

SHENFIELD HIGH SCHOOL



CEIAG AND EMPLOYABILITY POLICY

Ratified by:	Governing Body	Date: 12.12.23
Last reviewed on:	October 2023	
Next review due by:	October 2024	

1. Rationale and Purpose

CEIAG (Careers Education, Information, Advice and Guidance) and Employability are an integral part of the curriculum for all students. At Shenfield High School, we believe a strong programme of CEIAG and Employability:

- Makes a major contribution to preparing students for the opportunities, responsibilities and experiences of life
- Supports young people to achieve their full potential
- Empowers young people to plan and manage their own futures
- Provides information which is a key determinant of career choice highlighting the importance of providing comprehensive information on all options
- Raises aspirations
- Promotes equality, diversity, social mobility and challenges stereotypes
- Supports young people to sustain employability and achieve personal and economic wellbeing throughout their lives

'The school is committed to meeting the Gatsby Benchmarks which can be found at <https://www.gatsby.org.uk/education/focus-areas/good-career-guidance>

2. Development of CEIAG and Employability Policy

The policy was primarily developed by Ayda Kadem (Careers Leader) following review of feedback from students, staff, parents and external providers. This policy will be reviewed on a two-yearly basis.

3. Commitment & Vision Statement

Shenfield High School:

- Is committed to preparing their students to manage their future education and career path throughout adult life through a planned programme of CEIAG and Employability learning throughout their school career (see curriculum plan detailing the CEIAG and employability opportunities students receive from Year 7 – 13).
- Is committed to maximising the benefits for students using a whole school approach which involves parents, carers, external IAG providers, employers and other local agencies.
- Recognises our statutory duties to secure independent, impartial face to face careers guidance for pupils in years 8 – 13
- Will ensure that all students have equity of access to impartial careers advice and guidance from external sources
- Is committed to achieving excellence in this area of the curriculum demonstrated through work to gain accreditation of the Quality in Careers Standard.

4. Roles and Responsibilities

Jo Gray – Link Governor for CEIAG and Employability

Ben Clifford – Assistant Headteacher – Senior Leader in charge of CEIAG and Employability, Line Manager of Ayda Kadem

Ayda Kadem – Careers Leader – Manager and co-ordinator of CEIAG and Employability. Key responsibilities include:

- Development and management of CEIAG and Employability provision within Social Sciences lessons, Tutor Time, collapsed timetabled days, and whole school events.
- Liaison with external providers who contribute to CEIAG and Employability including parents and carers, FE Colleges, Training Providers, employers, external IAG provider, any other local agencies
- Liaison with subject leaders to establish how their subject contributes to CEIAG and Employability, including contributing to students' knowledge and understanding of the opportunities opened up by the subject.
- Review and evaluation of provision with all stakeholders including young people and external IAG provider.

Lisa Utton – CEIAG and Employability Administrator – Assists AKA in above responsibilities and maintains and develops links with external providers who contribute to CEIAG and Employability.

5. Curriculum Provision

There is a planned programme of learning experiences with learning outcomes for Year 7 to 13 which enable young people to:

- Develop themselves through career, employability and enterprise skills, and
- Undertake a 2-week work experience placement in Year 12

Please see attached curriculum plan which gives a detailed overview of the CEIAG and Employability opportunities for each year group from Year 7-13.

6. Pupil Entitlement

All students at Shenfield High School are entitled to receive all CEIAG and Employability opportunities relevant to their year group as outlined in the attached Curriculum Plan. All students in Years 7 – 13 are entitled to access to Impartial IAG provided by our external IAG provider (Directions). The following systems are used to prioritise and co-ordinate access to Impartial IAG:

- Referral of students most at risk of being NEET (not in employment, education or training) based on factors such as PP, SEND, attendance and exclusion patterns
- Referrals made by the Pastoral Team or Form Tutors
- All students are made aware of their right to access impartial IAG and can make requests for an appointment via their form tutor, Careers Administrator or Team Leader Careers and Employability
- Priority is given to those students at key transition points – Years 9, 11, 12 and 13
- Students also have access to other external sources including National Careers Service and external providers outlined in the Curriculum Plan.

7. Resources

7.1. Staffing

- Miss Ayda Kadem – Careers Leader
- Mrs Lisa Utton – CEIAG and Employability Administrator
- Social Sciences Department – deliver key aspects of curriculum for CEIAG and Employability – all fully trained in key areas of CEIAG and Employability
- Form Tutors – deliver key aspects of curriculum for CEIAG and Employability relevant to the year group they work with – bespoke training provided to each Year Team where needed
- Curriculum Teachers – deliver careers education across the curriculum linking subject learning with careers where appropriate.

7.2. External Impartial IAG Provider

Shenfield High School commissions the services of Directions for external, impartial IAG. Directions provide the services of Emma Verrell – Careers Advisor – for 70 full days per academic year. The terms of our contract with Directions confirm that Emma Verrell is qualified to Level 6 and receives regular CPD. Furthermore, Directions have achieved the Matrix quality standard accreditation for careers advice, information and guidance services. There is a designated space for interviews, group and research sessions.

7.3. Careers Library

Shenfield High School has a dedicated Careers Library which holds relevant, up-to-date literature relating to CEIAG and Employability.

7.4. Funding

There is a separate budget for CEIAG and Employability (amount determined on an annual basis). This budget covers internal needs, CPD opportunities and commissioning of external services

8. Staff Development and CPD

There are regular opportunities for staff development and CPD for all staff involved in the delivery of CEIAG and Employability, including the following:

- CEIAG and Employability is included in the induction for all new staff who will be involved in the delivery of CEIAG or Employability
- Updates for all staff on matters of CEIAG and Employability
- Development of Year Team knowledge in areas relevant to the year group
- Specific training for staff involved in delivery of CEIAG through INSET and Department Meetings
- Specific training and CPD for Team Leader Careers and Employability through attendance at external courses and IAG Steering Group.

9. Partnerships

The Policy recognises the range of partners that support the CEIAG offer within Shenfield High School. These include:

- The Greater Essex Careers Hub
- Careers Enterprise Co-ordinator
- Formal arrangements with our external provider of careers guidance and others
- Liaison with Post 16 providers and Higher Education institutions
- Employers and training providers
- Parents/carers

10. Monitoring, Review and Evaluation of Programme and Delivery

All aspects of CEIAG and Employability are continually monitored and reviewed. This takes several forms including:

- Feedback from students via evaluation surveys and open comments
- Feedback from external contributors to CEIAG and Employability events
- Feedback from parents via evaluation surveys and open comments
- Feedback from staff involved in delivering CEIAG and Employability curriculum and those involved in CEIAG and Employability events
- Lesson observations by Team Leader Careers and Employability

The findings from the activities above are evaluated on a yearly basis and developmental aims are included in the CEIAG and Employability Development Plan and implemented the following academic year.

November 2023

Subject: Careers and Employability - Curriculum Plan Year 7-13

Term	Autumn Term	Spring Term	Summer Term
Y7	Personal Development Lessons – Community and relationships	Interactive Employer-led Workshop focusing on Soft Employability Skills	Personal Development Lessons – Identity – strengths and qualities
Y8	October – Careers Fair – for all students from Years 8-13	Personal Development Lessons – Making choices Interactive Employer-led Workshop focusing on Employability and Careers Readiness	Personal Development Lessons – Equality in the Workplace
Y9	October – Careers Fair – for all students from Years 8-13	Social Sciences lessons – Careers and Decision-making Scheme of Work in preparation for taking Key Stage 4 Options – decision making, stereotypes, careers research, labour market information Year 9 Options Evening with Careers Advisor drop in session Year 9 Assembly on Alternative Pathways	Y9 Employer Engagement Day - students experience activities and careers information from an industry of their choice Year 9 Work Taster Day – students take part in a work shadowing day to gain experience of a workplace
Y10	October – Careers Fair – for all students from Years 8-13 Optional careers talks on specific industries run on through Autumn and Spring term for students in Years 10-13	Optional careers talks on specific industries run on through Autumn and Spring term for students in Years 10-13	Year 10 Employer Engagement Day – students experience activities and careers information from 2 industries of their choice Social Sciences lessons – Careers unit focusing on CV writing, interview skills, post-16 options and

	Social Sciences lessons – Money Management and Personal Finance Unit		<p>Employability</p> <p>Year 10 Apprenticeship Workshop</p> <p>Year 10 Work Taster Day – students take part in a work shadowing day to gain experience of a workplace</p> <p>Careers Day – students take part in a carousel of 3 activities – a mock interview with local professionals, an enterprising and work-related learning activity and Life Space – a session focusing on personal identity and links to future careers plans.</p>
Y11	<p>October – Careers Fair – for all students from Years 8-13</p> <p>Optional careers talks on specific industries run on through Autumn and Spring term for students in Years 10-13</p> <p>Year 11 Assemblies – a variety of assemblies focused on post-16 pathways – from the Careers Advisor, Head of Sixth Form and a local Training Provider</p>	<p>Optional careers talks on specific industries run on through Autumn and Spring term for students in Years 10-13</p> <p>Year 11 Conference – following mock results – an opportunity to plan post-16 pathways</p> <p>Tracking of post-16 choices – support and advice for students in making post-16 applications</p>	<p>Tracking of post-16 choices – support and advice for students in making post-16 applications</p> <p>Support at GCSE results day through drop-in careers advice sessions. Support ongoing through Autumn term if students require assistance with Post-16 destinations.</p>
Y12	<p>October – Careers Fair – for all students from Years 8-13</p> <p>Optional careers talks on specific industries run on through Autumn and Spring term for students in</p>	<p>Optional careers talks on specific industries run on through Autumn and Spring term for students in Years 10-13</p>	<p>Higher Education Fair – led by UCAS</p> <p>Support to attend University Open Days</p> <p>Launch of UCAS application process</p>

	Years 10-13		Apprenticeship Workshop Year 12 Work Experience - 2 weeks work experience placement
Y13	<p>October – Careers Fair – for all students from Years 8-13</p> <p>Optional careers talks on specific industries run on through Autumn and Spring term for students in Years 10-13</p> <p>Ongoing support with University and apprenticeship applications.</p>	<p>Optional careers talks on specific industries run on through Autumn and Spring term for students in Years 10-13</p> <p>Ongoing support with apprenticeship applications.</p>	<p>Ongoing support with apprenticeship applications.</p> <p>Support at A Level results day through drop-in careers advice sessions. Support ongoing through Autumn term if students require assistance with Post-18 destinations.</p>

In addition to these specific career learning opportunities, all students in Year 7-13 have access to Impartial Careers Advice and Guidance provided by Directions IAG Ltd. Students also learn about specific links between their curriculum learning and careers across all their subjects. Students in Years 10-13 have Careers Tutor Notices during form time at least once a fortnight, detailing college/university open events, apprenticeship vacancies and work experience opportunities.