

ARCHBISHOP BLANCH SCHOOL



Archbishop Blanch
— SCHOOL —

CAREERS EDUCATION, INFORMATION, ADVICE & GUIDANCE

Policy and Procedure

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WRITTEN BY:	Deputy Headteacher
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**Community, Compassion, Forgiveness, Friendship,
Thanksgiving, Trust**

ARCHBISHOP BLANCH CE HIGH SCHOOL

CAREER EDUCATION, INFORMATION AND ADVICE POLICY

This policy should be taken and used as part of Archbishop Blanch Church of England School's overall strategy and implemented within the context of our Mission Statement and Instrument of Government aims.

As a Church of England School, we accept and respect all members of our community as unique children of God, precious in His sight and of infinite worth.

LINKS WITH OTHER POLICIES

This policy has been written with reference to the following;

The Personal, Social, Health and RSE policy
The Information Technology Policy
The Special Educational Needs and Disability policy
Pupil Premium policy
Equal Opportunities Policy

ENTITLEMENT

Students at Archbishop Blanch School are entitled to receive:

- Clear unbiased information, advice and guidance about all options available, so that they understand what each of them involve.
- support and guidance to help them make choices and complete a career plan for the future
- regular personal support with information on how well they are doing.
- help to decide what to do when they leave school, including further learning, training, apprenticeships or employment.
- a programme of careers education which helps them to develop skills and knowledge to make choices and the transition to work and learning.
- the opportunity to be involved in making decisions about things that effect their learning.
- the opportunity to learn about the world of work.

Students and parents are made aware of this entitlement through the school website. Students are encouraged to review their entitlement regularly within tutorial settings.

The delivery of this entitlement is underpinned by the following values:

- impartiality
- confidentiality
- ownership by the young person
- promotion of equality of opportunity
- transparency
- accessibility

CEIAG is made available to students at a time which is appropriate to their needs and in a format and style which allows them to make maximum use of this provision.

Rationale

Careers education and guidance programmes play a major part in helping young people choose programmes that suit their interests, abilities and individual needs. At Archbishop Blanch School we are passionate about our aspirational careers education, we aim to help our pupils to plan and manage their careers effectively, ensuring progression which is ambitious. We aim to ensure all students are prepared for the workplace and they can make informed decisions about their next steps. We strive to ensure our learners are viewed as employees of choice by local businesses, international companies and sought after candidates for HE and skilled applicants for apprenticeships.

A robust careers programme helps avoid disengagement, puts school learning into a wider and more relevant context, and helps raise aspirations. It will promote equality of opportunity, embrace diversity and challenge stereotypes. The policy will be guided by the Gatsby benchmarks and conform to statutory requirements, in particular the DfE's Careers Strategy and the revised statutory guidance.

Context

From September 2013, The Education Act of 2011 placed schools under a duty to ensure that all registered pupils in Years 8-13 have access to independent, accurate and impartial information advice and guidance. Schools are free to make arrangements for careers guidance which best suit the needs of their students, engaging where appropriate with independent providers. A further addition to the Technical and Further Education Act 2017 states that schools in England "must ensure there is an opportunity for a range of education and training providers to access registered pupils during the relevant phase of their education, for the purpose of informing them about approved technical education qualifications or apprenticeships". At each point where we deal with students leaving the school, we strive to ensure that they are purposefully provisioned in terms of advice and guidance, including information and support regarding apprenticeships, employment or re-commencement of study with another provider.

Commitment

Archbishop Blanch School is committed to providing all pupils, in all years, with a programme of careers and enterprise related activities. The details of the CEIAG programme will be published on the school website and can be viewed by pupils, parents and carers as well as employers, partners and education/careers providers. The programme is guided by the Gatsby benchmarks for ensuring best practice.

Archbishop Blanch School is also participating in CEC's Enterprise Adviser Network to strengthen the linkage between education and industry; particularly in respect of the identified growth sectors in the Liverpool City Region; raising awareness of opportunities in the current labour market and preparing students for these career experiences. In addition, Archbishop Blanch School is a member of the Liverpool Chamber of Commerce and has developed close links with local businesses.

Aim

To help pupils develop the skills and confidence to make realistic and informed decisions about their futures and to manage the transitions from one stage of their education, training and work to the next.

Objectives

- To ensure that pupils develop the skills and attitudes necessary for success in adult and working life.
- To make pupils aware of the range of opportunities which are realistically available to them in continued education and training at 14+, 16+ and 18+.
- To equip pupils with the necessary decision-making skills to manage those same transitions.
- To develop in pupils an awareness of the wide variety of education, training and careers opportunities locally, nationally and internationally.
- To encourage pupils to make good use of the paper-based, virtual and staff resources available to them, in order that they can make informed and appropriate choices throughout their learning journey.
- To foster links between the school, local businesses and further/higher education establishments.
- To ensure there is an opportunity for a range of education and training providers to access registered students during the relevant phase of their education, for the purpose of informing them about approved technical education qualifications or apprenticeships.
- Requests for access will be directed to the Careers Leader and appropriate times agreed, where all students will be able to access the provider. In most cases this will be a whole year group assembly or targeted pupils for a Meet the Professionals session.
- To enable pupils to experience the world of work and develop transferable skills, for example; independence; resilience; personal learning and thinking skill.

- To ensure that wherever possible, all pupils and students leave the school to enter employment, further education or training.
- To maintain a culture of high aspirations.
- To promote equality of opportunity, embrace diversity, challenge stereotypes and to ensure all students, who require any extra assistance and guidance reach their potential, such as SEND students or students eligible for pupil premium.

Learning Outcomes

Pupils should be able to:

- Assess their achievements, qualities and skill.
- Present this information as appropriate.
- Use this information for personal development.
- Set career and learning targets.
- Recognise and deal accordingly with influences on their attitudes, values and behaviour in relation to work.
- Recognise the value and impact their activities at school can have on their future.

Implementation

Archbishop Blanch School guarantees impartial and independent advice via: an independent Careers Adviser, employed by the school. Appointments can be through student referral, form tutor referral and parent referral. Schools are obliged to provide independent careers advice as outlined in section 29 of the Education Act 2011. Independent Careers guidance must:

- ❖ Be presented in an impartial manner.
- ❖ Feature information on the range of education or training options, including apprenticeships and other vocational pathways.
- ❖ Promote the best interests of the pupils to whom it is given.
- ❖ Promote the National Careers Service Website and Helpline.
- ❖ Promote independent websites relevant to all career needs, from choosing a university or apprenticeship to pursuing a career.
- ❖ Provide access to relevant external speakers offering independent sources of information including local and national employers, representatives from professional bodies and organisations including, representatives of higher education establishments and former students, who are a valuable resource. Archbishop Blanch School has published a policy statement on provider access and published it on the school's website.

There is a senior leader with responsibility for CEIAG and a member of staff appointed as Careers Coordinator. All staff have a part to play in the implementation of this policy through their role as teachers, form tutors and as subject specialists. It is reviewed and renewed on a regular basis by the Careers Coordinator.

CEIAG plays central role in our school timetable and is evident in each curriculum area. As published on the school website our students have dedicated CEIAG lessons throughout the academic year, all lesson content is aimed at each specific year group and progressively builds on knowledge and skills year on year. In addition to this, each half term there is a CEIAG focus week, each focus week is based on one of the 6 growth areas the LEP have prioritised as having genuine strength and economic opportunity, to enable the City Region to expand and create jobs. During each focus week, lessons throughout the whole school curriculum all have a growth sector focus. Students also receive a one hour CEIAG lesson dedicated to developing students' knowledge around the growth sector theme.

At Archbishop Blanch School CEIAG is taught under the acronyms of ACE (KS3 & 4) and CORE (KS5); The Archbishop Blanch School's ACE curriculum at KS3 & 4: Aspirations, Character and Enrichment and the CORE Curriculum at KS5: Change, Opportunity, Resilience and Engagement, is where our CEIAG curriculum works harmoniously with our PSHE curriculum (see ACE & CORE timetabling on the website). Our curriculum encompasses all the vital knowledge and skills students need for school and beyond. We aim to prepare and guide our students to achieve their potential by supporting their wellbeing. By equipping students with the knowledge and skills they need to help them identify their future career, through positive signposting, we are strengthening pupils desire to achieve and to secure meaningful and sustained destinations.

Student's experiences are enriched through innovate teaching methods involving the whole school community; competitions, visiting speakers, virtual interactions, trips, signposting and one to one careers advice. Our careers fairs are outstanding, forging links with the local and wider community and our networking events have enabled solid partnerships to be secured. Our Mock Interviews see employers from across the city region involved in conducting a real time interview and CV feedback session with our pupils, in preparation for education post 16 and 18. Students at Archbishop Blanch have the opportunity to meet professionals from the Liverpool city region; this is an extremely valuable part of the students' CEIAG education. We have built strong relationships with a variety of professionals from across the city, who come and deliver talks, presentations and informal chats to groups of students centred on their careers, how they reached their position, the obstacles they may have faced and the future within their role.

Enterprise and developing entrepreneurship thrives at Archbishop Blanch School, enterprise is block timetabled within the A.C.E and C.O.RE curriculums across the school, for a full half term. Full support is given to departmental enterprise competitions and initiatives to promote entrepreneurship and promotion of students thinking for themselves. We believe enterprise education is vitally important for our students:

- Students can gain an understanding of the diverse range of career pathways in the business sectors.
- Students develop personal finance capabilities which will help in their work and personal lives.
- Enterprise provides a bridge between the world of work and the school environment.
- Enterprise education enables students to develop confidence, self-reliance and a determination to succeed.
- Enterprise education encourages collaboration and team work.

Our main goal is to prepare our students for life outside of school and open their eyes to opportunities that encourage enterprise and entrepreneurship. Through our meticulously planned A.C.E and C.O.R.E Curriculums, we can equip our students with the skills they need to succeed.

Monitoring, Review and Evaluation

This policy will be reviewed as part of the whole-school self-assessment process, informing the Compass and the SEF and will be reviewed by the Governors. Parents are welcome to give feedback on any aspect of the CEIAG programme to the Careers Coordinator, via the school website. Student voice activities will be conducted with students from various year groups at least once a year

Partnerships

The CEIAG programme is greatly enhanced through links with several partners who ensure the students' learning is up to date and relevant. We strive constantly to expand and improve links with employers and other local groups, including the Careers and Enterprise Company's Enterprise Adviser Network, The Liverpool Chamber of Commerce and Shaping Futures. Parental involvement is encouraged at all stages. Archbishop Blanch School recognises that parents/carers remain the biggest influence on a young person's career choices and as such we offer parents help and guidance at critical stages in the students' time with us; for example, in Year 9 with KS4 options decisions, Year 11 with 16+ choices and Years 12 and 13 with UCAS and other applications. Parents also have the opportunity to speak to the Careers Coordinator by phone, by appointment or at any Year 9 to 13 Parent Evenings.

All staff are responsible for keeping up to date with CEIAG policies and procedures and fulfilling the elements of their role which supports this school wide process.

MONITORING, REVIEW AND EVALUATION

Progression (destination) information is collated by Liverpool Local Authority and is used to record and report upon the progression routes of students post-16. The Local Authority also provides follow-up information, which serves to monitor drop-out rates from destinations. These factors are taken into consideration when reviewing CEIAG services annually.

On an annual basis, the school will capture appropriate data on destinations from years 9, 10, 11 and 12. This will inform planning for CEIAG activities and careers events during the subsequent academic year, ensuring the needs of all students are met.

Using a whole school spreadsheet which highlights pupil's intended destinations alongside their predicted grades, the Careers Coordinator can access the appropriate support for support in terms of destination planning and subject specific intervention. This data also allows for specific industries and professionals to become involved within pupils CEIAG education, to offer practical advice to pupils to aid destinations that are secure and meaningful.

There is a programme of review for all policies relating to the schools CEIAG services. The reviews involve all key stakeholders.

NB A policy statement for providers can be found on the school website in accordance with the statutory guidance update in January 2018.

https://www.abblanch.com/downloads/policies/2017_policies/ceiag_policy_statement.pdf