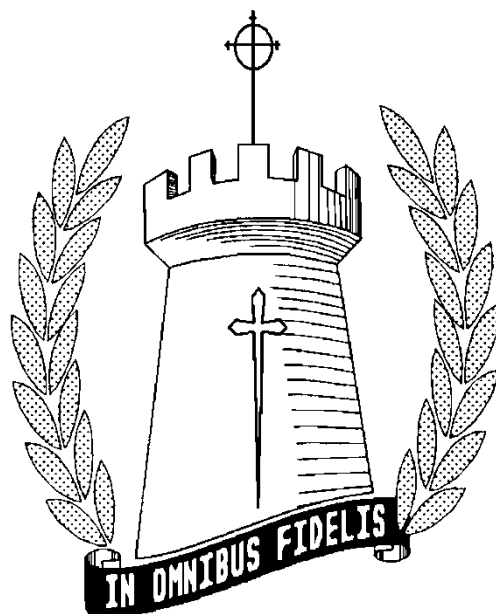


ST. DAMIAN'S RC SCIENCE COLLEGE



Careers Education, Information, Advice & Guidance Policy

Approved by Governors:	November 2016
Date to be reviewed:	Annually

Careers Education, Information, Advice & Guidance Policy

To develop pupils' knowledge, understanding and skills relevant to life in a rapidly changing world

Rationale

The Mission Statement of St Damian's RC Science College expresses our intention to ensure that all pupils, regardless of their academic ability, are given the opportunity to fulfil their potential. Our CEIAG programme enables pupils to develop the self-knowledge and skills that they need to take charge of their personal and career development. It contributes to the wider College agenda to raise aspirations, improve motivation, develop key and other employability skills as well as promote outstanding levels of achievement. It promotes equal opportunities and challenges stereotypical thinking and attitudes. It helps pupils, including disadvantaged pupils and pupils with special educational needs to overcome any overt and/or hidden barriers to progress that they may encounter. It ensures that all pupils receive appropriate information and guidance, especially at key decision and transition points.

The statutory duty [updated March 2015] requires governing bodies to ensure that all registered pupils at the College are provided with independent careers guidance from Year 8. The governing body must ensure that the independent careers guidance provided is presented in an impartial manner, includes information on the range of education or training options, including apprenticeships and other vocational pathways, is guidance that the person giving it considers will promote the best interests of the pupils to whom it is given.

The College is working in partnership with Positive Steps in implementing the 'Delivery Plan' which is the operational document behind the official Partnership Agreement that has been signed between Positive Steps and the College. Our Careers Officer is Mrs Emma Holdsworth.

Purpose

The CEIAG programme is crucial to raising the aspirations of all pupils, encouraging them to overcome barriers to success and to do what it takes to fulfil their potential alongside ensuring academic rigour supported by excellent teaching, and developing in every young person the values, skills and behaviours they need to be well-informed when making subject and career decisions and be successful in life.

Aims

- **To raise aspirations**
 - To raise pupil aspirations and unlock their potential
 - To encourage learners to develop self-belief, self-determination and a commitment to improvement.
 - To enable learners to widen their horizons

- **To raise achievement**
 - To raise achievement by strengthening learners' motivation and ambition.
 - To understand entry requirements and relevant opportunities, especially for learners with SEN and those targeted by the Pupil Premium (FSM/LAC) & help them overcome any potential barriers to success
 - To actively promote equality of opportunity and challenge stereotypes
 - To develop learners' cognitive and metacognitive skills to the benefit not just of their career development but of their learning abilities in general.

- **To ensure progression and sustainable destinations**
 - To give learners the understanding and skills to investigate progression pathways,
 - To make effective use of support, make and implement progression decisions wisely and cope with transitions on the way (such as moving to a new College, embarking on an apprenticeship or starting a job.)
 - To find out about sound and sustainable opportunities in education, training and employment.
 - To publish destination measures to show certain kinds of participation achieved by pupils at the end of Key Stage 4.

- **To engage learners and reduce numbers of pupils at risk of NEET**
 - To improve motivation to learn and behaviour and attendance of vulnerable learners.
 - To prevent disengagement
 - To re-engage those young people in the NEET category who are 'undecided'.

Framework

Statutory Duties

St Damian's R.C. College is meeting its statutory duties by ensuring that:

- All registered pupils are provided with independent careers advice and guidance from years 8-to-13.
- The Delivery Plan is shaped by the needs of individual pupils and so developing a strong dialogue with pupils is at the heart of the policy.
- Pupils know that they will be required to continue studying English and Maths post-16 if they do not achieve a grade 4 or better at GCSE in these subjects.
- Pupils understand the wide and varied opportunities available in the job market for those wishing to work hard to achieve them.
- There will be opportunities for pupils to develop an entrepreneurial spirit.
- Both high attaining pupils and those with special educational needs and disabilities and Disadvantaged pupils are supported.
- Pupils will be made aware of extra-curricular opportunities that will help them achieve their careers aspirations.

Content and Delivery

The CEIAG programme is made up of the following elements:

- A planned programme of careers education across each Year Group (Y7-11) delivered through PSHE modules
- Impartial careers advice and guidance from both in house and external sources
- Opportunities to develop knowledge of the workplace and develop employability skills
- Provision of an extensive range of information about employment and education options including labour market information, entry requirements and progression routes
- A one to one Careers interview in Y11 and an action plan to discuss their post 16 progression options
- Targeted support for identified vulnerable pupils in year 11 at risk of becoming NEET [Not in education employment or training] to discuss their post 16 options
- The Post 16 College Forum which includes information on apprenticeships takes place in the Autumn Term.
- The ASPIRE Day in July which invites a range of outside speakers to support CEIAG delivery in Y8 & Y10
- A new three year BiTC partnership with National Grid to develop STEM & employability skills

The Careers Officer undertakes tracking and checks with post 16 colleges and work placements that pupils have offers. Destination data is shared with the College.

Key Stage 3: By the end of this key stage, all pupils will have:

- a better understanding of themselves (personal characteristics, abilities, interests, potential, weaknesses and limitations)
- used careers materials to research information about opportunities, and used the information to help them make choices about post-14 courses and learning programmes
- received appropriate advice and guidance on post-14 choices

Key Stage 4: By the end of this key stage, all pupils will have:

- enhanced their self-knowledge, career management and other employability skills
- used the Careers resources to investigate future choices and explore alternative routes to their goals
- accessed advice, guidance and support to help them firm up their choices and think about the implications
- gained direct experience of work and been involved with local employers in at least three other locations
- chosen and applied for an appropriate opportunity and, if necessary, financial support
- alternative plans in place, in readiness to respond to outcomes in external examinations

Monitoring and Evaluation

- The Deputy Headteacher meets regularly with the Careers Officer to discuss and review the Careers work in College
- The Careers Officer will seek evaluation from pupils who have had individual guidance interviews and use the feedback to make any changes or revise any aspects of the Careers delivery in College.
- The Policy will be reviewed along with the Delivery plan for Careers annually. New careers initiatives will be implemented within the College Delivery Plan
- The CEIAG policy will be updated in accordance with any statutory guidance and with reference to any non-statutory recommendations having full regard for the vision and ethos of the College