

Careers Education, Information, Advice and Guidance, (CEIAG) Policy

Rationale

At The Sixth Form, CEIAG is embedded into all areas of the curriculum, so that our students are well informed and equipped for the next step of their career journey. We support students to ensure that they:

- Develop self-awareness of their skills, strengths and interests in relation to higher education and career options.
- Research their career ideas and HE goals.
- Understand Labour market Information and its impact on the choices that they make.
- Can confidently demonstrate the key employability skills required by employers.

Aims

- I. To develop employability skills by offering careers-related activities throughout the curriculum, the World of Work programme and providing work experience opportunities for all our students.
- II. To offer all students the opportunity for careers guidance with a qualified careers guidance practitioner,
- III. Students are able to self-refer to careers guidance appointments.
- IV. To support inclusion, challenge stereotyping and promote equality of opportunity across all areas of the sixth-form.
- V. To work closely with key partners with the higher education and employment sector, so that students have direct access to relevant and accurate information and in relation to their post-sixth-form career goals.
- VI. To enable parents and carers to support their son/daughter in their career planning, by providing access to key sources of careers information online and via in-college activities such as the Parents HE information evening.
- VII. To ensure all staff have opportunity for CPD in relation CEIAG
- VIII. To provide students with up-to-date careers material via the careers library, Google classroom, online resources and noticeboards around the sixth form.
- IX. To gather intended destination information at enrolment, which will enable the sixth form to identify provide appropriate and relevant careers activities for students.
- X. To work closely with key-staff in learning support service, so that students with additional needs have access to appropriate careers information, advice and guidance.
- XI. To work closely with pastoral support students, to ensure students who are at risk of becoming 'NEET,' receive timely interventions from the careers team.
- XII. To closely monitor the quality of the in-college careers provision via student, staff and parental surveys.

Implementation

- I. Library – a range of materials – careers-related books, university prospectuses.
- II. Careers notice boards – Key information on digital screens around college. Notice boards with specific information on employability and university provision.
- III. Career exploration and learning opportunities are shared with students and staff via the TEAMS platform as well as information on CV writing, personal statement writing, interview technique etc.

- IV. Careers learning and exploration opportunities promoted to staff and students via the weekly newsletter.
- V. Careers Advisor – available for appointments 5 days a week.
- VI. Annual Careers and HE day – including careers marketplace and careers/university workshops.
- VII. Annual STEM careers day
- VIII. 2 x careers information evenings for parents – one with a focus on HE and one which focuses on degree apprenticeships.
- IX. Weekly tutor groups which offer students the opportunity explore and prepare for life after sixth-form.
- X. Visits to universities and employment sector via subject areas, enrichment activities and the honours programme.
- XI. Labour market/careers information displayed in classrooms.
- XII. Bespoke careers-related talks and workshops offered throughout the academic year and delivered by a range of organisations, including: Operating Theatre Live, Medical Mavericks, NHS, a range of universities, PwC, BBC, Social Mobility Foundation, etc.
- XIII. ‘World of Work’ programme provided for all second year students.
- XIV. Personal statement 1:1 workshops offered by a range of HE professionals.
- XV. Futures Academy gives students who are interested in healthcare careers, the opportunity to attend careers talks, HE institutions and a visit to London to learn about the history of healthcare.

Monitoring, Review and Evaluation of the CEIAG Policy

- I. Careers programme reviewed and updated annually.
- II. Record of careers-related learning activities delivered within departments.
- III. Careers log records all careers guidance appointments.
- IV. Student and teacher feedback feeds into the careers programme.
- V. Regular Compass assessment against the Gatsby benchmarks.
- VI. Careers resources updated by the careers team.
- VII. Progression data and NEETS will be reviewed annually and reported to Governors.

Policy created: 15/11/2019

Policy reviewed and updated: 15/11/2020

Next policy review date: Nov 2021