



**The Hollins**

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

**DRAFT OCT 2019**

## **Introduction**

A career can be defined in the context of school as a person's journey through employment, learning and life. Young people need support, advice and guidance to help them make sense of the choices that lie in front of them, understand their own strengths and areas for development, and rationalise the working world around them.

The Hollins has a longstanding belief that it is our school's responsibility to provide a full programme of Careers Education, Information, Advice and Guidance (CEIAG) to all students in all year groups and this Policy sets out the objectives, implementation and principles behind this programme.

In the new statutory guidance issued by the Department for Education (2018), it is recommended that schools seek to fulfil the Gatsby Foundation's benchmarks for good career guidance. Accordingly, information on The Hollins' CEIAG programme in this policy is organised to acknowledge each of these benchmarks in turn.

## **Management**

The school has a named individual, James Ainsworth, who works as the Careers Lead within The Hollins and is responsible for the aims and delivery of the CEIAG programme. He works closely with Graeme Hunter, Assistant Headteacher, as well as other Senior Leaders and members of staff, including Heads of Year, the Pastoral Manager, the Special Educational Needs Coordinator, and the School Counsellor. All staff contribute to CEIAG through their roles as tutors and subject teachers.

The Careers Lead also works closely with a nominated governor, Cathi Sherratt, to discuss careers matters within the school and take into account the views and perspectives of parents and other key stakeholders.

## **Objectives**

Students at The Hollins are entitled to have access to a CEIAG programme delivered by a qualified Careers Guidance practitioner with effective monitoring to ensure it meets relevant professional standards. Access to independent CEIAG provision, while not being a statutory requirement, is also a highly desirable feature.

The main objectives of the careers programme at The Hollins are to: -

- Increase students' understanding and comprehension of the world of work and the expectations that employers have in terms of commitment, development and behaviour;
- Ensure that all students understand the purpose of their learning at school, the options available in Further and Higher Education, and the value and importance of lifelong learning;
- Widen and raise aspirations of students from all backgrounds;
- Challenge common stereotypes of occupations and/or career routes, as well as to celebrate and promote equality and diversity.

## **Staffing, Resources and Facilities**

The Careers Lead is situated in a dedicated location, the Careers Office, which is a private and discreet space for careers interviews to be held. In order to deliver the CEIAG programme, the Careers Lead is assisted by an independent Careers practitioner, who works one day a week to deliver CEIAG interventions as necessary.

The Careers Office is stocked with up-to-date and accurate resources to support delivery of the CEIAG programme. Specific funding is provided from the school budget with the Careers Lead as the named budget holder.

## **Implementation**

The CEIAG programme is implemented in a range of ways. The information in this section is tailored towards each of the Gatsby benchmarks in turn.

### **1. A Stable Careers programme**

***“Every school and college should have an embedded programme of career education and guidance that is known and understood by pupils, parents, teachers and employers.”***

The school possesses a stable, structured and long-established Careers programme which has undergone development and evolution. The Careers Lead is given explicit backing by Senior Leadership, and possesses a Level 6 Diploma in Careers Education and Guidance awarded by Edexcel in 2018, as well as Level 3 and Level 4 qualifications in the subject. Furthermore, the Careers Lead is undertaking a Level 7 Postgraduate qualification in Careers Leadership throughout 2019, to develop their own practice and disseminate useful information to the staff group of The Hollins as a whole.

The Careers Programme will be published on the school’s website in the Careers section. It is presented in clear and informative language so that all stakeholders, no matter their understanding of Careers delivery in schools or the Education sector in general, can understand it.

The programme is regularly evaluated by all stakeholders and is shaped by young people and employers in particular. This is enabled by consultation with student bodies such as the Student Council, as well as the continued collection of feedback from students during and after their time at The Hollins, for the former group, and consultation with the school’s Enterprise Advisor and Enterprise Coordinator for the latter.

### **2. Learning and Labour Market Information**

***“Every pupil, and their parents, should have access to good-quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.”***

The Careers Lead works with the Citizenship team within school to deliver a programme of Careers-Related Learning in Key Stage 3. This includes learning about job families, the labour market and post-16 options from an early age, to enable students to make positive choices about their learning options both during and after studying at The Hollins.

Parents and guardians are encouraged to access and use LMI (Labour Market Information) and information about future study options to help the young people in

their care make informed choices. This includes increasing use of social media to identify and highlight information that may be of interest, and signposting them to sources of relevant help and guidance.

### **3. Addressing the Needs of each pupil**

***“Pupils have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each pupil. A school’s careers programme should embed equality and diversity considerations throughout.”***

The Hollins CEIAG programme initially prioritises the delivery of one-to-one interviews to students fulfilling certain criteria – namely, Looked After Children, young people with Special Educational Needs and children with Pupil Premium status. The Careers Lead works closely with staff such as Senior Leaders and the Special Needs Coordinator to share information and progress. The Careers Lead attends all SEN Reviews to offer a guidance perspective on discussions around progress and aspiration with parents, carers and students.

We also maintain records of each pupil graduating from The Hollins to capture their education, training and employment destinations over a long period, taking into account data sharing agreements and new and existing data protection regulations. This information is shared with current pupils to enable them to explore trends and options themselves, as well as explored on a departmental basis to reflect on practice and how it can be developed and improved in future.

### **4. Linking Curriculum Learning to Careers**

***“All teachers should link curriculum learning with careers. For example, STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.”***

With its background as a Technology College, The Hollins retains a longstanding record of promoting STEM subjects and identifying paths for future progression and career routes. Students in STEM subjects are given the opportunity to attend vocational Colleges to complete subject-based assessments and compete with other schools for prizes and competitions. Subject leaders have built and maintained links with major local and regional employers to develop subject resources and amenities which help students not only with their learning but also their understanding of

In CEIAG delivery, students are encouraged to consider a range of career options and routes, challenging gender, class and other stereotypes and raising aspirations accordingly.

### **5. Encounters with Employers and Employees**

***“Every year, from the age of 11, pupils should participate in at least one meaningful encounter\* with an employer.”***

***(\*A ‘meaningful’ encounter is one in which the student has an opportunity to learn about what work is like or what it takes to be successful in the workplace.)***

The Hollins offers all students opportunities to engage with employers and employees, to develop their insight into the world of work and how their learning relates to their future employment and career options.

In 2017/2018, a range of events took place with different year groups to do this: -

- Year 7 attending a 'World of Work' event where numerous local employers attended the school in April 2018 and delivered a range of workbased activities in diverse sectors such as Engineering, Banking, Retail, IT, Leisure and Tourism and Hair and Beauty Therapy.
- Year 8 attended a 'What's My Line?' event where they were asked to quiz a range of employees to discern their job title, and find out more about how they got into their career and what they liked about it.
- Years 9, 10 and 11 attended our annual Careers Fair, where local Sixth Forms, Colleges and Employers displayed useful information on courses and careers.
- Year 10 undertook a 'Mock Interview' day, where they attended a proper interview and were asked questions about their skills, interests and future plans (and were asked to dress appropriately if possible).

The Careers Lead works proactively with outside organisations to arrange and deliver these events, building good relationships with local businesses, learning providers and individuals accordingly. The school has a named Enterprise Advisor, from a reputable and well-known local employer, who offers support and expertise as and when needed for the above events and beyond.

**6. *"Every pupil should have first-hand experiences\* of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks."***

Some students at The Hollins already obtain first-hand experiences of the workplace. Various students also attended a range of local companies and organisations, including UK Fast, an IT Services provider based in Trafford Park, Manchester, and the local Army barracks in Fulwood, Preston, to undertake a number of learning activities in real work environments.

In Careers interviews, students in Year 10 and Year 11 are asked about any part-time or volunteering work that they do, and these opportunities are discussed and reflected upon in the discussion and Action Plans.

Work continues to develop ideas on future collaborations with local employers to give students the most beneficial opportunities to experience the workplace and broaden their horizons.

**7. *"All pupils should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace."***

The Hollins strongly believes that contact with Further and Higher Education providers is beneficial to students and access to the wide range of information on career and post-16 learning options should be allowed by all schools. Accordingly, The Hollins has a separate Provider Access policy, which all Further Education providers are welcome to access by clicking [here](#). Providers of Further Education who wish to talk to students at The Hollins

are welcome to do so by contacting the Careers Lead, James Ainsworth, in the first instance.

By the age of 16, all Hollins students have more than one opportunity to undertake a meaningful encounter with providers of Apprenticeships, A-Levels and technical/vocational qualifications. This includes attending a Careers Fair in Key Stage 4 and sessions with Sixth Forms, Colleges and Apprenticeship providers/support organisations in Year 10 during the Mock Interview Day. Students are given opportunities to consider and reflect on the different learning opportunities available to them in the last two years of their compulsory education, and beyond.

Additionally, Colleges, Sixth Forms and other providers are invited to attend assemblies and drop-in events in the school canteen to increase their visibility to students. It is very important to The Hollins' CEIAG delivery that advice and information on careers is delivered not only by school staff, but by external bodies and voices, to reiterate to students that their career is not a single decision in Year 11, but an evolved, considered and personal process and one that takes place throughout their life.

- 8. *“Every pupil should have opportunities for guidance interviews with a careers adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all pupils but should be timed to meet their individual needs.”***

Every Hollins student is asked to attend a one-to-one Careers interview in Year 10 and Year 11 to assist them in understanding the options available to them and make decisions on their short and long-term future. New from September 2018, students in Year 8 will also be asked to attend mandatory Careers interview prior to making their optional subject choices, which is a further opportunity not just to talk about the subject choices themselves but also future goals, ideas and aspirations.

As a school, we keep systematic and informative records on the advice given to each pupil, and agreed actions/reflections. Pupils are issued Action Plans subsequent to each careers intervention to allow for consideration and reflection.

Students in other year groups are encouraged to speak to the Careers Lead or independent Careers Advisor in the Careers Office if they have questions or ideas. Students in the above year groups are also encouraged to do this outside of their scheduled Careers interview.

## **Links to other school policies**

The CEIAG policy of the school supports and itself is underpinned by a range of other relevant and important policies, including: -

- Child Protection
- Safeguarding
- Equal Opportunities
- Special Educational Needs

## **Further Information**

The information contained in this Policy, particularly regarding specific events or instances above should not be seen as 'set in stone'. The Careers Lead and relevant school staff will continue to explore further opportunities to develop the CEIAG programme moving forward.

**Next Review Date:** August 2020