

# Policy Statement for Careers Education, Information, Advice and Guidance (CEIAG)

## **Rational for CEG**

A young person's career reflects the progress they make in learning and work. It is part of the aims and ambitions at Woodlands Community College all learners need a planned programme of activities to: help them choose pathways that are right for them; make well informed and realistic careers choices; manage their careers; sustain employment and achieve personal; and economic wellbeing throughout their lives.

## **Commitment**

Woodlands Community College recognises that it has a responsibility to provide careers education in Years 7-11 and a duty to provide learners with access to impartial careers information, advice, guidance to all learners.

It is committed to providing a planned programme of impartial careers education and information, advice and guidance (IAG) for all learners, to provide extra support as required, for vulnerable learners and young people with learning difficulties and disabilities.

Woodland Community College endeavours to follow best practice guidance from the careers profession, and other expert bodies such as Ofsted and Government departments that might appear from time to time.

## **OBJECTIVES**

### **Learners' needs**

The careers programme is designed to meet the needs of learners at Woodlands Community College. Activities are differentiated and personalised to each year group to ensure progression in their career learning and development, and to strengthen their motivation, aspirations and subsequent attainment at school.

### **Entitlement: How is student entitlement outline shared with students?**

Learners are entitled to impartial and confidential CEIAG which is person-centred, delivered by trained staff employed by the college, monitored by the Link Governor and which meets professional standards of practice.

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.

### **Management**

The Careers Coordinator will co-ordinate the careers education programme and is responsible to the SLT Careers Lead. This area is supported by a link Governor.

Careers learning will be delivered through assemblies, parent evenings, curriculum subjects, careers events and careers lessons in PSHE through the tutor programme.

### **Staffing**

All staff will contribute to CEIAG through their roles as tutors and curriculum subject teachers. The CEIAG programme is planned, monitored and evaluated by the Careers Coordinator in consultation with the senior leadership team. Careers information is available in the School Library which is maintained by the Library Manager in collaboration with the Careers Coordinator and PSHE and the Careers Advisors.

**Curriculum**

The careers programme includes careers education sessions, career guidance activities (e.g. group work and individual interviews), information and research activities, mock interviews and careers fayres. Careers lessons are part of the school’s PSHE programme.

**Impartial Careers Advice**

Woodlands Community College will employ the services of careers advisors employed by college through EBP. All careers guidance will follow the statutory requirements of:

- Impartiality
- Independence
- Competence
- Sufficiency

**Staff development**

Careers staff will attend all relevant CEIAG training opportunities and network meetings, where possible, to update knowledge and skills and disseminate information relating to CEIAG throughout school by way of meetings, briefings and staff training. They will be aware of current labour market trends both locally and nationally.

Staff training relating to careers will be identified by the Head of Careers and PSHE, and co-ordinated by the member of SLT in charge of staff development..

**Monitoring, review and evaluation**

The school analyses pupil destination information, feedback from students, parents and carers to inform its CEG programme.

The Head of Careers and PSHE will report to link Governor annually, evaluating the effectiveness of careers provision and how the process could be improved.

**Approvals**

Headteacher: .....

Link Governor: .....

Head of PSHE and Careers: .....