



COLOMA CONVENT GIRL'S SCHOOL

CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE POLICY (CEIAG)

Date policy agreed: July 2015

Developing Workplace Skills and Future Economic Wellbeing

CEIAG CONTRIBUTES TO DEVELOPING WORKPLACE SKILLS AND FUTURE ECONOMIC WELLBEING

(SEE ALSO POLICY ON WORK-RELATED LEARNING AND ENTERPRISE)

I. INTRODUCTION

Careers Education, Information, Advice and Guidance (CEIAG) at Coloma Convent Girls' School is a key element in working towards the school aims, in particular to develop skills in leadership, management and enterprise. Coloma has built up strong links with employers both in the local community and beyond. This is supported by a well-established alumni which draws upon students from past and recent years who are currently in a wide range of professional and vocational areas.

A young person's career is an individual's lifelong progression through learning and work. Coloma follows the guidance in the National Framework for Careers Education and Guidance and the QCA guidance on Work-related Learning at Key Stage 4, to enable all students to achieve the 5 outcomes of the Every Child Matters Agenda.

The following provides the context for CEIAG at Coloma:-

- On entry in Year 7, Coloma students are above-average ability.
- At 16 the majority of students achieve the Level 2 threshold (5 A* - C including English and Mathematics).
- At 16, all students progress to Coloma Sixth Form, other sixth form centres, college, or work-based training (Coloma does not have any students who are NEET, i.e. Not in Education, Employment or Training).
- At 18, almost all students progress to university, others transfer directly into employment, training, or gap year activities.

I.1 The aims of CEIAG at Coloma are:

- To prepare students to make informed decisions about courses at key transition points and in their choice of careers, so that they achieve successful transitions.
- To broaden students' aspirations, foster enjoyment of learning and achievement of their potential.
- To develop students' capacity to recognise and manage risk, and reflect on safety and health issues.
- To address, reflect, and challenge the equality of opportunity and stereotypes, so that students are supported in their career aspirations.
- To extend the post-16 provision by including courses such as the Pre-U alongside the more traditional A levels.
- To embrace national and local level initiatives which enhance the learning opportunities offered to our students at KS4 and KS5 e.g. Apprenticeships.

To this end, we aim to raise attainment and contribute to students' economic well-being and lifelong learning.

The CEIAG programme at Coloma develops students' knowledge, understanding and skills in the three strands of:-

- Self-development
- Career Exploration
- Career Management

At Coloma, Careers Education **develops** students' knowledge, understanding and skills to make informed decisions about education, training and employment.

Careers Information, Advice and Guidance will encourage and enable students to **apply** their knowledge, understanding and skills to their own circumstances when making choices about their career paths.

The CEIAG programme at Coloma will emphasise continuity, progression and preparation for adult life.

The programme will involve:

- The tutorial programme in Year 7, and suspended timetable days in other years to include the cross-curricular programme 'The Make It Real Game' (Year 8), Work-related Learning/Enterprise activities: 'In Business with the Games', 'Ewise', (Year 9), 'Learn to Earn', 'Mock Interviews', (Year 10), 'Post-18 Conference', 'HE Fair', Workshops with University Admission tutors and preparation for UCAS applications etc (Year 12/13)
- Careers Fair – Years 9 – 13
- 1:1 and Group Interviews
- A two-week Work Experience programme in Key Stage 4 (also involves pre-WEX preparation and WEX debrief)
- Highlighting links between CEIAG and the subjects of the curriculum – the Enterprise / Personal, Learning and Thinking skills passport (Year 9)

Our commitment to the learning outcomes in the national framework for CEG (DfES 2003) and the framework for Economic Wellbeing 11-19: Careers, Work-related Learning and Enterprise (QCA 2008) can be identified in our Schemes of Work.

1:2 Commitment

CEIAG is at the core of the work of Coloma. It provides focus and purpose to young peoples' learning and endeavours. The Leadership Team facilitates the programme of learning through:

- the organisation and provision of the curriculum and the timetable
- the resources to engage Careers Advice and Guidance specialists
- the monitoring and evaluation of CEIAG
- the leadership of CEIAG by an experienced senior teacher, now working as an independent and impartial consultant

1:3 Development

CEIAG embraces new requirements as set out by national policy. The school takes account of the student population; their needs, abilities, learning styles and aspirations and tailors the CEIAG programme accordingly.

1:4 Links with other policies

The CEIAG policy is linked to these policies

- Work-Related Learning
- Teaching and Learning
- Equality & Community Cohesion
- Special Educational Needs
- Gifted and Talented

2. OBJECTIVES

2.1 Students' Needs

Most students will study at Coloma for seven years; some will transfer to college, employment or to work-based training at 16. The CEIAG programme will prepare all students to make informed decisions and to prepare for successful transition.

The programme will thus **be personalised to meet the specific needs of each student**, enabling them to achieve the 17 CEG learning outcomes (see progression in the Learning Outcomes for CEG at Coloma)

2.2 Entitlement

All students in Years 7-13 are entitled to Careers Education, Information, Advice and Guidance that is informed, impartial and confidential. It will be integrated into their experiences of the whole curriculum, based on a partnership with students and their parents or carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity, and economic well-being.

3. IMPLEMENTATION

3.1 Management

Jenny Murray (Assistant Head), responsible for co-ordinating the CEIAG programme, works with the school's Connexions Advisers and is accountable to the Senior Leadership Team. Work-related Learning and Enterprise is co-ordinated and managed by Jenny Murray who works closely with Croydon Education Business Partnership (CEBP) and Young Enterprise (London).

3.2 Staffing and Staff Development

All staff contribute to the CEIAG programme through their roles as tutors and subject teachers. When appropriate, the Team Leader for CEIAG, Jenny Murray, will provide professional development for Team Leaders, Heads of Year and Form Tutors. Increasing numbers of tutors are being involved in training on specific aspects of CEIAG provision, for example, the Make It Real Game (MIRG). The Team Leader and relevant staff attend professional development appropriate to the changing demands and features of CEIAG, Work-related Learning and Enterprise and Work Experience. Some of these courses are funded by the local Connexions Service.

CEIAG is planned, monitored and evaluated by Jenny Murray on an annual basis with the help of specialist external agencies, as appropriate.

3.3 Curriculum

There are five aspects to CEIAG at Coloma. These are:-

1. **A Careers Education Programme** provided through:-

The Whole Curriculum

Subject co-ordinators and subject area teachers are encouraged to identify WRL links within their subject area and contribute to the development of aspects of CEIAG / WRL through their schemes of work and lessons as appropriate.

Specific Timetabled Lessons / Tutorial Programme

Citizenship, PSHE, CEIAG, WRL and Enterprise at Key Stage 3-5 will be provided through the weekly tutorial programme as appropriate or on suspended timetabled days which target particular year groups (see point 1:1)

2. **Access to Information**

Independent Careers Advisers provide specialist impartial Information, Advice and Guidance (IAG). All students have access to up-to-date careers information in the Resource Centre – a dedicated Careers Room. Resources are regularly updated and a variety of E-Learning resources are networked across the school.

3 **Access to Guidance**

Students in Years 9-13 have access to an independent and impartial Personal Adviser (Careers) for group or individual interviews on a self or tutor referral basis with a drop-in opportunity available at lunchtime. Students in Years 7-8, where the timetable allows, are also given the opportunity to meet with a Personal Adviser and explore E-resources such as Kudos.

Jenny Murray is available to provide impartial individual guidance and support to any student during lunchtime.

4. Work-Related Curriculum

Students have access to the Work-related Learning and Enterprise Education across the academic and vocational curriculum, together with 2 or more weeks' Work Experience and suspended timetabled sessions. Through these programmes and activities, employability and enterprise skills are explored and practised in a range of contexts.

5. Target and Action Planning

Students are encouraged to agree their own targets in each subject and work with their Tutors to monitor progress and achievement.

In Years 11 and 12, students also prepare a Personal Statement which highlights their achievements, responsibilities and personal qualities.

3.4 Assessment

The intended career learning outcomes for students based on the national framework are assessed using peer- and self-assessment. A passport to evidence enterprise qualities and personal, learning and thinking skills across the curriculum, is completed by students in Year 9.

Various methods, e.g. questionnaire and feedback forms, are used to monitor the students' understanding of their career learning. Together with appropriate Tutor's feedback, results are used to review and inform future planning.

3.5 Partnerships

An annual Partnership Agreement is negotiated between Coloma and the following external agencies: Croydon Education Business Partnership and Young Enterprise (London). Other links are being developed with local 14 – 19 partners and stakeholders e.g. Virgo Fidelis, Quest Academy

3.6 Resources

Jenny Murray, in consultation with an independent and impartial Personal Adviser and appropriate agencies, ensures a range of resources are available to meet the needs of our students.

Administrative support is available as required.

3.7 Monitoring, Review and Evaluation

The Partnership Agreement with Croydon Education Business Partnership is reviewed annually. Positive achievements are identified and, where appropriate, these are developed further. Areas for concern are highlighted and measures suggested to bring about desirable improvements.

Quantitative data using Fisher Family Trust and student destination and courses followed at 16 and 18 will be used to evaluate the percentage of "best match" student profiles.

Qualitative student data will be used to evaluate the use of the Careers Room, the effectiveness of information, advice, and guidance from Personal Advisers, the students' understanding, knowledge and skills from dedicated careers / WRL lessons and other resources, e.g. E-packages such as Fast Tomato, Post-18 conference. Parents will be invited to share their ideas on the development of the CEIAG programme.

Termly reports for CEIAG are submitted to the Senior Leadership Team and Governors.

This policy, which reflects the Investor in Careers Standard, will be reviewed to reflect the changing needs of the student population and any Government-led initiatives at national and local level.

