

North Herts



Education Support Centre

**North Herts Education Support Centre**

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

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# **Careers Education, Information, Advice and Guidance (CEIAG) – Policy**

## **Intent**

North Herts Education Support Centre aims to provide high quality careers advice and guidance to raise and support the aspirations of our young people. We are committed to providing a planned programme of careers education and information, advice and guidance (CEIAG) for all students in KS3 & KS4. High quality, independent careers guidance is crucial in helping our students emerge from school fully rounded and ready for the world of work. Young people want and need to be well-informed when making subject and career decisions.

We aim to ensure all our students:

- develop the skills required to review achievements, plan future actions, make decisions and handle the transition process to life beyond secondary school
- develop self-knowledge and are confident in making decisions and career choices which are suitable and ambitious for them
- develop an understanding of the world of work and how to respond to changes in today's workplace
- develop research skills to fully utilise information, advice and guidance
- develop characteristics e.g. social skills, communication and resilience, which support our students in the curriculum and in careers
- are provided with well-rounded experiences which inspire and motivate them to develop their aspirations

## **Implementation**

The school Management Committee and Senior Leadership Team are committed to CEIAG and this is demonstrated in the resources available:

- Careers Lead (Kate Robinson – Assistant Head) has overall responsibility for the delivery of the school's careers programme
- Opportunities for work related learning are discussed and planned with Jane Shipley (ELSA)
- PSHE Lead (Tom Clark) and Work Experience contact (Lyn Star) are dedicated to embedding CEIAG with in the PSHE curriculum and coordinating work experience placements respectively.
- Independent Careers Advisor (Zella Neighbour) dedicated to offering independent and impartial careers information, advice and guidance to students on all the options available to them.
- Annual series of bespoke workshops delivered by the Job Centre Plus team from the Department of Work & Pensions.
- Careers and Enterprise Advisor (Deborah Laaff) – assigned to NHESC to provide strategic support in achieving 100% in all eight Gatsby Benchmarks by 2022.
- Enterprise Advisers (Nicole Johnson, Recruitment Manager, Hertfordshire Care Providers Association and Aaron Cox, Employability & Skills Officer, Stevenage FC) two volunteers from local businesses assigned to NHESC to provide strategic support. The advisors' business experience and professional networks help to develop and implement an effective strategy that puts opportunities with local employers at the heart of a young person's education.
- Continuous Professional Development for all staff – identifying training needs to ensure knowledge and skills are up to date.
- CEIAG notice boards and a dedicated section on the website with links to relevant and up to date careers information and online resources on key Post 16 opportunities including local apprenticeship and job vacancies.
- Funding is allocated in the annual budget. Funding for worked based learning and career developments in the Centre Development Plan are considered in the context of whole school priorities. Sources of external funding are actively sought.

## Working with students

CEIAG forms an integral part of the pastoral curriculum at the Centre across KS3 and KS4, and is delivered in a variety of engaging ways:

- Unifrog – All students can access a web based programme which provides a termly overview of their plans and aspirations, with an individualised time-line for their future plans that they complete during discussions with their tutor. Unifrog is a tool to assist students to focus on their self-development, lifestyle and progression. Unifrog also records details of student termly experiences and achievements, details of their meetings with our connexions advisor and a record of how their CV progressing.
- 'Bridge' – All Y11 students have one hour of Bridge a week, during this lesson, students work on bridging the gap between attending school and moving on to college, employment or an apprenticeship. Students learn about their future options, update their CV and learn practical skills such as ironing a shirt and learning basic cookery skills.
- PSHE - All young people at the Centre receive one hour of PSHE education a week, based on a programme following the guidelines from the PSCHE association. Within the programme students cover many relevant topics, including raising aspirations, British values and economic well-being. The programme is further supplemented by trips and visits (e.g. a trip to the Houses of Parliament) and visiting speakers and workshops (e.g. the local fire and police service).
- Links with local colleges - the Centre continues to establish links with local colleges, in particular North Herts College to include access to local area prospectuses through internet access and printed copies. Students also visit the colleges and take part in local taster workshops, in subjects of their interest in order to review the facilities, to find out more about the courses and what life as a student will be like.
- Interviews with Connexions Personal Advisor - All Y11 students have the opportunity to discuss their future plans with a Connexions Personal Advisor on a regular basis.
- Duke of Edinburgh Award - There are 4 key aspects to this award: learning a new skill, a new sport, volunteering and completing an expedition. By completing this award, students gain confidence and develop their life skills; they develop attributes such as resilience, commitment, self-motivation and team work, giving them experiences to add to their CV, discuss confidently at interviews, and also aiding their employability.
- Princes Trust qualification – All KS4 students have the opportunity to gain a Princes Trust qualification that includes a unit on employability skills.
- Y9 Next steps - Towards the end of KS3, our Y9 students are involved in discussions and are supported in their decision making regarding their next steps, to Bancroft or Briar Patch, and are encouraged to visit each Centre and discover what the subject options are that available to them, and to meet their new tutors. They are supported through their transition by both KS3 and KS4 members of staff.
- Work Experience - Members of staff continually strive to develop close links within the local industry, seeking out work experience opportunities. Many connections are already firmly established.
- Annual Careers Fair – aims to inform our young people of career opportunities.

## Current priorities

Our careers strategy is informed by these current priorities:

- Supporting individual aspirations, improving attainment and ensuring positive destinations
- Meeting the needs of specific groups of students included children looked after, young carers, children from economically deprived backgrounds and children with SEND and disabilities.
- Developing learners career management skills, particularly career adaptability, resilience, enterprise and employability
- Improving young people's working lives by supporting them to identify the values that are important to them such as contributing to the wellbeing of others through their paid and voluntary work
  - Developing the use of digital technologies to meet young people's career development needs alongside face to face support.
  - Working with parents/carers, community, business and enterprise partners and alumni and education to meet student's career needs.

## Strategy

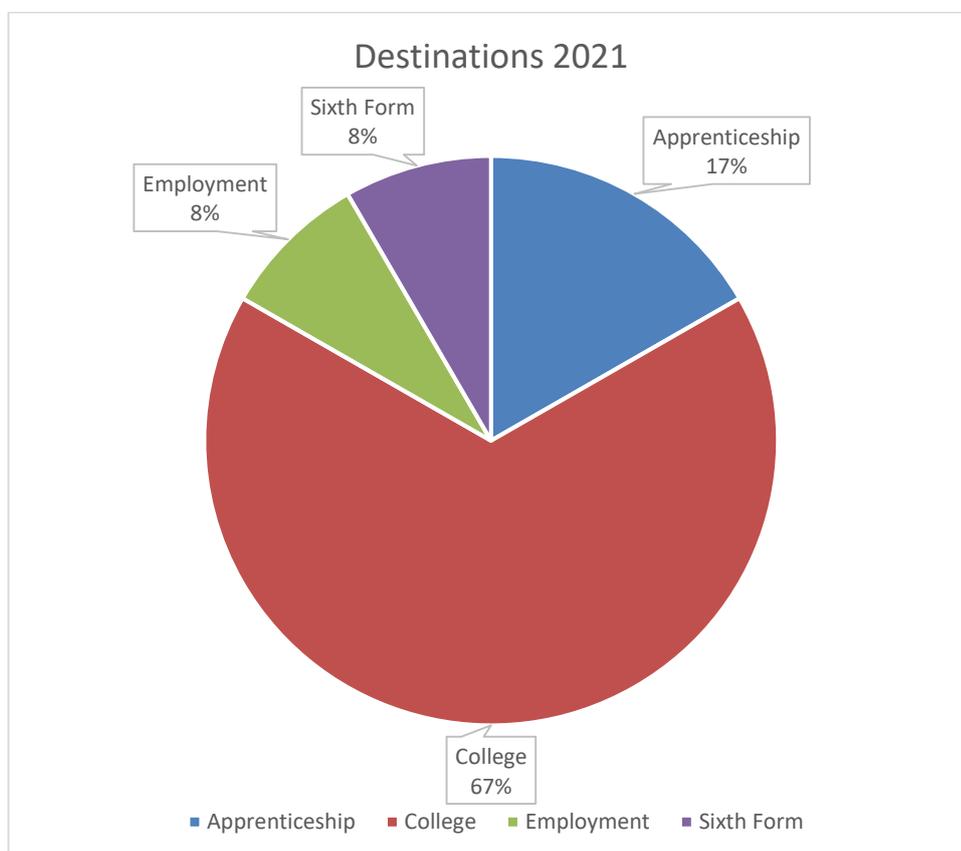
To achieve the objectives of this policy, we will:

- Ensure that the Management Committee is actively involved in shaping careers policy and strategy through its committee structure. We are awaiting confirmation of appointment of a Management Committee Member with this responsibility.
- Commission independent careers guidance services from organisations or individuals that meet the standards set by the Quality in Careers Standard.
- Set out clearly the contribution expected of all staff including subject teachers and tutors for career learning and planning
- Use PSHE/Princes Trust/Duke of Edinburgh lessons to develop relevant skills and knowledge to inform and support the aspirations of all students
- Ensure a rigorous options process is available for all students where they participate in interviews and are supported regarding their future plans.
  - Involve parents/carers in information afternoons, Careers Fairs and Apprenticeship talks so they are informed of all opportunities available for their son/daughter.
  - Forge close working relationships with local businesses and colleges to be able to provide current and relevant information relevant to the community and local area.
- Raise the aspirations all students through mentoring, group sessions and assemblies, visits to University of Hertfordshire, Enterprise events and other appropriate Career shows.
  - Support key policies for teaching and learning, assessment, recording and reporting achievement, equality and diversity, health and safety, able and talented and inclusion.
- Continue to use the Gatsby Benchmarks to plan and evaluate, identify strengths and areas for improvement in careers provision offered by the Centre. Five of the eight Gatsby Benchmarks are achieved fully at 100% but evaluations will continue to ensure the best career, advice and guidance is offered to all students and updated termly.

### **Impact**

Through evaluation of Destination Data for Y11 students, the Careers Leader is able to identify strengths and areas for further improvement in the Careers Curriculum.

Year 20-21 saw 100% of Y11 students reach destinations:



The percentages of college placements were offered over a broad range of subjects:

<b>Destination</b>	<b>Course / Area</b>	<b>Number</b>
College - Shuttleworth	Animal Management	1
Apprenticeship	Marriotts Gym	1
Sixth Form - Long Road, Cambridge	A levels	1
College - NHC Skills Centre	L2 Electrical Installations	2
College - Shuttleworth	L2 Agriculture	1
Apprenticeship	Mechanics	1
College - NHC Skills Centre	L2 Electrical Installations	
College - NHC Hitchin	L1 Sports	1
College - NHC Hitchin	EL Sports	1
Employment	Tesco	1
College - NHC Hitchin	Catering	1
College - NHC Hitchin	Art	1

Ongoing feedback and evaluations from our young people contribute to the review of careers programme and ensure that they meet the needs of our students.