

# North Halifax Grammar School

## Careers Education, Information Advice & Guidance (CEIAG) Policy



<b>Approved by:</b>	Principal
<b>Date approved:</b>	November 2019
<b>Next review:</b>	Autumn Term 2022
<b>Policy owner:</b>	Assistant Vice-Principal – Director of Student Experience

## 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, assess personal capabilities and make informed and aspirational decisions about the future.
- 1.2 North Halifax Grammar School recognises 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 recognise the individual needs of each learner and be provided in an independent and impartial manner.
- 1.3 North Halifax Grammar School was awarded the Quality in Careers Standard by C&K Careers in April 2019 meeting all eight of the Gatsby Benchmarks.
- 1.4 Post 16 and post 18 destinations are monitored and recorded with support from C&K Careers.

## 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 aspirational 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 aspirational 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 North Halifax Grammar School has a commitment to those with Special Education Needs and those identified as disadvantaged. 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:

- RPSE lessons.
- school based activities on the world of work such as Business Skills and Employment days in the Sixth Form and in main school, alumni career talks, 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 one and a half 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 C&K Careers JED system 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.
- Regular meetings between the Careers Leader and governor link.
- Reporting of careers information by the Careers Leader to full governors meeting on important updates

#### 6 ROLES & RESPONSIBILITIES

6.1 The Careers Leader works alongside the Heads of Department, Heads of Sections, SENDCO, Sixth Form Team, Year Group Leaders, as well as local colleges, businesses, training providers and HE institutions.

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 Careers Leader and the C&K 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 The totality of the careers curriculum at NHGS involves:

Year	Content
7	In Year 7 students are introduced to enterprise and careers activities in a number of ways and develop skills to help them think about managing a budget and working together as a team. In RPSE students work to develop a board game for commercial release and must think about their target market, budget, production process and how to work in a team to deliver the product. All pupils in Year 7 are introduced to the idea of a market and identifying customer needs through the launch of the Tenner Challenge by an outside speaker in assembly. Students who take part in the Tenner Challenge must design a

	<p>product and then sell this to try and ensure they make a profit.</p> <p>All pupils at NHGS receive regular careers information and direction from their form tutors during conversation in form time. All students at NHGS receive up to date information on the local labour market through an assembly delivered by the Leeds City Region Enterprise Partnership.</p> <p>There are lots of extra-curricular activities that allow students to develop their careers and enterprise knowledge and skills in Year 7. These include the CAD and CAM Club, creative writing, debating, sewing bee and Year 7 science club. All students in Year 7 also have the opportunity to take part in the First Bow production which helps develop their self-awareness and self-determination.</p>
8	<p>The major careers event for students in Year 8 is the Employer Engagement Day during Activities Week. This event sees a number of employers visit the school and share their career experiences with students and provide advice on how to get into different areas of work.</p> <p>All pupils at NHGS receive regular careers information and direction from their form tutors during conversation in form time. All students at NHGS receive up to date information on the local labour market through an assembly delivered by the Leeds City Region Enterprise Partnership.</p> <p>There are lots of extra-curricular activities that allow students to develop their careers and enterprise knowledge and skills in Year 8. These include the CAD and CAM Club, creative writing, debating and sewing bee.</p>
9	<p>Year 9 is an important year for student choices around careers and during this period pupils are supported to ensure they make the most informed decision on GCSE option choices. In RPSE students cover a unit of work that involves them exploring careers options and developing a CV to help them identify the skills they have for the labour market. To help support the option process students are given an information booklet provided by C&amp;K Careers and the NHGS options booklet contains information on the careers that are most commonly pursued after studying each subject. Parents and students are also given information on options during the Year 9 Parents' Evening and a member of C&amp;K Careers staff is available to discuss issues further.</p> <p>All pupils at NHGS receive regular careers information and direction from their form tutors during conversation in form time. All students at NHGS receive up to date information on the local labour market through an assembly delivered by the Leeds City Region Enterprise Partnership.</p> <p>Students in Year 9 also get a taste of higher education study through visits to either Leeds University or Huddersfield University during Activities Week. In addition to these visits pupils engage with employers through events such as the women in STEM careers assembly, the Medicine and Health Taster Day at Leeds University and the Make it in</p>

	<p>Manufacturing event at Dean Clough.</p> <p>There are lots of extra-curricular activities that allow students to develop their careers and enterprise knowledge and skills in Year 9. These include the CAD and CAM Club and debating</p>
10	<p>In Year 10 pupils build on their existing careers and enterprise knowledge and skills and are involved in a number of activities to get themselves ready for the world of work. All students take part in mock interview sessions that are delivered by external employers and have the chance to work with the external providers to polish their CV's.</p> <p>Pupils receive information on the range of FE and HE options available to them through presentations delivered on degree apprenticeships and studying at university. Students financial literacy is also improved through a workshop delivered by Barclay's Life Skills and working through the Your Money Matters book published by Martin Lewis.</p> <p>All pupils at NHGS receive regular careers information and direction from their form tutors during conversation in form time. All students at NHGS receive up to date information on the local labour market through an assembly delivered by the Leeds City Region Enterprise Partnership. Students also learn about careers options through alumni assemblies and the Make It In Manufacturing event at Dean Clough.</p> <p>There are lots of extra-curricular activities that allow students to develop their careers and enterprise knowledge and skills in year 10 such as taking part in debating</p>
11	<p>In Year 11 all students spend one week of the first half-term of the year in a work experience placement. Lots of preparation and planning by students lead to this week and the vast majority of pupils are placed in positions from which they benefit greatly. During the year all students also receive a group interview and a one on one interview from a C&amp;K Careers member of staff to offer guidance and assistance in making post-16 choices. All students and parents receive information about the 'Get Organised' event at the Shay, which hosts all major FE and apprenticeship providers in the local area.</p> <p>All pupils at NHGS receive regular careers information and direction from their form tutors during conversation in form time. All students at NHGS receive up to date information on the local labour market through an assembly delivered by the Leeds City Region Enterprise Partnership. Students also learn about careers options through alumni assemblies and the Make It In Manufacturing event at Dean Clough.</p> <p>There are lots of extra-curricular activities that allow students to develop their careers and enterprise knowledge and skills in Year 11 such as taking part in debating</p>
12	<p>Students in Year 12 take part in numerous careers and enterprise activities during the year and are presented with information on the full range of options available once they have completed their sixth form study. The whole year group attends a university and careers fayre at Leeds Beckett University in the summer and receive information in school during</p>

	<p>an apprenticeship and UCAS information evening. Many students take advantage of enrichment time on Wednesday afternoon to gain work experience and all students complete a week of work experience at the end of the year.</p> <p>Employers also engage with students in Year 12 by running mock interviews and practice assessment centres. Students further develop careers skills through PSE, with pupils looking at how to complete covering letters, apply for part-time work and complete a CV. A careers adviser from C&amp;K Careers is available throughout the year for students to make an appointment with to discuss their individual career needs.</p> <p>There are lots of extra-curricular activities that allow students to develop their careers and enterprise knowledge and skills in Year 12. These include the debating, the Bar Mock Trial Competition and Medsoc.</p>
13	<p>Students in Year 13 take part in numerous careers and enterprise activities during the year and are presented with information on the full range of options available once they have completed their sixth form study. Students are supported through the UCAS application process and are given help and advice on applying for apprenticeships when they become available.</p> <p>There are lots of extra-curricular activities that allow students to develop their careers and enterprise knowledge and skills in Year 13. These include the debating, the Bar Mock Trial Competition and Medsoc.</p>

## 8 MONITORING, REVIEW & EVALUATION

8.1 The Assistant Vice-Principal- Director of Student Experience has responsibility for monitoring and evaluating the Careers provision at North Halifax Grammar School. This involves meetings with the teachers, pastoral leaders and the full leadership group. The impact of the careers programme is measured through parent surveys conducted during parents' evenings for all year groups and surveys completed after students participate in careers activities. These are reviewed by the Careers Leader and support staff and acted upon if appropriate. Impact is also measured by reviewing the student destination information provided by C&K Careers to analyse if students are making appropriate progress in meeting expected destination outcomes.