



Careers Education, Information, Advice and Guidance Policy

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Kafulespie

Ratification Date: - 13 June 2018

Review Date: - June 2020

individuals matter.





Bents Green School Careers Education, Information, Advice and Guidance Policy

Introduction

Bents Green School, aims to provide all students with experiences and opportunities, in different learning situations and contexts, so that they have a basis for comparing and understanding a wide range of concepts and issues in order that they can ultimately make informed decisions about their future role in society.

Careers Education, Information, Advice & Guidance (CEIAG)

The CEIAG Programme at phases 3 and 4 and Post 16 emphasises that students will take an active role in their career learning. Consequently the following aims underpin the Programme:

- Self development - to enable students to understand themselves and the influences on them (for example through the P.S.H.C.E. curriculum).
- Career exploration - to enable students to investigate opportunities in learning and work (such as work-related learning programmes, college link courses and leisure opportunities).
- Career management - to enable students to make and adjust plans to manage change and transition (with the support and advice of Sheffield Council and additional careers guidance services secured by the school to fulfil its statutory duty as described in the statutory guidance on the Education Act 2011 and Careers guidance and access for education and training providers: Statutory guidance for governing bodies, school leaders and school staff January 2018).

Careers Guidance

On a rolling contract, the School has entered into a service level agreement with Sheffield Futures, as a named Careers Adviser who works closely with the students, families and the School. External, impartial and independent, support is a vital component of the transition process that takes place for each student as they reach fourteen years of age. Students from this time onwards will have individual career action plans, drawn up by the Careers Adviser, following consultation with students, parents and school. Such plans are updated on an annual basis and presented just after the educational annual review.

The Careers Adviser provides advice and support to students and their families with regard to future opportunities/ placements beyond compulsory school life.

The school's overall CEIAG programme is delivered by following the AQA Personal and Social Education programme (5800) and supported by using units from the ASDAN Lifeskills Challenge curriculum, as well as other specific areas that may be required to meet the needs of our students.

Work-related learning (Work Experience)

Work-related learning is defined as “planned activity that uses the context of work to develop knowledge, skills and understanding useful in work, including learning through the experience of work, learning about work and working practices and learning the skills for work”.

For further details of the work-related learning programme at Bents Green School please see the Work Experience Policy [<link to policy?>](#).





Work-related learning may encompass some or all of the following three strands:

- Learning through work by providing opportunities for students to learn direct experiences of work or work shadowing:
- Learning about work by providing opportunities for students to develop skills and understanding of work and enterprise, for example through vocational courses:
- Learning for work by developing skills for enterprise and employability for example through School-based enterprise activities

Assessment

Individual students will be encouraged to record (with appropriate support) their own achievements which will be retained within a Personal Careers Progress File or as evidence for internal assessment or externally accredited schemes.

Students will follow PSD and Life Skills qualifications at Entry Levels 1,2,3, or Level 1.

Assessments undertaken as part of a work experience placement are detailed in the Work Experience Policy.

Monitoring and evaluation

The delivery of CEIAG and of work-related learning will be by class teachers, monitored by the subject leader.

The monitoring will include:

- Observation of activities
- Discussion with staff, pupils/students and parents
- Discussion with work place providers
- Meetings with the Careers Adviser including termly review of the Agreement.
- Scrutiny of students' work
- Scrutiny of accredited modules and other related schemes
- Maintaining a comprehensive data-base of destinations of students.
- The school will be working towards achieving an externally-assessed CEIAG Quality Award which is nationally validated by the overarching national kite-mark which is the Quality in Careers Standard.

Management of provider access requests

Procedure

A provider wishing to request access should contact *Andrew Hinchliffe, Assistant Headteacher*,
Telephone: 0114 2363545; Email: ahinchliffe@bentsgreen.sheffield.sch.uk



A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents:

	Autumn Term	Spring Term	Summer Term
Years 7 and 8	Autumn Term Parents Evening held in November at our Ringinglow Rd site	Futures Day to be held in February. Students to meet with external companies, careers advisor, inviting parents in to talk about their careers. Spring Term Parents Evening held in March at our Ringinglow Rd site	Summer Term Parents Evening held in June at our Ringinglow Rd site
Years 9 and 10	'Futures' to be the focus during October. Students to visit Sheffield Futures, talks by a careers advisor, companies, inviting parents in to talk about their careers. Autumn Term Parents Evening held in November at our Ringinglow Rd site	Spring Term Parents Evening held in March at our Ringinglow Rd site	Summer Term Parents Evening held in June at our Ringinglow Rd site
Year 11	'Futures' to be the focus during September. Students to visit Sheffield Futures, talks by a careers advisor, companies, inviting parents in to talk about their careers. Autumn Term Parents Evening held in November at our Ringinglow Rd site	Spring Term Parents Evening held in March at our Ringinglow Rd site	Summer Term Parents Evening held in June at our Ringinglow Rd site
Years 12 and 13	Autumn Term Parents Evening held in November at our Sheaf Training site	Spring Term Parents Evening held in March at our Sheaf Training site	Summer Term Parents Evening held in June at our Sheaf Training site

Please speak to our named Careers Leader to identify the most suitable opportunity for you.

The school policy on safeguarding [\[link\]](#) sets out the school's approach to allowing providers into school as visitors to talk to our students.



Premises and facilities



The school will make the Activity Suite or classrooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Learning Resource Centre, via the main receptionist. The Learning Resource Centre is available to all students at lunch, break times and during requested lesson times.

Please note

At present this policy refers to the CEIAG which takes place at the Ringinglow Road site of Bents Green School. Consultations will be taking place with our Westfield and Sheaf Training sites in order to develop/incorporate their CEIAG coverage into this policy.

References

DfE: The Education Act 2011

DfE: Careers guidance and access for education and training providers: Statutory guidance for governing bodies, school leaders and school staff January 2018

Web sites for reference:

www.careersengland.org.uk

Quality in Careers Standard

www.cegnet.co.uk

The Careers Education Support Programme

www.aceg.org.uk

The Association of Careers and Guidance Teachers

www.ofsted.gov.uk

Office for Standards in Education

www.qca.org.uk

Qualifications and Curriculum Authority

Details of all programmes of study from;

www.aqa.org.uk

www.asdan.co.uk

This policy is available on the school website www.bentsgreenschool.co.uk and a copy will be available at Annual Reviews.

