

North Halifax Grammar School

Careers Education, Information Advice & Guidance (CEIAG) Policy



Approved by:	Principal
Date approved:	February 2017
Next review:	Autumn Term 2019
Policy owner:	Vice Principal – Curriculum and School Organisation Manager

1. INTRODUCTION

- 1.1 It is the policy of North Halifax Grammar School to ensure that all learners have access to impartial careers education, information, advice and guidance. Learners will be encouraged to develop knowledge and understanding of self, roles and opportunities in education, training and employment. Learners will be helped to develop the skills necessary to obtain and handle information, be realistic about personal capabilities and aspirations, and make informed decisions about the future.
- 1.2 North Halifax Grammar School recognizes that a successful Careers Education and Information, Advice and Guidance programme is a partnership between the school HE and FE establishments, employers and each learner. The guidance provided will recognize the individual needs of each learner and be provided in an independent and impartial manner.
- 1.3 North Halifax Grammar School currently holds the CEIAG local quality standard in Calderdale and Kirklees.
- 1.4 100% of student's progress onto full time education, training or employment after GCSE and A level.

2. OBJECTIVES

2.1 Impartial information, advice and guidance alongside careers education sets out to enable our learners to become effective planners and managers of their own careers in a rapidly changing world of learning and work and should assist students to develop skills of:

a. Self-Development

- Understand themselves so that they are self –aware, have a flexible outlook and realistic expectations.
- Develop key skills needed for planning and managing their own career progression.
- Understand opportunities in work, training and further/higher education.
- Know and understand the full range of options available from the various sources of information and guidance both within and beyond the school on completion of their course.

b. Career Exploration

- Understand changes in education, training and employment and the impact of these on career patterns.
- Investigate careers and opportunities in learning, work and leisure, at home and abroad.
- Know where, when and how to access appropriate information, resources, help and guidance.
- Understand equal opportunities.

c. Career Management

- Make realistic but ambitious career decisions.
- Implement career plans.
- Decide on and take next step in career development using appropriate techniques such as action planning, reviewing and recording achievement.
- Manage transition into further education, careers or training.

2.2 The North Halifax Grammar School has a commitment to those with Special Education Needs and those identified as High Performers. The Careers Education and information, advice and guidance provided is designed to meet the needs of all students. It is differentiated to ensure progress through activities that are appropriate to students' individual need

3 STUDENT ENTITLEMENT

3.1 North Halifax Grammar School provides the following to which all learners throughout the school have access.

Careers education via:

- PSCHEE lessons.
- school based activities on the world of work such as The Challenge of Management event in the Sixth Form and in main school, The Ice Cream Challenge, Bright Futures, E-Enterprise etc.
- Two weeks of work experiences; one in Year 11 and one in Year 12.
- Careers resources, physical resources based in the LRC and internet based resources are supported online by Calderdale and Kirklees Careers Service.
- Help and impartial advice from Student Progress Tutors and an independent advisor in school two days a week provided by Calderdale and Kirklees Careers Service.

- An interview on request with a school based careers adviser from the Calderdale and Kirklees Careers Service.
- Guidance which is impartial, promotes equality of opportunity, is easily accessible and delivered by professional qualified staff.
- Access to online help through Workabout, Kidos and the National Careers Advice website.

4 PARENT/CARER ENTITLEMENT

4.1 North Halifax Grammar School is committed to working with all parents/carers to help ensure a smooth transition for all learners:

- Details of who to contact.
- Access to information which is:
 - Unbiased and up-to-date
 - Covers all the options available
- Opportunity to discuss career issues at Parents Evening with a school based Careers:
 - Adviser from the Connexions service and be involved in the guidance process

5 INFORMATION FOR TUTORS/GOVERNORS

5.1 Access to the following will be made available for tutors and governors:

- Information on the full range of option choices at key transition points KS3, 4 and 5.
- Careers software and information.
- Information on help and support available for individual students in each year group and how to refer students for advice and guidance.
- Details of events and developments through bulletins and meetings.

6 ROLES & RESPONSIBILITIES

6.1 The Lead Teacher for Careers and Enterprise works alongside the Heads of Department, Heads of Sections, SENCO, 6th Form Team, Year Group Leaders, as well as local colleges, businesses, training providers and HE institutes.

6.2 All staff are expected to contribute to careers education, information, advice and guidance through their roles as student progress tutors and subject teachers.

6.3 The pastoral teams work alongside the Lead Teacher for Careers and Enterprise and the Connexions advisor to ensure information is accurate, up-to-date, meets the needs of the students and is impartial.

6.4 This policy will be monitored by the Governors as part of their regular process of policy review. There is a named link governor for IAG.

6.5 Careers programme includes 'focus' days, such as Enterprise days, Career Events and extended assemblies.

6.6 Administration support is available to Careers and Enterprise activities.

7 CURRICULUM

7.1 We have a range of activities throughout the academic year designed to support all students.

7.2 PSCHEE carousel entitlements in the school

Year	Content
7	Economic wellbeing, involves looking at legal working ages, how to manage pocket money and savings
8	Careers advice on what the world of work entails
9	What different jobs pay and how to organise personal finances. A large part of the provision is given over to looking at subject choices that will influence future careers
10	Dealing with pay and tax, careers advice on applying for training courses, apprenticeships, preparing CVs and developing entrepreneurial skills
11	Career Development opportunity preparation, delivery and review of the experience
12	Updating CVs, university applications, Gap year options, university alternatives. Career Development opportunity preparation, delivery and review of the experience
13	Financing university, budgeting for living away from home

Additional extra-curricular careers and enterprise days running in school

Year	Activity
7	E-factor, developing a pop group activity
10	Ice cream company activity, where the students run a business simulation event
11	Students spend a week on a self-organised career development experience and also complete the Bright Futures school based activity for a day
12	A two day challenge of business management event that is run in school as well as an additional week's career development experience arranged in activity week.
13	Students allowed up to 6 days to visit prospective universities to look at courses that match their career aspirations

8 MONITORING, REVIEW & EVALUATION

8.1 The Deputy Head has responsibility for monitoring and evaluating the Careers provision at The North Halifax Grammar School. This involves meetings with the Lead Teacher, Pastoral Leaders and the full Leadership group.

Careers and Enterprise Learning Pathway for pupils at North Halifax Grammar School	
Year Group	Examples of Careers related opportunities
7	<ul style="list-style-type: none"> - Dealing with pocket money, saving and finances - Parental interviews about the nature of their jobs - E factor Day, putting your first band together
8	<ul style="list-style-type: none"> - Using the Careers library on 2 visits - What do I want to do in my career - How to looking for jobs locally - Directions booklets free for all year pupils - What does working involve lesson
9	<ul style="list-style-type: none"> - Choosing different subjects and how that impacts on careers - Looking at the library resources on a visit that is pre-booked - Individual interviews with school careers advisory - Bank accounts and finances - Subject options evening - Subject specific handbooks with career links included - Kudos careers searches - Using Workabout on the school website - Careers advisor available at parents evening
10	<ul style="list-style-type: none"> - Filling in application forms - Searching for jobs and courses - Interviews for jobs - Post 16 careers options evening - Business planning - Enterprise in Action Day - Bright futures maximising your potential day - Careers advisor available at parents evening
11	<ul style="list-style-type: none"> - Preparation for applying and attending work experience - All students get a 'get organised' booklet - Life after year 11 booklets given out - Group interviews and guidance groups - Personal 1:1 career appointments available - Work experience parents evening - Work experience for a week off school timetable - Writing a CV and cover letter - Careers advisor available at parents evening

12/13	<ul style="list-style-type: none"> - UCAS preparation day in activity week - Higher education evening - Financing university talk - Writing personal statements - Personal 1:1 career appointments available - Individual interviews for non HE students - Gap year talks - Unifaqs booklets distributed - Work experience for a week of school timetable - 2 day Challenge of Management business conference at NHGS - Leeds university higher education day visit - Up to 6 university visits allowed to see open days - Young enterprise groups within the school - Interview skills - Personal 1:1 career appointments available - Careers advisor available at parents evening - CV writing and cover letters - Unit about university choices (course and type of institution)
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