



CAREERS, EDUCATION, INFORMATION AND GUIDANCE POLICY

Date approved:	April 2022
Review date:	September 2022

Aims and Objectives:

- All students from Year 7 at Coppice are entitled to comprehensive careers education based on impartial advice in line with statutory guidance. This includes education, training and employment opportunities
- Coppice seeks to challenge preconceptions and raise the aspirations and focus of students. As a result, partnerships with parents and carers, businesses, their employees and teaching staff are vital.
- We work towards providing equality of opportunity and access to all students whilst reducing disadvantage and promoting social inclusion.
- Coppice sees the CEIAG programme as an integral part of developing the holistic student, underpinned by the introduction of the Skills Builder programme. Through this, skills, attitudes and abilities are developed that will enable students to undertake the responsibilities and experiences of adult life and the world of work.

CEIAG is a planned and distinctive element of the whole school curriculum, supported through PSHE whole school, Integrated Studies in Years 7 and 8 and various events throughout the academic year.

From Year 7 upwards, students engage in internal/external STEM activities, employer visits, college and university trips. We also host an annual Careers Fayre showcasing a number of careers paths available to students.

From Year 11 students have the opportunity to meet with a Connexions Advisor to have a one to one careers interview, as well as our internal careers mentor.

From Year 12, students become familiar with UCAS Progress and receive IAG on the various routes into employment.

During KS5 students receive guidance on university choices, mock interviews, and UCAS applications.

CEIAG is an important and distinctive element of the whole curriculum, relating to all key stages and areas of learning and experiences –culminating in preparation for eventual employment at the end of both Post 16 and Post 18 education. We feel confident that we work within the guidelines of the eight Gatsby Benchmarks:

1. A Stable Careers Programme

We have a CEIAG Curriculum Overview and a clear plan which details the CEIAG curriculum in each year group, and informs students and parents of events during the year.

2. Learning from Careers and Labour Market Information

Student and parents have access to good quality information regarding CEIAG and Labour Market Information via the Careers Section on the school website. This section contains information on specific events being held both in and outside of school. It also has links to a range of careers-based websites, which are both interactive and informative.

3. Addressing the Needs of Each Student

All students in Years 10 and 11 have access to a Connexions Advisor or our internal Careers mentor. Advice and support are tailored to the needs of each student and equality and diversity considered throughout. A referral system is in place for any students who we feel may particularly benefit from an early Connexions appointment. Planned activities and trips are offered to meet the needs of all students including possible NEETs, disadvantaged students and SEN students.

4. Linking Curriculum Learning to Careers

Lessons are linked to careers and more so during careers week when students in Year 8 are considering their GCSE options. Students are offered specific information regarding Science, Technology, Engineering and Maths (STEM) careers and their relevance for a wide range of future career paths. Specific curriculum activities, STEM trips and visiting guest speakers offer a full range of STEM opportunities. Subject specific careers lesson within Departments.

5. Encounters with Employers and Employees

Students have opportunities to learn from employers about work, employment and the skills that are valued in the work place. This is offered via the annual careers fayre, work experience, mock interview programme, visiting guests, mentoring, assemblies, and employer premises visits (pre and post Covid)

6. Experience of Workplaces

During KS4 and KS5 students have the opportunity of work experience and work visits to help their exploration of career opportunities and to expand their networks.

7. Encounters with Further and Higher Education

All students have opportunities to hear a range of speakers from FE/HE during assemblies. From Year 7 upwards, students are invited to attend the annual careers fayre. KS4/KS5 students are invited to take part in part in university talks from visiting speakers; take part in university visits/taster days. During National Apprenticeship week, training providers and employers, deliver a range of assemblies to students explaining the various apprenticeship opportunities available to them.

8. Personal Guidance

All students Years 10 and 11 and parents have access to impartial careers guidance interviews with the Connexions Advisor. Student and/or parent appointments can be made on request. In Year 11, students have the opportunity to see the Connexions Advisor or Careers mentor individually.

Entitlement:

Coppice's role is to ensure sufficient support is provided for all our students, promoting well informed and realistic decisions. In line with statutory guidance, the school provides access to impartial and independent advice about the range of education and training options that are most likely to help young people achieve their ambitions. This is in line with The Baker Clause which stipulates that schools must allow colleges and training providers access to every student in Years 8 to 13 to inform them about approved technical education qualifications and apprenticeships.

The school will be free to make arrangements for careers guidance that fit the needs and circumstances of our pupils, and will be expected to work, as appropriate, in partnership with external and expert providers

Coppice will secure access to impartial face-to-face careers guidance where it is the most suitable support for young people to make successful transitions, particularly children from disadvantaged backgrounds or those who have special educational needs, learning difficulties or disabilities.

Careers guidance will be presented in an impartial manner and promote the best interests of the students to whom it is given. Careers guidance will include information on all options available in respect of 16-18 education or training, including Apprenticeships and other work-based education and training options as well as post 18 options.

Responsibilities:

Coppice will decide the careers guidance provision to be made available based on the needs of pupils and the opportunities available in line with national entitlements and with statutory requirements through a flexible delivery model.

Coppice pupils will receive independent and impartial advice about all of the mainstream education, training and employment opportunities on offer, regardless of their individual circumstances. For those with learning difficulties and/or disabilities, this advice should also include information on the full range of specialist provision that is available.

Monitoring, Evaluation and Review:

Coppice assesses the impact of the Careers Programme on pupils through monitoring and evaluation. This is achieved by various means:

- On line evaluation tools - Compass
- Student destination ex Year 11 and Year 13
- Student feedback from the Work Experience Programme/annual Careers Convention.
- Employer feedback from the Work Experience Programme/annual Careers convention
- Connexions Service carry out annual evaluations with all students who have attended one to one interviews.

- Staff visits/phone calls of students on work experience.
- CEIAG Officer deliver assemblies to KS3/KS4

Managing and implementing the school's CEIAG policy is the responsibility of the Assistant Headteacher.

April 2022

This policy is reviewed annually by the Governing Board