



## Careers Education and Guidance Policy

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All learners have an equal entitlement to high quality careers education, information, advice and guidance that provides them with an understanding of the world of work, helps them to explore career options and supports them in making decisions on the opportunities open to them. At Upper Batley High School we strive to enable all learners to make an effective Post 16 transfer and to leave us equipped with career skills that will help them in the increasingly changing world of work.

### Principles

CEIAG is crucial in order to meet the Every Child Matters agenda and skills, knowledge and understanding covered in CEIAG. We fully subscribe to the Careers Education Framework 7-19 and the 6 principles of impartial careers education:

1. Empowers young people to plan and manage their own futures
2. Responds to the needs of each learner
3. Provides comprehensive information and advice
4. Raises aspirations
5. Actively promotes equality of opportunity and challenges stereotypes
6. Helps young people to progress

The CEIAG programme for pupils is designed to provide learners with opportunities to acquire the learning outcomes listed in the framework and PHSCE and Business Studies.

CEIAG must:

- Link effectively with WRL, PHSCE Education and the National Curriculum in order to maximise student learning and avoid repetition
- Provide totally impartial and up to date information through close working with Connexions, employers and FE institutions
- Challenge stereotyping and encourage learners to widen their career ideas. Students learn how to deal with prejudice and discrimination and how to use skills of assertiveness and negotiation
- Reflect the true nature of today's and tomorrow's world of work

### Implementation

Year 7 & 8

Learners use the Kirklees toolkit resources, with further delivery of career related learning. This largely takes place throughout the curriculum (Belief Culture, Health and Wellbeing). Two hours are allocated each fortnight.

Year 9

- 6 lessons of 1 hour as part of PSHE education from the Kirklees Toolkit and taught a block as part of a rota and through Business Studies Department.
- Economic well being it taught by the Business Studies Department.
- Focus on choices for Key Stage 4 and the implications of these.
- All learners given 'Directions' booklet
- Learners taught how to use careers library and encouraged to come at lunchtime/end of school

Year 10 and 11

- 2 hours of every fortnight are taken as PHSCE education from the Kirklees Toolkit ,focussing on CVs and personal statements
- Connexions actively involved at all stages, giving group talks, individual interviews, drop in sessions and providing individualised information

- One week of work experience in Year 10 and a programme of preparation and debriefing to maximise learning
- Mock interviews for Year 11, involving local employers
- Career Focus groups for Years 10/11 focussing on different occupations
- Use of careers room including computer programmes such as KUDOS
- Talks by college tutors and visits to colleges
- Year 11 careers information evening

#### Roles and responsibilities

The CEIAG programme is planned, co-ordinated and evaluated by close group of staff working closely with the Assistant Head Teacher (Learner Skills).

- PHSCE teachers and form tutors are responsible for teaching and giving feedback on the taught aspects of the CEIAG programme.
- The school librarian is responsible for maintaining the careers information stored in the dedicated careers library.
- We work very closely with staff from Connexions including our link personal advisers.

#### Resources

- The careers library is housed on the ground floor and is easily accessible to learners and staff. Materials are audited and replace annually through support from Connexions. We are part of the Careers Library Initiative
- Careers software including KUDOS is available to learners on any computer in school and the careers library. Learners are able to access particular sites on the internet
- Connexions use the careers library and a number of room confidential rooms next door for interviews. They are based in the careers resource area.
- The budget for CEIAG is negotiated annually considering the need to update materials

#### Partnerships

The CEIAG programme is greatly enhanced through links with a number of partners who help us to make the students learning 'real' and up to date. As well as the strong links with Connexions we constantly strive to expand and improve our links with employers and other local groups. This involvement includes the provision of work experience placements, careers focus groups, talks in PHSCE education and careers lessons, mock interview sessions.

Our partners also include FE colleges with whom we keep up to date with curriculum changes for effective student transfer.

Parents/carers are vital to learners understanding of career choices and the decisions they make. We provide all parents/carers with up-to-date information on choices at 14+ and 16+ and arrange parents' information sessions. They are also encouraged to make appointments to talk to a personal adviser to discuss individual concerns.