of the Head of Careers. Our programme is based on the Eight Gatsby Benchmarks, https://www.gatsby.org.uk/education/focus-areas/good-career-guidance which describe a conceptual and integrated programme of activity. The Benchmarks are a framework for good career guidance developed to support secondary schools and

colleges in providing students with the best possible careers education, information, advice, and guidance. The links between the benchmarks strengthen the programme's coherence, cohesion and natural progression. The Benchmarks are listed below.

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

A STABLE CAREERS PROGRAMME

Students from Year 8 – 13 will participate in a structured careers curriculum as part of the form time PSHE provision using the UNIFROG platform. This is an embedded programme of career education, information, advice and guidance that is known and understood by students, parents, teachers, governors and employers. It can be accessed on the Careers Website on the VLE, and it is sent to stakeholders annually.

LEARNING FROM CAREER AND LABOUR MARKET INFORMATION

Part of our approach is to provide every student, and their parents, access to good quality information about future study options and labour market opportunities. The Head of Careers will arrange the support of an informed adviser to make best use of available information. As an example, the college has links with different course providers and possesses several digital platforms for this purpose. Parents evenings and Information evenings facilitate information about different courses and options. The College also organises a Careers Convention & Fair which are open to Years 7 – 13 with tailored seminars for Y10 - 13.

In addition, students are presented with opportunities to attend external careers and Higher Education events. Another career opportunity provided by the College is the internal College programme *"Salesian Inspires";* a series of talks given on nominated Fridays by parents and other professionals on their chosen career path. The programme promotes information about important Key Stages and different routes.

ADDRESSING THE NEEDS OF EACH STUDENT

The College is aware of how students have different career guidance needs at different stages. We believe that the link between PSHE careers lessons and careers general provision through the Gatsby Benchmarks is crucial. Therefore, we provide opportunities for advice and support tailored to the needs of each student during their different stages in education. General information evenings, strong academic and pastoral monitoring systems, specific year programmes defined by their honest and impartial advisory system and curriculum linked activities and SENDco, ensure that we cover every need to each student. We embed equality and diversity considerations throughout our approach to careers ensuring that the needs of all are accommodated under our statutory obligations.

LINKING CURRICULUM LEARNING TO CAREERS

In our school, teachers are supported to help link curriculum learning with careers. For example, STEM subject teachers highlight the relevance of STEM subjects for a wide range of future career paths. In addition, teachers promote events and activities displayed on the VLE which are relevant to the progress and depth in their subject. The National Careers Week, Apprenticeship Week, other relevant Fairs and digital platforms inform on 'subject-links' to job profile, salary, opportunity and progression.

ENCOUNTERS WITH EMPLOYERS AND EMPLOYEES

Our policy ensures that every student has multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This will be achieved through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes. As an example, Year 13 mock Interviews with employers take place in the Autumn term following workshops on Personal Statements, CV writing and letters of application during Year 12. The Year 13 mock interview evening is delivered in a formal setting, and formal feedback is provided to students. The Salesian Inspires programme is also a source of information and contacts.

EXPERIENCES OF WORKPLACES

Our policy will ensure that every student has meaningful experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities and expand their networks. Year 8 students will get their first experience of a working environment outside of school during 'Take Your Son to Work Day'. Year 10 students will undertake work experience during work experience windows in the Easter and Summer holidays. A digital platform is used to monitor the Year 10 work experience programme. All checks are carried out and feedback sessions are facilitated to allow students to reflect on their experiences and discuss the achievement of targets related to their work experience. Volunteering is at the core of what we do and as such, it represents an invaluable source of workplace experience. The visit to Frimley Park hospital to attend "The Taste of Frimley", provides Year 11 – 12 students an opportunity to visit the hospital, attend different workshops and experience a range of health professions careers.

ENCOUNTERS WITH FURTHER AND HIGHER EDUCATION

By making time pastorally, via form time, assemblies and academically, within subjects, students will be able to understand the full range of learning opportunities that are available to them. This includes full academic and vocational routes and learning in schools, colleges, universities, and in the workplace. As an example, students are provided with opportunities to visit a range of universities, meet and learn from Alumni university experiences, and engage in preparatory provision for high demand courses and institutions. Advice and guidance relating to high demand courses and institutions are provided by a range of senior staff.

PERSONAL GUIDANCE

An Options Evening for Year 9 is organised annually in January to inform about GCSE subjects and career options. Internal and external advisers are offered as support for information when making choices at this stage. Year 11 students sit the Morrisby test (a battery of psychometric tests) in the Autumn term. This test provides Year 11s with an insight into a variety of personal strengths and offers recommendations about potential career options. If they decide to do so, students can meet with Morrisby accredited careers advisors to further discuss results and future career pathways. The Sixth Form open evening in the Autumn Term for Year 11 and parents to find out about A level subjects and life in Salesian College Sixth Form. Detailed information is also given out by departments who particularly focus on potential degree courses or careers by taking certain A Level subjects. Students from year 12 and 13 talk at this evening and share with the attendees what they have enjoyed about attending the Sixth Form and how their experiences of it have helped them. The evening is publicised locally and is also open to prospective students and parents from other schools. Sixth Form Higher Education Information Evenings take place during Year 12, two information evenings are held for students and their parents.

To further assist students the College also provides information regarding university courses, apprenticeships, applications and careers, posted on the Careers area and on the Sixth Form area of the VLE for all students to access. This area also includes links to various websites which will support Sixth Formers in making key choices. Students taking deferred entry or gap years are encouraged to return to Salesian to receive course advice and to support their application should they desire it. Relevant Staff are available after A-Level results to give advice about university choices and careers where required. Comprehensive support is offered for some days after the publication of the A Level results.

CAREERS COMMUNICATION

The department communicates with its stakeholders in the following ways:

- VLE Notices and VLE Careers Website
- Social Media: College's website, Facebook, Twitter, Newspapers.
- Letters, Email and Clarion Call
- Open Days
- Open Afternoons
- Parents Information Evenings
- Parents Evenings
- Newsletters and Careers newsletters
- Library

Main Careers sites are on the Careers Departmental Website on the VLE. Useful sites for CEIAG amongst others are –

- **Good Career Guidance Gatsby Benchmarks https://www.gatsby.org.uk/education/focus-areas/good-career-guidance**
- **Careers and Enterprise Company https://www.careersandenterprise.co.uk/**
- **Career Development Institute https://www.thecdi.net/Home**
- **National Careers Service https://nationalcareers.service.gov.uk/**
- **International Centre for Guidance Studies https://www.derby.ac.uk/research/centres-groups/icegs/**

- **Morrisby Careers Advice & Guidance Online Platform - Morrisby**
- **Unifrog Unifrog - The universal destinations platform.**

To augment our Salesian identity and to demonstrate our commitment to student welfare, the Careers Department works in partnership with College Staff, governors, parents, employers, employees, OSAF, and numerous external companies to provide a cohesive and effective careers service**.**

LINKS WITH OTHER POLICIES

- Citizenship Policy
- Curriculum Policy
- PSHE Policy

POLICY CONTROL	
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