

## **Iford Ursuline High School**

### **Policy for Careers Education, Information, Advice and Guidance (CEIAG)**

April 2009

A young person's career is the progress they make in learning and work. All young people need a planned programme of activities to help them choose 14-19 pathways that are right for them and to be able to manage their careers and sustain employability throughout their lives. Schools have a statutory duty to provide careers education in Years 7-11 (1997 Education Act, 2003 Education Regulations) and to give students access to careers information and impartial guidance (1997 Education Act, 2008 Education and Skills Bill).

Iford Ursuline High School is committed to providing a planned programme of careers education and information, advice and guidance (IAG) for all students in Years 7-13, in partnership with the Babcock Enterprise (Redbridge Connexions).

Iford Ursuline High School endeavours to follow the National Framework for CEG 11-19 in England (2010), the Young People's IAG Standards (DCSF, 2007) the statement of careers education principles (DCSF, 2008) and other relevant guidance from DCSF, QCA and Ofsted that appears from time to time.

Iford Ursuline High School is committed to gaining the Investors in Careers quality award.

This policy was developed and is reviewed biennially in discussion with teaching staff; the school's Connexions personal advisers, students, parents, governors and advisory staff.

The policy for CEIAG supports and is itself underpinned by a range of key school policies especially those for teaching and learning, assessment, recording and reporting achievement, PSHEE Education, work related learning and enterprise, equal opportunities and diversity, gifted and talented and special educational needs.

The careers programme is designed to meet the needs of students at Iford Ursuline High School. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

Students are entitled to CEIAG which meets professional standards of practice and which is person-centred, impartial and confidential. It will be integrated into students' experience of the whole curriculum and be based on a partnership with students and their parents or carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

Mr Irwin co-ordinates the careers programme and is responsible to the Headteacher. Work experience is planned and implemented by Miss Basi, the Head of Year 10, who works closely with Mr Irwin.

All staff contribute to CEIAG through their roles as tutors and subject teachers. The CEIAG programme is planned, monitored and evaluated by the careers co-ordinator in consultation with the Connexions personal adviser who provides specialist careers IAG. Careers information is available in the Connexions Resource Centre which is maintained by the school librarian.

The careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work-related learning (including two weeks' work experience), and individual activities. Careers lessons are part of the school's PSHEE programme. Other focused events, e.g. careers industry workshops. Work experience preparation and follow-up take place in careers lessons and other appropriate parts of the curriculum.

Students are actively involved in the planning, delivery and evaluation of activities.

The intended career learning outcomes for students are based on the National Framework and are assessed using assessment for learning (AfL) techniques.

An annual Partnership Agreement is negotiated between the school and VT Enterprises (Redbridge Connexions) which identifies the contributions to the programme that each will make.

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the CEIAG area. Mr Irwin is responsible for the effective deployment of resources. Sources of external funding are actively sought.

Staff training needs are identified as part of the Partnership Agreement process with VT Enterprises (Redbridge Connexions) and in conjunction with Miss Warren, the INSED co-ordinator. Funding is provided both from VT Enterprises (Redbridge Connexions) and from school funds. The school will endeavour to meet training needs within a reasonable period of time.

Mr Irwin works closely with Miss Warren the head of sixth form to deliver effective CEIAG to students in year 12 and 13. Students in the sixth form have access to IAG from a Connexions careers advisor. In addition external speakers from universities and from industry deliver workshops at the Ilford Ursuline. Students also have opportunities to attend Careers and University seminars and lectures throughout the academic year.

The Partnership Agreement with Connexions is reviewed termly. The programme is reviewed annually by the careers co-ordinator and the personal adviser using the local quality standards for CEG to identify areas for

improvement. A report is submitted to the senior leadership team and governors. Action research evaluation of different aspects of CEIAG is undertaken regularly.

Signed by Headteacher

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Date approved by governors

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Date of next review

\_\_\_ November 2011 \_\_\_\_\_