

Kelmscott School Careers Education, Information and Guidance Policy

1, Vision & Ethos

Kelmscott School is committed to providing a planned programme of Careers Education, Information and Guidance for all students in years 7-12. The Careers Education Information, Advice & Guidance (CEIAG) programme at Kelmscott School aims to raise aspirations, increase confidence and prepare students for the opportunities, responsibilities and experiences they will encounter at school, in further education, and in working life. Our aim is to encourage pupils to strive and succeed and ensure we support students in making well-informed realistic choices about their future and prepare them for a successful transition from school to further education, employment or training.

2, Context and Rationale

Section 42A of the Education Act 1997 requires governing bodies to ensure that all registered pupils at the school are provided with independent careers guidance from year 8 (12-13 year olds) to year 13 (17-18 year olds).

The governing body must ensure that the independent careers guidance provided:

- is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option;
- includes information on the range of education or training options, including apprenticeships and technical education routes;
- is guidance that the person giving it considers will promote the best interests of the pupils to whom it is given.

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.

To meet the requirements of the Department for Education's statutory guidance 2018 the programme has been developed in line with the eight Gatsby benchmarks for ensuring best practice.

The Gatsby Benchmarks:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of work places
7. Encounters with further and higher education
8. Personal guidance

3, Commitment

Kelmscott School is committed to providing a planned programme of careers education for all students in Year 8-13 and information, advice and guidance in partnership with the Careers Service, London Borough of Waltham Forest.”

The school endeavours to follow:

- Careers Strategy: making the most of everyone’s skills and talents, (Department of Education, December 2017)
- The Common Inspection Framework for Education, Skills and Early Years (Ofsted, August 2016)
- London Ambitions: shaping a successful careers offer for all young Londoners, (GLA, LEP & London Councils, 2015)
- Good Career Guidance, (The Gatsby Charitable Foundation, 2014)
- Framework for careers, employability & enterprise education, (Careers Development Institute, 2018)

4, Objectives:

At Kelmscott School, our Careers Education Information, Advice & Guidance (CEIAG) for all year groups aims to:

- Run a stable, structured careers programme, enabling students to develop knowledge and understanding of both themselves and others including recognising personal qualities, achievements, potential and limitations. Pupils are encouraged to make full use of the resources available, including the library, use of ICT and Careers staff at Kelmscott. (Benchmark 1, 3, 8)
- Ensure every student, and their parents/guardians, should have access to good quality information about future study options and labour market opportunities. (Benchmark 2, 7, 8)
- Addressing the needs of every pupil, developing skills and abilities which will enable students to develop the knowledge and skills they need to make successful choices, manage transitions in learning and subsequently succeed in life after Kelmscott regardless of background or individual circumstances. (Benchmark 1, 3, 4, 8)
- Give every student multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes. We aim to give pupils six encounters with employers –from year 7 to year 12. (Benchmark 1, 3, 5, 6 8)
- Ensure pupils are aware of the academic and vocational routes and learning in schools, colleges, universities and in the workplace. (Benchmark 3, 7, 8)
- Give every student the opportunity for guidance interviews with a career adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. (Benchmark 1, 3, 7, 8)
- Ensure pupils develop realistically high aspirations and increase the motivation to achieve these through learning. (Benchmark 1, 3, 8)

5, Development

This policy was developed through discussions with teaching staff, students, parents, governors and Careers Service Manager. The policy is review annually or every 2 years.

6, Management

Mark Jones

Sefika Mehmet

7, Budget/resources

Planning

Careers Service

Events

8, Staffing

“All staff contributes to CEIAG through their roles as tutors and subject teachers.

Specialist sessions are delivered by external agencies:

Heads of Departments and other teaching staff will also plan, monitor and evaluate the elements of careers education that are delivered in their lessons

9, Partnerships

An annual Partnership Agreement is negotiated between Kelmscott School and the Careers Service, London Borough of Waltham Forest.

- Parents
- Partnerships with FE, HE, & training providers.
- Royal Marines
- Transformation Trust
- Careers Portal
- National Careers
- Careers and Enterprise Company
- Spark2Life
- Lifeworks Group

10, Career & Labour Market Information Resources – for students, parents, teachers, other staff via the website and school newsletter.

11, Monitoring, review and evaluation

- Destination Measures data will be used to show whether or not students have progressed into a sustained education or employment destination
- The Compass Tool will be used yearly to evaluate our careers activity against best practice
- Meeting with the Careers Service every term to review delivery
- Questionnaires to be completed by students in years 7 to 11 to gain feedback on CEIAG delivery
- A CEIAG development plan will be drafted by MJO/SMH and reviewed on an annual basis
- The Careers Education Curriculum will be audited annually by MJO/SMH