

Careers Education, Information, Advice & Guidance Procedure



Vision and purpose

Careers education, information, advice and guidance (CEIAG) makes a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. Bingley Grammar School is committed to providing our students with a programme of CEIAG for all students in Years 7-13. We aim to raise aspirations, challenge stereotypes and support students to achieve their full potential. Effective careers education and guidance not only contributes to the well-being of individuals but also to the wellbeing of their families, the communities to which they belong, wider society, businesses and the economy.

It is a school's statutory duty to provide every student with independent and impartial careers guidance for Years 8 to 13 as required by the 2011 Education Act. We, as a school, must ensure that a range of education and training providers are able to show our Year 8 to Year 13 students a range of education and training options.

Aims

- helping students to understand the changing world of work
- facilitating meaningful encounters with employers for all students
- supporting positive transitions post-16 and post-18
- enabling students to develop the research skills to find out about opportunities
- helping students to develop the skills, attitudes and qualities to make a successful transition into the world of work
- encouraging participation in continued learning, including further and higher education and apprenticeships
- supporting inclusion, challenging stereotyping and promoting equality of opportunity
- contributing to strategies for raising achievement, particularly by increasing motivation.

Implementation of Careers Education

Careers Education is provided to all students. It is delivered by tutors, teachers, alumni and representatives from local and national companies within PSHE, tutor time, assemblies and careers events. Students are encouraged to follow career paths that suit their interests, skills and strengths.

Year 7 & 8

The focus is to explore the world of work. Students will learn what work is, how salaries relate to different jobs, stereotyping around jobs, how to find out about jobs, the skills needed for work, jobs of the future and the



geography around different jobs. Each student will have the opportunity to hear from and/or speak to a representative from the world of work.

Year 9 & 10

Students will build upon their employability skills. They will be introduced to a variety of career paths open to them through the subjects they study. They will be able to explore different Post-16 routes and learn employment skills such as how to write a CV and what an interview is like.

Year 11

During Year 11 the students main focus is their post-16 education, to include where they want to go, what they want to study and ensuring that this route will help students reach their goal. Each student will also have the opportunity to have a careers interview.

Post 16

Whilst in Sixth form students get to put their careers learning into practice, such as writing their CVs, and practicing interview techniques. Students will look at varying post-18 options and apply for their chosen course or job. Students in Year 12 have the opportunity to undertake work experience to gain first-hand experience of working life to give them an opportunity to reflect on their career path and then put this plan in to action.

Career information

Career information is available through the Careers Library, through relevant displays and cascaded via form tutors or through year group assemblies. The Careers Library includes a range of university and college prospectuses, career guides, apprenticeship and employer information, as well as guides on job-search activities.

Online resources include Unifrog and a range of reliable websites collated by the careers officer.

External providers

A range of external providers are invited into school to support the careers programme. These might include local colleges, universities, training providers, apprenticeship organisations, employers, school alumni, or staff from various projects. In all cases, such staff and organisations will be vetted for suitability by the relevant staff at school.

Links with employers, businesses and other external agencies continue to grow by building on local community connections; as well as through the support of the school's Enterprise Advisor (brokered through Careers & Enterprise Company)



See also Policy Statement on Technical Education Provider Access to School.

Staffing

The Careers Leader, Mrs Joanna Durrans, is responsible for taking a strategic lead for careers education within school; working under the direction of the Assistant Head with responsibility for careers, and working with Heads of Year.

Due to the whole-school remit of careers work, the range of staff involved in supporting careers activities is large and includes Form Tutors and PSHE teachers.

Staff Development

Staff are introduced to the concepts, aims and programme for CEIAG during training days. This staff development is further enhanced during CPD sessions. The Careers Officer attends conferences and network meetings to keep up to date with best practice and legislation.

Student Entitlement

Careers Education & Guidance is an important component of the curriculum and at Bingley Grammar School we fully support the statutory requirement for a programme of careers education and guidance.

Equal opportunities

The school is keen to promote equal opportunities, challenge stereotypes and address limiting beliefs. All students can access advice and guidance tailored to their needs with support to explore options that suit their preferences, skills and strengths. The team work on early-identification of students requiring additional support, with no limit placed on how many times a student might see a careers adviser.

The careers advisers work with the SENCO to support Education, Health and Care planning.

Role models including alumni, current apprentices and university students are brought in to raise aspirations and demonstrate what is possible, while non-traditional routes are supported and encouraged.

Monitoring and evaluation

When monitoring the success of the careers programme, the school considers a wide range of data and the student's outcomes.

The careers programme is evaluated in a number of ways, including:

- student feedback on their experience of the careers programme and what they gained from it
- staff feedback on careers lessons and careers activities.



- gathering informal feedback from external partners and from parents
- student destination figures post-16 and post-18.

All feedback will then be used to improve and develop the School's Careers Programme.

This document will be reviewed annually by the Careers Leader.

Originator: J1D/LAW

Partner Governor: DM

Date of Review: October 2019

Next review: October 2020

