

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

Rationale

Careers education and guidance programmes play a major part in helping young people choose programmes that suit their interests, abilities and individual needs. A robust careers programme helps avoid disengagement, puts school learning into a wider and more relevant context, and helps raise aspirations.

The Biddenham International School programme will help our students to plan and manage their careers effectively, ensuring progression which is ambitious and aspirational. It will promote equality of opportunity, embrace diversity and challenge stereotypes. The policy will be guided by the Gatsby benchmarks and conform to statutory requirements.

Context

From September 2013, 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. Schools are free to make arrangements for careers guidance which best suit the needs of their students, engaging where appropriate with independent providers. Those schools, such as ours, that have already developed their own arrangements for providing impartial careers advice and guidance may continue to do so as long as they ensure students have access to a source of guidance which is independent and external to the school. This could include website or telephone helpline access and/or face to face support from a specialist provider where needed.

A further addition to the Technical and Further Education Act 2017 states that schools in England “must ensure there is an opportunity for a range of education and training providers to access registered pupils during the relevant phase of their education, for the purpose of informing them about approved technical education qualifications or apprenticeships”.

At Biddenham, approximately 64% of Year 11 stay on to begin courses in the Sixth Form. They are joined by a number of pupils from other centres at the start of Year 12; of these in the region of 90% of the cohort go on to tertiary education. At each point where we deal with ‘leavers’ we strive to ensure that they have access to purposeful advice and guidance, including information and support regarding apprenticeships, employment or re-commencement of study with another provider.

Commitment

Biddenham is committed to providing all students in Years 7-13 with a programme of activities and supporting activity. This will be guided by the Gatsby benchmarks for ensuring best practice. To ensure Biddenham is delivering the best possible careers guidance we are currently working towards a ‘Quality in Careers Standard’. In addition to gaining this accreditation, Biddenham is also participating in a SEMLEP scheme to improve careers and enterprise education which has involved assessment visits - this review of our careers and enterprise provision will take place at the start and end of the scheme. This is in accordance with the Government’s recommendation that “all schools should work towards a quality award for careers education, information, advice and guidance as an effective means of carrying out a self-review and evaluation of the school’s programme.” And as advocated by the Department for Education in their [‘Careers guidance and inspiration in schools’ policy](#) issued in March 2015.

Careers and Employability Programme

The current programme is delivered through a combination of methods; including Essential Life Skills (ELS) where the programme is delivered to every year group for one hour a week across half a term (30 minutes of ELS time and two tutor time sessions to follow up). The programme is also supported through assemblies, presentations, employer visits, independent work experience, seminars, workshops and 1:1 sessions.

There are several special events held (or attended) such as the National Apprenticeship show, UCAS Evening and the Student Finance Parents' Roadshow. The Careers section of our school website contains an overview of the planned activities for each year.

To enable students to track their progress throughout their time at Biddenham and have a record of their achievements and goals with regards to careers, we have bought into an online platform 'Unifrog'. Unifrog enables students to:

- Have access to live apprenticeships.
- Complete MOOCs (massive open online courses).
- Access live labour market information against jobs.
- Keep information in their own 'locker' about their careers journey.
- Add their own information about activities they have undertaken and competencies they have achieved against a set of criteria.

Aims

To help students develop the skills and confidence to make realistic and informed decisions about their futures and to manage the transitions from one stage of their education, training and work to the next.

Objectives

- To ensure that students develop the skills and attitudes necessary for success in adult and working life.
- To make students aware of the range of opportunities which are realistically available to them in continued education and training at 14+, 16+ and 18+.
- To equip students with the necessary decision-making skills to manage those same transitions.
- To develop in students an awareness of the wide variety of education, training and careers opportunities both locally and nationally.
- To encourage students to make good use of the paper-based, virtual and staff resources available to them, in order that they can make informed and appropriate choices throughout their school journey. These can include subject specific careers lessons within curricular and extra-curricular time.
- To foster links between the school, local businesses and further/higher education establishments.
- To ensure there is an opportunity for a range of education and training providers to access registered pupils during the relevant phase of their education, for the purpose of informing them about approved technical education qualifications or apprenticeships.
 - Invitations are issued to relevant local providers inviting them annually to Year 11 parents evening, Sixth Form Open Evening and any further appropriate events run by Biddenham. If the provider cannot attend, then they are welcomed to deliver information in the form of leaflets to be handed out by an alternative body (SEMLEP representatives assist with this).
 - Requests for access will be directed to the Careers Leader and appropriate times agreed, where all students will be able to access the provider. In most cases this will be a whole year group assembly, delivered in the main hall.
- To enable students to experience the world of work and develop transferable skills, for example; independence; resilience; personal learning and thinking skills.
- To ensure that wherever possible, all young people leave the school to enter employment, further education or training.
- To maintain a culture of high aspirations.

- To promote equality of opportunity, embrace diversity, challenge stereotypes and ensure all students who require any extra assistance and guidance to reach their potential, such as SEN students or students eligible for pupil premium.

Learning Outcomes

Students should be able to:

- Assess their achievements, qualities and skills.
- Present this information as appropriate.
- Use this information for personal development.
- Set career and learning targets.
- Recognise and deal accordingly with influences on their attitudes, values and behaviour in relation to work.
- Recognise the value and impact their activities at school can have on their future.

Implementation

The school guarantees impartial and independent advice via:

- An independent Careers Advisor, employed by Bedford Borough Council, who attends school on Wednesdays. Appointments can be through student referral, tutor referral and parent referral. Maintained schools are obliged to provide independent careers advice as outlined in section 29 of the Education Act 2011. Independent Careers guidance must:
 - Be presented in an impartial manner.
 - Feature information on the range of education or training options, including apprenticeships and other vocational pathways.
 - Promote the best interests of the students to whom it is given.
- Access for all students and staff to the Unifrog website and other appropriate sources of guidance.
- Promoting the National Careers Service Website and Helpline.
- Promotion of independent websites relevant to all career needs, from choosing a university or apprenticeship to pursuing a career.
- Access to relevant external speakers offering independent sources of information including local and national employers, representatives from professional bodies and organisations including, representatives of higher education establishments and former students, who are a valuable resource.

All staff have a part to play in the implementation of this policy through their role as tutors and as subject specialists. Careers information and resources are located in the Careers library, which contains up-to-date, impartial information presented in a variety of media. It is reviewed and renewed on a regular basis by the Careers Coordinator. College and University prospectuses are current and visual displays on the notice boards are kept current in both the Main and Sixth Form libraries. The careers library can be accessed by students before school, during break and lunch times and after school. Form tutors can also book time to use it during registration slots and students have some of their timetabled ELS lessons based there.

Throughout KS3, 4 and 5, independent learning providers and our local college, will be invited to attend Biddenham, in order to have the opportunity to speak to students/parents/carers/staff. If the organisation cannot attend, then representation will be visible at events in order to advertise local opportunities.

Monitoring, Review and Evaluation

A report will be published on an annual basis, including an account of activities, a review of progress and an evaluation of pupil responses to provision. This policy will be reviewed annually as part of the whole-school self-assessment process and will be reviewed by the Governors. Parents are welcome to give feedback on any aspect of the CEIAG programme to the Careers Coordinator, via

the school website. Student voice activities are conducted with students from various year groups at least once a year.

Recording, Assessment and Reporting

Students' progress is monitored via their Unifrog profile, and remains with them for their entire duration at Biddenham. The work is individual and personal to the student and is a log of activities completed and employability skills gained - these skills are not graded. A report on the careers programme is presented to the governors annually.

Entitlement

Every student at Biddenham is entitled to a thorough, personalised and aspirational programme of careers events throughout their time at the school. They are given support to whichever route they choose, whether this occurs at the end of KS4 or the end of KS5.

They will come into contact with Careers, Employability and Enterprise in the following ways:

- Through a variety of year group assemblies.
- Through their Essential Life Skills lessons, which run for half a term, one hour per week, each academic year.
- Parents/carers are welcome to speak to their child's form tutor, Head of Year, a member of the sixth form team, SENCO or the careers coordinator if they have any questions or concerns about their child's progress and their child's participation in careers events.
- Students, parents/carers are entitled to have access to information about the options processes - provided via letter, on the school website and on information evenings.
- Each KS4 student will have at least one individual careers interview with an independent, qualified careers practitioner by the end of KS4.
- Each KS5 student also receives at least one interview with a member of the sixth form team, and those with any concerns or queries can either self-refer or be referred for an additional interview with the independent careers advisor.

Partnerships

The CEIAG programme is greatly enhanced through links with several partners who ensure the students' learning is up to date and relevant. We strive constantly to expand and improve links with employers and other local groups. Parental involvement is encouraged at all stages. Biddenham recognises that parents/carers remain the biggest influence on a young person's career choices and as such we offer parents help and guidance at critical stages in the students' time with us; for example, in Year 9 with KS4 options decisions, Year 11 with 16+ choices and Years 12 and 13 with UCAS and other applications. Parents also have the opportunity to speak to the Careers Coordinator by phone, by appointment or at any Year 9 to 13 parental consultation events. We also have a dedicated section for parents on our school website on Careers, Employability and Enterprise.

- Links with the Local Authority:

The Local Authority has a duty under section 68 of the Education and Skills Act 2008 to encourage, enable and assist the participation of young people in education or training. In addition, the Education and Skills Act 2008 placed two new duties on local authorities from June 2013 for 16-18 year olds in relation to the raising of the participation age:

- To promote the effective participation in education and training of young people covered by the duty to participate.
- To have in place arrangements to identify those who are not participating.

Biddenham will work with the Local Authority, including sharing information, to support the above. In particular, in accordance with Section 13 of the above Act, the School will notify the Local Authority whenever a 16 or 17-year-old leaves an education or training programme before completion.

- **Links with the Governing Body:**

All changes to the Careers policy are approved by the school Governing Body and they are regularly informed about the progress of the careers programme via visits to the school and reports/presentations delivered by the careers coordinator.

Management of provider access requests

Procedure

A provider wishing to request access should contact Cathy Eckett, Assistant Headteacher and Careers Leader. Telephone: 01234 342521. Email: cathy.eckett@biddenham.beds.sch.uk

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers. The Careers section of the school website is regularly updated with events the school is running. Biddenham invites local providers to options evenings yearly and offers them the opportunity to leave course information if they cannot send representation.

Please speak to our Careers Leader to identify the most suitable opportunity for you.

Premises and facilities

The school will make the main hall, classrooms or private meeting room available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Library, which is managed by our independent careers advisor. The Careers Library is available to all students at lunch and break times.

Date of Next Review: **January 2022**