

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

Introduction

Rational for CEG

A young person's career is the progress they make in learning and work. 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).

Commitment

Priestley Smith School is committed to providing a planned programme of careers education and information, advice and guidance (IAG) for all students in Years 7-13, in partnership with Birmingham Connexions Service.

Priestley Smith School endeavours to 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 other relevant guidance from DCSF, QCA and Ofsted that appears from time to time.

Priestley Smith School is committed to maintaining Birmingham's CEG quality award.

Development

This policy was developed and will be reviewed biennially in discussion with teaching staff; the school's Connexions personal adviser, students, parents, governors, advisory staff and other external partners (e.g. the SSS).

Links with other policies

The policy for CEIAG supports and is itself underpinned by a range of key school policies especially those for teaching and learning, assessment, recording and reporting achievement, citizenship, PSHE Education, work related learning and enterprise, equal opportunities and diversity, gifted and talented, looked after children and special needs/LDD.

Objectives

Students' needs

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

Entitlement

Students are entitled to CEIAG which meets professional standards of practice and which is person-centred, impartial and confidential. It 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.

Implementation

Management

Mr Gerry Wimsey co-ordinates the careers programme and is responsible to the Assistant Headteacher, Mrs Jan McCall. This area is supported by a link governor, Mr Ian Reynolds. Work experience is planned and implemented by the work experience co-ordinator, Mr Gerry Wimsey who is also the careers co-ordinator.

Staffing

All staff contribute to CEIAG through their roles as tutors and subject teachers. Specialist sessions are delivered by the personal development/PSHE Education team. The CEIAG programme is planned, monitored and evaluated by the careers co-ordinator in consultation with the Connexions personal adviser who provides specialist careers IAG. Careers information is available in the Connexions Resource Centre and school library.

Curriculum

The careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities (in the Connexions Resource Centre and on the school intranet), work-related learning (including two weeks' work experience), and individual learning planning/portfolio activities. Careers lessons are part of the school's personal development programme. Other focused events, e.g. Work Activity Days. Work experience preparation and follow-up take place in careers lessons and other appropriate parts of the curriculum.

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

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. The Preparation for Employment Certificate in Priestley Smith will be taken by some students at Key Stage 5 (September 2011).

Partnerships

An annual Partnership Agreement is negotiated between the school and Birmingham Connexions Service which identifies the contributions to the programme that each will make. Other links are being developed, e.g. with local 14-19 partners.

Resources

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the CEIAG area. The careers co-ordinator, Mr Gerry Wimsey, is responsible for the effective deployment of resources. Sources of external funding are actively sought.

Staff Development

Staff training needs are identified as part of the Partnership Agreement process with the Connexions Service and in conjunction with Priestley Smith SLT. Funding is provided both from Connexions and from the school budget. The school will endeavour to meet training needs within a reasonable period of time.

Monitoring, Review and Evaluation

The Partnership Agreement with Connexions is reviewed termly. The programme is reviewed annually by the school Connexions manager and the personal adviser using the local quality standards for CEG to identify areas for improvement. A report is submitted to the Headteacher and governors. Action research evaluation of different aspects of CEIAG is undertaken regularly.

- Signatures:
- Headteacher _____
- Chair of Governors _____
- Date of approval by Governors: _____
- Date of next biennial review: _____