



HAYDON SCHOOL

**Careers Education, Information, Advice and
Guidance Policy**

Mission Statement

Haydon School is committed to the achievement of individual excellence, encouraging students to be creative and considerate, confident of their role in society and capable of rising to the challenges of a diverse and rapidly developing global economy.

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

Rationale for CEIAG

There is a need for a planned programme of activities, learning and support to be delivered to young people to enable them to make decisions and plan their careers. The 1997 Education Act places a statutory requirement upon schools to provide students with careers education in Years 7 – 11 (1997 Education Act, 2003 Education Regulations) and to give students' access to careers information and guidance. The 2011 Education Act which makes schools responsible for the provision of impartial guidance. The National Framework and QCA guidance on Work Related Learning (WRL) at KS4 gives guidance on what should be covered.

1. Definitions

Career is defined as an individual's lifelong progression through learning and work.

Careers education refers to a planned programme of activities within the curriculum that helps young people to gain the knowledge and understanding, and develop the skills and confidence, to make successful choices, manage transitions in learning and move into work.

Information Advice and guidance (IAG) enables individuals to use the knowledge and skills developed through careers education to make the decisions about learning and work that are right for them. It includes:

- Careers information - accurate and up to date information on options in learning, progression routes, career opportunities and sources of help and support
- Impartial careers advice - to help young people gather, understand and interpret information and apply it to their own situation
- Impartial careers guidance - to help young people understand themselves and their needs, aspirations and influences on them and to make choices that are right for them.

IAG includes information, advice and guidance on careers but extends to other personal wellbeing issues that young people face, some of which may present obstacles to progression and achievement in learning and work, e.g. health, welfare, financial issues.

2. Commitment

2.1 Haydon School is committed to providing a planned programme of careers education for all students in years 7-13.

2.2 Haydon School is committed to ensuring that it conforms to the Gatsby Benchmarks, and will complete self-evaluations of the progress towards 100% completion of the Gatsby Benchmarks throughout the year.

3. Development

This policy was developed and it is reviewed biannually through discussions with teaching staff; the dedicated Careers Advisor, students, parents and governors.

4. Links with other policies

It supports and is underpinned by key school policies including those for equal opportunities, race equality, gifted and talented and special needs.

OBJECTIVES

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

5. Entitlement

Students are entitled to information, advice and guidance that meets professional standards of practice and is person-centred, impartial and confidential. It will be integrated into students' experience of the whole curriculum and based on a partnership with students and their parents/carers. The programme will promote equal opportunities, inclusion and anti-racism.

IMPLEMENTATION

6. Key objectives include:

- o To develop a range of opportunities which enhance the curriculum
- o To promote greater awareness for students about the world of work. The development of key skills and employability
- o To promote understanding of work, industry, the economy and community
- o To develop students personal and social skills in relationships in a range of contexts
- o To provide students with informed and impartial guidance on the post 16 choices available
- o To prepare and enable students to access IAG
- o To support and assist students in progressing to learning beyond 16
- o To ensure students access and benefit from external guidance provision
- o To provide a coherent learning framework 14-19
- o To develop the alternative education curriculum
- o To provide vocational, enterprise and work related learning as well as an academic curriculum

7. Management

The careers advisor (under the supervision of an SLT Line Manager) is responsible for the effective management of the whole school careers programme, as well as regular auditing of the effectiveness of implementation.

8. Staffing

All staff contribute to careers education and IAG through their roles as form tutors and subject teachers. The careers programme itself is planned, monitored and evaluated by the careers advisor (Years 7 to 11) in consultation with SLT. The 6th Form programme is supported by the Heads of Years 12 & 13 in consultation with the Careers Advisor. Careers information is available on the Haydon Website, Satchel, the library, and in the Sixth Form study area, where university prospectuses are available. There is further information on the notice boards in the Sixth Form common room, near the staff room and in The Library.

9. Curriculum

The below list gives an idea of what a student should experience as part of their careers guidance as they move through Haydon School:

Year 7:

- o PSHE Lessons
- o Guided Tutor Time careers lessons
- o Guided industry insight presentations
- o Careers week assembly/activities
- o Apprenticeship week assembly/activities

Year 8:

- o PSHE lessons
- o Guided tutor time careers lessons
- o Guided industry insight presentations
- o Barclays Life Skills
- o Options Assembly
- o Options Information evening for students, parents/carers
- o Careers week assembly/activities
- o Apprenticeship week assembly/activities

Year 9:

- o PSHE lessons
- o Guided tutor time careers lessons
- o Guided industry insight presentations
- o Careers week assembly/activities
- o Apprenticeship week assembly/activities
- o Barclays Life Skills
- o Options Information evening for students, parents/carers.
- o Work Experience (1 day)

Year 10:

- o PSHE Lessons
- o One to one Careers meeting
- o Guided tutor time lessons
- o Guided industry insight presentations
- o Careers week assembly/activities
- o Apprenticeship week assembly/activities
- o CV writing assembly
- o Interview preparation assembly
- o Mock Interviews
- o Work Experience (3 days)
- o Careers Fair

Year 11:

- o PSHE Lessons
- o One to one Careers meeting
- o Guided tutor time careers lessons
- o Guided industry insight presentations
- o Careers week assembly/activities
- o Apprenticeship week assembly/activities
- o 16+ Pathways assembly
- o Apprenticeship assembly
- o College application support
- o Results day support
- o Careers Fair

Year 12:

- o PSHE Lessons
- o One to one Careers meeting
- o Guided tutor time careers lessons
- o Careers week assembly/activities

- o Apprenticeship week assembly/activities
- o Skills London The UK University Fair (London ExCel)
- o University Taster days
- o Employability, Interview skills and application presentation
- o Student Finance workshop
- o Enrichment activities
- o Higher Education Day
- o UCAS Day
- o Personal Statement assembly
- o Heathrow Jobs Fair
- o Careers Fair

Year 13:

- o One to one Careers meeting
- o Results day support
- o Careers week assembly/activities
- o Apprenticeship week assembly/activities
- o 18+ Pathways assembly
- o Heathrow Jobs Fair
- o Careers Fair

10. Assessment and accreditation

Vocational qualifications such as BTEC.

Also, Duke of Edinburgh and the opportunity for extended work experience in vocational areas.

11. Partnerships

Partnerships are being developed e.g. with local 14 – 19 partners and other schools, collegiate and business.

12. Resources

The school employs a dedicated Careers Advisor and has various resource areas across the school providing information.

13. Staff Development

Dedicated Careers Adviser provides training to staff so that they can support students' career choices. Dedicated Careers Adviser also attends CPD relevant to providing up-to-date information.

14. Monitoring, Review and Evaluation

Dedicated Careers Adviser provides an impact report annually (including milestones) and an updated spreadsheet is accessible to all staff. Students have a personalised action plan following their meeting with the Dedicated Careers Adviser and Year Teams have a copy of this for reference.

Document History

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