



Chapel-en-le-Frith
High School

Careers Education, Information, Advice and Guidance Policy

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Introduction

Chapel-en-le-Frith High School encourages a culture of high aspiration, high expectation and success. Careers Education, Information, Advice and Guidance (CEIAG) is recognised as playing an important role in motivating our students, raising aspiration and promoting equality of opportunity. Chapel-en-le-Frith High School believes that 'Every Child Matters' and is committed to integrating this into the careers programme. We provide a planned programme of careers education for all students in years 7-11 to prepare students for the opportunities and challenges of adult and working life.

CEIAG has a high profile at Chapel-en-le-Frith High School. All students have an equal entitlement to high quality careers education, information, advice and guidance that will provide them with an understanding of the world of work, help them to explore a range of post-16 pathways and support them in making decisions about the opportunities open to them after they leave school. CEIAG in school also give students the tools and information they need to investigate a wide range of future career options.

Aims

CEIAG is crucial in order to meet the skills, knowledge and understanding needed by each student. We adhere to the Government's Careers Education Statutory Guidance (2018), which stipulates that schools must:

- Provide students with independent careers guidance from Year 8
- Ensure there is opportunity for a range of education and training providers to access all students from Year 8, to provide information about non-academic routes, including technical education or apprenticeships. This adheres to the Baker Clause which came into effect in January 2018 (amendment to the Technical and Further Education Act 2017). This is expected to help address the UK's productivity challenges and address skills shortages experienced across several sectors of the economy. Our Provider Access Statement below addresses this point.
- Make provider visits available to all students in the relevant year group. The school will not do anything which limits the ability of students to attend, including restricting the invitations to selected groups of students or holding events outside of normal school hours.

This policy is informed by our progress against the Gatsby Benchmarks and Statutory Guidance. The Gatsby Benchmarks are a set of eight standards that schools can use as a framework for improving their careers provision. We regularly measure our careers programme against the eight Gatsby Benchmarks to make sure we meet the requirements standards and to ensure continuous improvement.

The eight Gatsby Benchmarks of Good Career Guidance:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

Chapel-en-le-Frith High School is an Associate Member of the Career Development Institute (CDI) and school staff delivering careers education and advice aim to adhere to the CDI Code of Ethics [Code of Ethics update 2018-web.pdf \(thecdi.net\)](#)

Objectives

The CEIAG programme at Chapel-en-le-Frith School is integrated within the curriculum and is designed to provide help at specific decision times as well as throughout the academic year. We are committed to raising students' aspirations and broadening their horizon. As set out in the Baker Clause, we ensure that students are aware that they are legally obliged to stay in education or training until age 18 and what this means for them, including the full time study, apprenticeship, traineeship, work and volunteering options on offer.

Our CIEAG programme will:

- Link effectively with the curriculum in order to maximise student learning and encourage students to understand their subjects within the context of jobs and careers. Careers education is part of the school's "Learning for Life" programme where students take time off timetable to learn life skills such as decision-making and budgeting. Careers education is also part of subject lessons where teachers impart information about the types of jobs their subjects can lead on to and the relevant career paths.
- Provide totally impartial and up-to-date information through close working with independent careers professional, employers and FE and HE institutions.
- Challenge stereotyping, deal with prejudice and discrimination, use skills of assertiveness and negotiation to encourage students to raise and widen their career aspirations. The school adheres to the principles of the Equality Act 2010 and ensures that the careers programme does not discriminate on the grounds protected characteristics including sex, race or disability. We encourage students to consider non-stereotyped career options and actively promote this within careers materials and presentations.
- Reflect the true nature of today and tomorrow's world of work. For this, we will build links and use resources from a range of sources including Labour Market Intelligence, education and training providers, Government bodies, employers, school alumni and FE and HE institutions.

Raising students' aspirations to their full potential is a key goal of the Careers Education and Guidance policy.

Delivery and Content

Careers education is delivered through discreet lessons timetabled as part of our “Learning for Life” programme as well as specific tutor time sessions, small group and one-to-one meetings. In addition to this CEIAG is provided through the following activities and sessions:

Post 16 information days which include:

- Introduction to different Pathways, including college, sixth form, Apprenticeships, Traineeships and other types of training.
- Introduction to studying at colleges, sixth forms and other FE organisations (including home/online study options).
- Information about Higher Education, university life, the journey to and benefits of HE.
- Session on recruitment cycles and processes, including writing application forms, personal statements and CVs.
- Interview skills and preparation. Mock interviews with school staff, colleges and employers.
- Sessions on how to make decisions, positive mind-set and employability skills.
- Group workshops
- Enterprise events
- College and training provider drop-in sessions
- College taster sessions
- University/college visits and taster events
- Employer presentations and visits
- Partner presentations
- Careers fairs
- Posters, leaflets, online software packages, careers resources in the library and careers office
- Through subject teachers, integrated into subject lessons. E.g. y7 Futures month.
- Events and information in school during National Apprenticeships Week, National Careers Week and other national awareness days.

See Appendix 1 for details of the current Careers Education Programme.

Careers Advice

Careers advice in school adheres to the Baker Clause which came into effect in January 2018. Careers advice provided in school:

- Is offered in an impartial way without bias or preference towards any specific institution, education or work area.
- Includes the range of training and education options, including technical education and apprenticeships.
- Is delivered in a way, which considers what is in the best interest of the students concerned.

An independent, fully qualified Level 6 Careers Advisor is in school two days each week to provide individual advice and guidance to students. All careers advice and guidance is, given in person-centred, impartial, unbiased and confidential (within legal confines) and also meets professional standards of practice. All students can request a 1:1 appointment with the Careers Advisor at any time. All students in Year 10 will attend a careers interview. Students in Year 9 who are choosing GCSE Options are offered the opportunity of a careers advice appointment with regards to Options and their future subject and career choices. All Pupil Premium and SEND students are prioritised where required to provide additional support and advice tailored to their specific needs.

A Careers Leader is employed two days each week to ensure the effective delivery of the careers education programme including the organisation and delivery of post-16 activities. There is a careers presence at year 9, year 10 and year 11 parents' evenings, year 9 Options evening, year 10 parent information evening, post-16 Options evening and Open evening where the Careers Leader is available for information and discussion.

CIEAG Programme

Students in Years 8-11 are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities, as part of a careers programme, which provides information on the full range of education and training options available at each transition point.
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships.
- Understand how to make applications for the full range of academic and technical courses and how to register on the national apprenticeships website.

At points across the school year, a variety of local employers, external providers and colleges are invited into school to speak about different careers and different career pathways. See Appendix 2

Outside speakers contribute to our assembly programme and these include representatives from the armed forces cadet teams. Recruitment is targeted at year 8 students. Students in year 8 also complete a volunteering in the local community homework project in the Spring term which allows them to develop key transferrable skills such as teamwork, independence, self-management, building successful working relationships and meeting deadlines.

SEND Careers provision

In line with the Government Statutory Guidance, annual reviews for students with SEND must include a focus on adulthood, including employment, from at least Year 9. These reviews are informed by good careers guidance and the school will make use of the SEND local offer published with the local authority.

We promote inclusivity in all school activities and SEND students are included in the school's careers programme of activities. These are adapted as required to meet individual learning needs. SEND students are prioritised where required to provide additional support, group and one-to-one sessions and advice tailored to their specific needs.

Monitoring, Evaluating and Review

Students and parents are welcome to give feedback on any aspects of the CEIAG programme through student and parent voice. All year 10 students taking part in post-16 activities are asked to complete an evaluation form, so that effectiveness, progress and continuous improvement can be monitored. All students taking part in visits organised by the Careers team are asked to complete a feedback questionnaire. This is followed up with individual students where necessary and fed back into the planning process of future activities. Staff are also part of the evaluation process, feeding back on careers talks and events, as well as suggestions for content. All students attending a careers interview are also invited to complete a student voice questionnaire.

The CEIAG policy is reviewed regularly; this allows us to incorporate new initiatives. The review involves the Governing Body, Senior Leadership, Careers Leader and our independent Careers Advisor.

We monitor and evaluate our careers programme on a termly basis via the Careers & Enterprise Company's online audit system, Compass. This reporting helps to identify our successes and areas for improvement against the Gatsby Benchmarks as well as national and local scores. The Careers Leader works closely with the Enterprise Coordinator from the Careers & Enterprise Company to identify and implement new opportunities for students (such as work experience and new resources to use in school). The Careers Leader is also a member of the Local Enterprise Partnership and Careers Hub, which holds regular conferences with other Careers Leaders in schools and colleges in the region. This ensures that the school is in regular contact with similar careers professionals who can share good practice, careers resources and events. This allows for continuous improvement and monitoring of the school's careers provision.

We also measure success throughout the academic year by collating Intended and Actual Destinations data for Derbyshire County Council, as per the September Guarantee, which requires local authorities to find education and training places for 16 and 17 year olds. We match this against activities students have taken part in at school to measure impact. The collection of this information includes the intended career area and types of education/training, level of study, STEM subjects and offer/attendance status.

Provider Access Statement

Introduction

This statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purposes of giving them information about the providers' education or training offer. This complies with the school's legal obligations under Section 42B of the education Act 1997.

Management of the provider access requests

Opportunities for access

Our provision includes various opportunities for students to access a range of events. These are integrated into the school's careers programme and form a major strand of the year 10 post-16 activities, year 11 post-16 options evening and a variety of drop-in lunchtime sessions. A list of providers is attached in Appendix 2.

Procedure

Providers from more than 15 of our most common destinations are invited to key relevant events. In addition, external providers interested in coming into school should contact Mrs Catriona Bulger, Careers Leader on 01298 813118 or by email cbulger@chapelhigh.org.uk to arrange a suitable time. The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to speak to our students.

Resources

Once visits have been agreed, the school will provide appropriate rooming to facilitate the visit, along with any equipment requested by the provider, where this is available.

Providers are encouraged to leave a copy of their prospectus or other relevant course literature at the Careers Office which is open to students at lunch and break.

Posters advertising open days and events at local providers are displayed within school in the Careers Office, careers noticeboard and library. Careers information about open events, courses and apprenticeships is circulated in tutor time careers presentations and via direct email to relevant students, via staff and student bulletins and directly from the Careers Team. Details about open days, events, vacancies and application deadlines are also displayed on the school website and shared on school social media channels.

Appendix 1

	Autumn Term	Spring Term	Summer Term
Year 7	Tutor time Teambuilding skills day	Big Bang Engineering Show	Futures month STAG Hovercraft Day Bi-annual Careers Fair
Year 8	Energy Quest (STEM) Careers assemblies – careers team introduction Army Assembly	Learning for Life – session on LMI Unifrog/Start Profile Community Volunteering project	Bi-annual Careers Fair
Year 9	Live n Learn – employability skills Institute of Minerals, mining and materials visit (STEM)	STAG Perfume making day Learning for Life - Options sessions. Working party Careers link – option taster sessions. Options evening	Bi-annual Careers Fair
Year 10	Bletchley Park IT careers Sewers (STEM) trip Science in Action (STEM) trip delivered by careers scientists	Learning for Life – Post 16 Pathways Apprenticeships DANCOP 1:1 Careers interview	Post 16 Activities days - Employability day inc identify your skills, CV writing and mock interview with an employer - Apprenticeships including Higher level and Degree apprenticeships - Post-16 provider visits - University visits 1:1 Careers interview Bi-annual Careers Fair
Year 11	Tutor activities – Personal statement completion College application support. Post 16 Options evening – providers marketplace.	Apprenticeship interventions and application support. 1:1 Careers interview	

	<p>Learning for Life - Post 16 Pathways and applying online</p> <p>Skills Show Birmingham – 2022 (Cancelled due to Covid for 2021)</p> <p>1:1 Careers interview</p>	College application support	
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Appendix 2

Provider Access Log

Autumn Term	Spring Term	Summer Term
<p>Post 16 Options evening – to invite:</p> <p>Marple College Aquinas College Buxton College Stockport College Macclesfield College Manchester College DART and Reaseheath College SETA Poynton High School Buxton Community School Glossopdale Sixth Form Hargate Hill Army Navy</p>		<p>Post 16 Activities</p> <p>Sessions by: Marple College Buxton College Stockport College Macclesfield College Aquinas College Apprentice information (ASK) Dancop Tarmac, Hope Constructions, Federal Mogul. + University representation</p>
<p>Lunchtime drop in sessions held by:</p> <p>Marple College Buxton College Macclesfield College Aquinas college</p>	<p>Lunchtime drop in sessions held by:</p> <p>Tarmac Apprenticeships</p>	
<p>Year Group assemblies held by:</p> <p>Marple College Aquinas College Army</p>	<p>Year Group assemblies held by:</p> <p>Dancop Project ASK</p>	