



# HALL GREEN SCHOOL

## CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG) POLICY

<b>Adopted:</b>	2 February 2022
<b>Next Review:</b>	October 2023
<b>Governing Committee:</b>	Pastoral and Curriculum
<b>Responsibility:</b>	Deputy Headteacher IAG Co-ordinator

## **Rationale for CEIAG**

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. Our intention is that this will lead to Hall Green School pupils managing their careers, sustaining employability and achieving personal and economic wellbeing throughout their lives.

## **Commitment**

Hall Green School recognises that it has a statutory duty to provide careers education in Years 7-11 (1997 Education Act, 2003 Education Regulations, Careers Strategy, December 2017) and to give learners access to impartial careers information, education and guidance (The Education Act, 2011). It is committed to providing a planned programme of impartial careers education and information, advice and guidance (LAG) for all learners in Years 7-11. There is additional support as required for learners in Year 11 and those with additional needs through the Birmingham Careers Service's guidance meetings.

Hall Green School follows best practice guidance from the careers profession, from other expert bodies such as Ofsted and from Government departments as and when published.

## **Development**

This policy was developed and is reviewed biennially in discussion with teaching and teaching support staff, learners, parents, governors, advisory staff and other external partners (e.g. *The South Network, The Careers and Enterprise Company and the 14-19 Skills and Partnership*).

## **Links with other policies**

The

policy for CEIAG supports, and is itself underpinned by a range of key school policies. Those include:

- HGS PSHE Policy
- HGS Looked after children Policy
- Equality and Diversity Policy
- HGS Assessment Policy
- HGS Provider Access Policy
- HGS Exclusion Policy
- HGS Safeguarding and Child Protection Policy
- Privacy Notices (Pupil/Parent/Looked after Children/Staff)

The policies referenced above are not an exhaustive list. For more policy information, please visit <https://www.hallgreen.bham.sch.uk/policies/>.

## **Objectives**

### Learners' needs

The careers programme is designed to meet the needs of every learner. 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 and which is 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 learners and their parents/carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

## **Implementation**

### Management

Miss Homer, Careers Leader, co-ordinates the careers programme. Mr Hosfield, Deputy Headteacher is the senior leader responsible for CEIAG. Careers activities, administration, post 16 transition and work experience is planned and implemented by Miss Homer.

### Staffing

Staff contribute to CEIAG through their roles as Form Tutors and subject teachers. Careers information is available for all on our website, in The Library and the Careers Office, which is maintained by the Careers Leader.

### Curriculum

The careers programme includes careers education sessions, employer talks, career guidance activities (e.g. group work and individual interviews), information and research activities, form time PSHE resources, work-related learning (including 4 days of work experience), and individual learning planning/portfolio activities. Other focused events include our Careers Fair, Practice Interviews, Post 16 Options Week, Higher Education Week and apprenticeships assembly. Work experience preparation and follow-up take place in careers lessons and other appropriate parts of the curriculum.

Wherever possible, learners are actively involved in the planning, delivery and evaluation of activities.

## **Partnerships**

- An annual Partnership Agreement is negotiated between the school and an external Careers Advisor from Birmingham Careers Service which identifies the contributions to the 1 to 1 careers meetings with pupils in Year 11.
- We have a partnership agreement with 'Avon Educational Services' to provide the health and safety approval of all our Work Experience Placements.
- We are part of the South Network Progression and Pathways group.

- We our partnered school with the Careers and Enterprise Company Hub.
- We work closely with the STEM Ambassadors programme to support our career events.
- With the help of the Birmingham Professional Services we conduct workplace visits (in some cases virtually) with employers in the city.
- Other links are being constantly being developed, e.g. Work Experience employers, College and 6th form representatives, training providers and other businesses and providers at the school's Careers Fair. Curriculum areas also develop vocational links with the local business community and these partnerships augment CEIAG within Hall Green.

## Resources

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the CEIAG area. Miss Homer is responsible for the effective deployment of resources. Sources of external funding for activities are applied for on an ongoing basis.

## Staff Development

Staff training needs are identified in conjunction with the school inset co-ordinator. The school endeavours to meet training needs within a reasonable period of time and will prioritise accordingly.


## Monitoring, review and evaluation

The Careers Meetings are reviewed termly by the Careers Leader and the Careers Adviser. The programme of events is monitored and evaluated via Microsoft Forms feedback from pupils, staff and visitors. Post-16 intended destinations are reported to the Education and Skills Team as part of the 'September Guarantee' at the end of May. In October, a final 'Annual Participation Report' is submitted with the full details of where our school leavers from the Summer have enrolled. This information is published at part of the school's Destination Measures by the Department of Education. Evaluation of different aspects of CEIAG is conducted regularly with SLT during Line Management meetings.

## Approval

### Headteacher

Name: Miss K Slater

Signature: .....  ..... Date: 21 January 2022

### Chair of Governors

Name: ..... Signature: ..... Date: .....