



Midhurst Rother College

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Midhurst Rother College

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

Written by: Terry Kelly

Approved by LGB:

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Rationale

Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned progressive programme of activities supports them in choosing 14 – 19 pathways that suit their interests and abilities and help them to follow a career path and sustain employability throughout their working lives. It is a school's statutory duty to provide every student in Years 7 – 13 with a careers education (1997 Education Act, 2003 Education Regulations) and to ensure that students have access to both information and guidance (1997 Education Act, 2008 Education and Skills Bill).

Commitment

Midhurst Rother College is committed to providing our students with a programme of careers education, information, advice and guidance (CEIAG) for all students in Years 7 – 13, alongside West Sussex Connexions Service. Midhurst Rother College endeavours to follow the National Framework for CEG 11 – 19 in England (DfES, 2003) and other relevant guidance from DfE, QCA and OFSTED as it appears.

Aims

Midhurst Rother College's CEIAG policy has the following aims:-

- to contribute to strategies for raising achievement, especially by increasing motivation
- to support inclusion, challenge stereotyping and promote equality of opportunity
- to encourage participation in continued learning including higher education and further education
- to develop enterprise and employment skills
- to reduce drop out from and course switching in education and training
- to contribute to the economic prosperity of individuals and communities
- to meet the needs of all our students through appropriate differentiation
- to focus students on their future aspirations
- to involve parents and carers.

Roles/Responsibilities and Accountability

Please refer to relevant pages of the Staff Handbook with flow chart of staff structure.

Student Entitlement

Careers Education and Guidance (CEG) is an important component of the 14-19 Curriculum and at Midhurst Rother College, we fully support the statutory requirement for a programme of careers education in Years 7 – 13.

Links with other Policies

It supports and is underpinned by key College policies including those for Teaching and Learning, Assessment, Recording and Reporting Achievement, Citizenship, PSHE, Work Related Learning and Enterprise, Equal Opportunities and Diversity, Health and Safety, Gifted & Talented and Special Needs.

Implementation of Careers Education

Careers Education is delivered in a number of ways at Midhurst Rother College but predominantly through PSHEE lessons and supported by the Careers and Work Experience Co-ordinator and tutors, at key appropriate points throughout the academic year.

Equality and Diversity

Careers Education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

CEIAG Outline

Year	Focus/Event
7	The focus is about introducing careers and thinking about the vast number of careers/jobs available.
8	The focus is linking our plans and dreams to reality. Students will have the opportunity to be involved in an Enterprise Day.
9	The focus is self assessment, career paths and options post 14. A number of events will open to students including a Careers Fair, Options Presentation by all HODs, Options Evening and a CEIAG Booklet will be issued.
10	The focus is work experience including preparation, implementation and evaluation. Students will have training in life skills prior to work experience.
11	The focus is post 16 options and the university application process. Students will attend a Careers Fair and be issued with a CEIAG Booklet.
12	Students will attend a Careers Fair, have the opportunity to do work experience and will take part in an Enterprise Day.
13	Students will attend a Careers Fair and will be issued with a CEIAG Booklet.

Implementation of Careers Guidance

Careers library

A wide range of materials is available to students in the Learning Resource Centres on each site, including access to computer software.

Connexions Advisor (Careers)

Available to all students. Used for individual interviews with all year 11's and other targeted students throughout the year and available at Careers Events.

Extra support where appropriate

Students in Year 9, Year 10 and Year 11 are targeted for extra help by the SENCO, Head of KS3 and KS4, Vocational Education Co-ordinator and the Careers & Work Experience Co-ordinator.

Careers Events

Careers Fair arranged for Year 9, 11, 12 and 13 students.

ICT

A range of software products is available for students to use. These include U-Explore, Jobs4u, Careers etc, KUDOS and Pathfinder.

Parents and carers

Parental involvement is encouraged at all stages. Online resources have been specifically chosen to help parents become more involved. All online resources are easily accessed through the links on the school website. Parents are kept up to date with careers related information through letters, newsletters and at open evenings. Parents are welcome at careers interviews and where necessary are invited.

Management

A named member of staff co-ordinates the CEIAG programme (C&WE Co-ordinator) and is responsible to her/his senior management line manager.

Staffing

All staff contribute to CEG through their roles as form tutors and subject teachers. The Careers programme is planned, monitored and evaluated by the C&WE Co-ordinator and overseen by a nominated member of the SLT. The C&WE Co-ordinator will liaise and consult with the Connexions PA to ensure that specialist career guidance is available when required. The C&WE Co-ordinator is responsible for maintaining the Careers Library.

Curriculum

The Careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work related learning and individual learning activities. Other events and activities are planned and organised separately throughout the year.

Partnerships

A partnership agreement is ongoing with the West Sussex Connexions service, detailing the contributions to the programme that each will make. Other links with local 14-19 Providers are made when required as are links with the local Education Business Partnership, Aim-Higher, Post 16 and 18 destinations. Links with parents/carers are maintained using a variety of methods (parental leaflets, letters, options evenings, Post 16 Evenings).

Resources

Funding is allocated in the annual budget. The C&WE Co-ordinator is responsible for the effective deployment of resources.

Staff Development

Staff training needs are identified as part of the Partnership Agreement process and during regular planning meetings between the C&WE Co-ordinator and her/his Line Manager. Funding is accessed through Connexions and from school funds. The school will endeavour to meet training needs within a reasonable period of time.

Monitoring Review and Evaluation

Careers education and guidance is monitored and evaluated annually through discussion with key staff and students and appropriate observation of activities by both the C&WE Co-ordinator and the nominated senior leadership team line manager.

The Partnership Agreement with Connexions is reviewed termly.

The programme is reviewed annually by the C&WE Co-ordinator and his / her Leadership Team Line Manager. Changes and improvements to the programme are entered into the Subject Improvement Plan (SIP) along with timescales for completion.

When reviewing the programme, the College Improvement Plan (CIP) is used to ensure that the Careers Faculty is fully supporting whole school aims.

Policy Co-ordinator: Ms T Kelly

Policy sent to Leadership Team for approval: January 2011

Policy sent to Governing Body for approval: May 2011