

# North Halifax Grammar School

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



<b>Approved by:</b>	Principal
<b>Date approved:</b>	February 2023
<b>Next review:</b>	Spring Term 2026
<b>Policy owner:</b>	Assistant Vice-Principal – Director of Main School

## 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 July 2022 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.
- Be aware of up-to-date labour market information for their local area and national trends

### 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. All students in receipt of pupil premium funding receive annual careers meetings with the careers advisor to ensure they are not disadvantaged in exploring their future options.

## 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. All students have access the C&K Careers MyDirections portal to make use of appropriate careers resources and complete learning activities.
- 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.

#### **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 on request with a school based careers advisor from C&K Careers.

#### **5 INFORMATION FOR TUTORSGOVERNORS-TEACHING STAFF**

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

- 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 assemblies, bulletins and meetings.
- Training from the Careers Leader and relevant outside providers to ensure best careers practice is applied to the classroom.

#### **6 INFORMATION FOR GOVERNORS**

- Regular meetings between the Careers Leader and governor link.
- Reporting of careers information by the Careers Leader to full governors meeting on important updates
- Careers information to contribute to SEF and SIP for governors approval.

#### **7 ROLES AND RESPONSIBILITIES**

- 7.1 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.
- 7.2 All staff are expected to contribute to careers education, information, advice and guidance through their roles as student progress tutors and subject teachers.
- 7.3 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.
- 7.4 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.
- 7.5 Careers programme includes 'focus' days, such as Enterprise days, Career Events and extended assemblies.
- 7.6 Administration support is available to Careers and Enterprise activities.

#### **8 CURRICULUM**

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

8.2 The totality of the careers curriculum at NHGS involves the following activities in any typical year but may be subject to change depending on the availability of providers:

Year	Content
7	<p>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. 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 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 Careers Leader. All students have access to the C&amp;K Careers MyDirections portal, which provides personalised and up-to-date information on careers education and opportunities.</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. The careers club is available for all students to attend and is always particularly popular with Year 7 and Year 8 pupils.</p>
8	<p>All Year 8 students take part in a visit to St Omer during the Summer term which allows them to experience a wide range of career education opportunities. Students experience the wide range of roles available in the travel and tourism industry and have to manage their finances as part of the visit. Students have opportunities to take on leadership roles during the trip and develop their ability to work and act independently. Year 8 students also take part in an alumni event in the Summer term where they get to meet and explore the career paths of former NHGS students.</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 Careers Leader. All students have access to the C&amp;K Careers MyDirections portal, which provides personalised and up-to-date information on careers education and opportunities.</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. The careers club is available for all students to attend and is always particularly popular with Year 7 and Year 8 pupils.</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. To help support the option process students are given the Directions information booklet provided by C&amp;K Careers through the MyDirections portal and also receive the NHGS options booklet containing information on the careers that are most commonly pursued after studying the subjects on offer at GCSE. The C&amp;K Careers Advisor is also available in school to discuss GCSE options with parents and students.</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 Careers Leader. Year 9 students financial literacy is improved during Activities Week by taking part in activities using the Martin Lewis 'My Money Matters' textbook.</p> <p>Students in Year 9 engage with employers through events such as employer assemblies in school and regular trips and visits offered in subject areas. All students have access to the C&amp;K Careers MyDirections portal, which provides personalised and up-to-date information on careers education and opportunities.</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</p>

	and debating.
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. In RPSE students cover a unit of work that involves them exploring career options and identifying the skills they may need for the labour market.</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 in Year 10 also get a taste of higher education study through visits to either Leeds University or Huddersfield University during Activities Week. All students in Year 10 receive a group interview from the school Careers Advisor.</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 Careers Leader. Students also learn about career options through employer assemblies in school and regular trips and visits offered in subject areas. All students have access to the C&amp;K Careers MyDirections portal, which provides personalised and up-to-date information on careers education and opportunities.</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, poetry translation club and the creative writing club.</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. In RPSE students cover a unit of work that involves them exploring career options and identifying the skills they may need for the labour market.</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 Careers Leader. Students also learn about careers options through employer assemblies in school and regular trips and visits offered in subject areas. All students have access to the C&amp;K Careers MyDirections portal, which provides personalised and up-to-date information on careers education and opportunities.</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, poetry translation club and the creative writing club.</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 fair at Leeds Beckett University in the summer and receive information in school during an apprenticeship and UCAS information evening. Many students take advantage of enrichment time on Wednesday afternoons to gain work experience and all students complete a week of work experience at the end of the year. All Year 12 students take part in an Enterprise Day, which involves students developing key skills related to future careers.</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>

	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.
13	<p>During Year 13 students are given information to help guide them through university in the shape of a presentation on student finance. There are also a number of external apprenticeship visits to help further students' understanding of how these programmes work. A member of the Sixth Form team is assigned to work with all students in Year 13 to help guide them through applications for university and apprenticeships.</p> <p>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. 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>

## 9 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 by outside accreditation provided by C&K Careers and the awarding of the Quality in Careers Standard. The standard is awarded after a thorough process of scrutiny which is conducted every three years, with annual reviewed provided with a lighter touch of scrutiny. The Careers Leader also completes an annual Careers Development Plan which assesses areas of development within careers and reviews progress towards the stated goals. 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.