

MOUNT GRACE SCHOOL
Committed to Excellence

Proposed Policy	Careers Education & Information, Advice and Guidance policy	Responsibility of N.Hone	Headteacher P.Baker
Date of Ratification	Autumn 2010	Date of Review	September 2012

Interim policy for Careers Education and Information, Advice and Guidance (CEIAG)

1. Rationale

The term career refers to the progress and actions taken by a person throughout their lifetime related to their employment. As an Applied Learning School, Mount Grace School considers that all young people will lay the foundations for their future economic well-being (Green Paper Every Child Matters 2003) through their subject, Careers and Work-related learning at the school. 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).

2. Commitment

Mount Grace School is committed to providing a planned programme of careers education and up-to-date, impartial information, advice and guidance (IAG) for all students in Years 7-13, in partnership with Hertfordshire Youth Connexions.

The school's commitment to developing outstanding CEIAG, as part of our Applied Learning Specialism is reflected in the primary position of CEIAG on the School Improvement Plan (SIP Ref. AL1).

Mount Grace School's CEIAG programmes follow the National Framework for CEG 11-19 in England (DfES, 2003), the Young People's IAG Standards (DCSF, 2007) the statement of careers education principles (DCSF, 2008) and the Statutory Guidance: Impartial Careers Education (DCSF, 2009).

Mount Grace School is committed to gaining (2010) and maintaining the Investor in Careers Award.

3. Development

This policy was developed following an audit of provision in September 2009, consultation with parents and students and review in July 2010, and following discussion with teaching staff, Hertfordshire Youth Connexions, Governors and our business partners during the development of CEIAG provision 2009-2010. The policy will be reviewed biennially.

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The policy for CEIAG supports and is itself underpinned by a number of key school policies, especially those for Work-Related Learning and Enterprise Education, Citizenship and PSHE Education which should be viewed in relation to this policy.

The school policies for equal opportunities and diversity, gifted and talented, looked after children and special needs/LDD and for teaching and learning, assessment and recording and reporting achievement are also integral.

4. Objectives

The School's CEIAG programme is designed to meet the needs of all students at Mount Grace School, in light of our statutory duties (DCSF, 2009). It is differentiated and personalised to meet the needs of key groups, including statemented students, students with Special Educational Needs, Children Looked After, Students with attendance issues, Traveller Children and students from Black Minority and Ethnic groups. It aims to support transitions and 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 taught by trained professionals, in partnership with Hertfordshire Youth Connexions, and our business partners, Arcadia Group and Canada Life. CEIAG 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.

5. Implementation

i. Management

Nancy Hone, Director of Applied Learning, co-ordinates the careers programme and is responsible to the Headteacher, Peter Baker. This area is supported by Martin Tate, Assistant Headteacher (Pastoral) and Barbara Crawford (Director of Inclusion). Work experience is planned and implemented by Donna Wooten, the work experience co-ordinator line managed by Nancy Hone.

ii. Staffing

As an Applied Learning School, all staff contribute to CEIAG through their roles as tutors and subject teachers. CE lessons in Years 7-9 are delivered by the PSHE Education team, CE lessons in Years 10 & 11 are taught by a trained team of teachers as part of the PSHE curriculum. Lessons are enriched by relevant external visitors such as representatives from Colleges and the National Apprenticeships Service and local employers. The CEIAG programme is planned, monitored and evaluated annually by Nancy Hone. Impartial and accurate IAG at transition points, such as the year 9 options process, is the responsibility of all teaching and support staff, one-to-one guidance is given to all students and their parents during an interview with a member of the senior leadership team.

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Nancy Hone is responsible for the Youth Connexions personal adviser, Cath Paget who provides specialist careers IAG on a one-to-one basis for students in Years 9-13. Nancy Hone ensures key groups such as Statemented students, students with Special Educational Needs, Children Looked After, those with poor attendance, traveller children and students from Black Minority and Ethnic groups are prioritised in their access to connexions interviews. The parents and carers of vulnerable students are invited to attend these interviews. All students may self-refer using a post box in reception. Hertfordshire Youth Connexions services are advertised routinely in Amazing Grace.

Careers information is available in the Connexions Resource Centre which is maintained by the school librarian. Administrative support from Donna Wooten, is available to the careers co-ordinator.

iii. Curriculum

The CEIAG programme includes career guidance activities (assemblies and individual interviews), information and research activities (using KUDOS and JED, for which the school has site licenses), work-related learning (including one weeks' work experience in year 10, and further work experience opportunities within KS4 and KS5 courses), and individual learning portfolio (ILP: Plan-it) activities. Other focused events, such as careers fairs are provided by the SAPG and are well publicised to students and Parents. Challenge days form part of the CEIAG programme which enhance the experiences of our students, facilitating extended and active ways of learning and incorporating the expertise of our business partners Arcadia Group and Canada Life. Extensive work experience preparation and follow-up takes place in CE lessons.

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

iv. Assessment and accreditation

The intended career learning outcomes for students are based on the National Framework and are assessed using assessment for learning (AfL) techniques and through the review of the students ILPs, which also provide evidence of their learning.

v. Partnerships

An annual Partnership Agreement is negotiated between the school and Hertfordshire Youth Connexions which identifies the contributions to the programme that each will make. Links with the SAPG support the development of student ILPs and the online Area Wide Prospectus. Our business partners, Arcadia Group and Canada Life contribute to the planning and delivery of CEIAG during challenge days, facilitating the application of 'real world' business perspectives and enhancing the engagement of our students.

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vi. Funding

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

vii. Staff development

Staff training needs are identified with Hertfordshire Youth Connexions and in conjunction with Ann Lawrence, Deputy Headteacher (CPD). Funding is provided both from Hertfordshire Youth Connexions and from school funds. The school will endeavour to meet training needs within a reasonable period of time.

viii. Monitoring, review and evaluation

The Partnership Agreement with Hertfordshire Youth Connexions is reviewed termly. The CEIAG programme is reviewed and evaluated annually by the careers co-ordinator, incorporating the views of students and parents and using the National Framework and Statutory Guidance (DCSF, 2009) to identify areas for improvement. A report is submitted to the senior leadership team and governors annually.

Signature of careers Co-coordinator:

Signature of Headteacher:

Date of approval by Governors:

Date of next review: Autumn 2012