

THE HIGHFIELD SCHOOL

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

This protocol has been reviewed by the Leadership of The Highfield School to ensure that it reflects the values of the Co-operative Movement.

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 from Year 7 to Year 13 to able to choose the most appropriate 14 – 19 pathway that suit their interests, skills and abilities. This programme will support them in following a suitable career path, and sustain employability throughout their working lives.

A robust careers education programme enables students to develop personal insight, career knowledge, career planning skills and management skills. It offers information and advice that is personalised, comprehensive and impartial.

Commitment

The Highfield School is committed to providing a planned programme of careers education and information, advice and guidance (IAG) for all students in Years 7-13, involving partnership with various outside agencies that include Youth Connexions, DWP and local businesses.

The Highfield School strives to follow the Department for Education (DfE) Statutory and Non-statutory Careers Guidance and Inspiration in schools (January 2018) and will be guided by the Gatsby benchmarks for ensuring best practice.

Monitoring, review and Development

The protocol is reviewed and developed annually by the Assistant Headteacher who is responsible for the school's IAG and the Headteacher, based on current good practice guidelines by DfE/ Ofsted and CEG Framework.

Links with other policies/protocols

This protocol supports and is underpinned by key school policies and protocols including those for Teaching and Learning, Assessment, Recording and Reporting Achievement, Sex and Relationships Education Policy, Equality Scheme, including Accessibility Plan, Children Looked After and Special Educational Needs. This Protocol is put on the school website for parents and carers to see.

Aims and Objectives

To help students develop the skills and confidence needed to make realistic and informed decisions about their futures and to manage the transitions from one stage of their education, training and work to the next.

The Highfield School's Careers Education and Guidance protocol has the following aims, working in line with the Gatsby benchmarks:

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- To make students aware of the range of opportunities which are realistically available to them in continued education and training at 14+, 16+ and 18+;
- To enable students to have an awareness and understanding of their opportunities for their own future;
- To provide impartial factual information and advice for all students to help them make choices about their future;
- To develop careers management skills leading to efficient transition to Further Education and/or future employment;
- To develop in students an awareness of the wide variety of education, training and careers opportunities both locally and nationally;
- To foster links between the school, local businesses and Further/Higher Education establishments;
- To enable students to experience the world of work and develop transferable skills;
- To develop students awareness of the need for training and education in their future career and value lifelong learning;
- To support inclusion, challenge stereotyping and promote equality of opportunity;
- To encourage participation in continued learning including higher education and further education;
- To meet the needs of all our students through appropriate differentiation.

Content and Delivery

The provision is provided via Careers related tutor time activities, RPS IAG lessons, themed Careers assemblies, workshops and visits by outside agencies, offsite trips, annual Careers Fair, outside speakers with IAG foci, Year 9 individual options interviews with the Leadership Team for all students, a comprehensive Youth Connexions IAG programme and evening information events for students and parents at key times in their school life. This works in line with the Gatsby benchmarks.

Every student with SEND follows the same programme of careers as their peers, with adaption and individual support from the SEND team where appropriate.

The school IAG programme is greatly enhanced through links with several partners who help ensure that students' learning is up to date and relevant. We strive constantly to expand and improve links with employers, local educational institutes and other local groups. This involvement includes work experience placements in Key Stage 5, careers talks, workplace visits and mock interviews.

School student's references are written by the Assistant Headteacher where required using present student progress, behaviour, achievement and attendance data.

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Student voice activities are conducted with students from various year groups with a separate survey used to collect feedback on the annual careers fair.

Information and Resources

Careers information and resources are located in the Careers Library and Sixth Form Library, which contains up-to-date, impartial information presented in a variety of media. It is reviewed and renewed by the Assistant Headteacher. The School holds up to date College and University prospectuses. The Careers Library can be accessed by students before school, during break and lunch times and after school. Tutors can also book time to use it during registration slots and students have some of their timetabled Integrated Studies lessons based there.

IAG is provided through careers events/off site visits, Careers Fair, RPS curriculum, visiting outside agencies and businesses, themed assemblies, Youth Connexions and DWP.

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Careers guidance and access for education and training providers January 2018

Timing	Action	The Highfield School
Ongoing (legal duty came into force in September 2012)	<ul style="list-style-type: none"> • Every school must ensure that pupils are provided with independent careers guidance from Year 8 to Year 13. 	<ul style="list-style-type: none"> • Through RPS lessons, Youth Connexions support, themed assemblies. Careers Fair, Tutor guidance, visiting speakers/ workshops, parents and information evenings <p>Ongoing review and development of RPS curriculum in order to meet benchmarks</p>
From January 2018 (legal duty came into force on 2 January 2018)	<ul style="list-style-type: none"> • Every school must publish a policy statement setting out their arrangements for provider access and ensure that it is followed. • Every school must ensure that there is an opportunity for a range of education and training providers to access all pupils in Year 8 to Year 13 for the purpose of informing them about approved technical education qualifications or apprenticeships. 	<ul style="list-style-type: none"> • Updated protocol has been written setting out arrangements and to be put on school website by May 2018 • Presently through the annual careers fair, DWP workshops, working with outside agencies and local businesses, themed assemblies, Youth Connexions workshops and mentoring, parents/information evening events. Ongoing work/half termly meetings with CEG/outside agencies and local businesses to develop knowledge of apprenticeships and technical education. The school has been a member of the North Herts Careers support group since January 2018 in order to gain information/awareness/ knowledge of careers/ contacts with local business and schools and sharing good practice.
From January 2018 to end 2020	<ul style="list-style-type: none"> • Every school should begin using the Gatsby Benchmarks to improve careers provision now, and meet them by the end of 2020. • For the employer encounters Benchmark, every school should begin to offer every young 	<ul style="list-style-type: none"> • Since September 2017 Highfield has already used the benchmarks to review, develop and set targets for the school careers provision. It has been used to support the work with local businesses such as Altro Flooring and DWP • Presently through the annual Careers Fair, DWP workshops, working with outside agencies and local businesses, themed assemblies, Youth Connexions

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	<p>person seven encounters with employers – at least one each year from Year 7 to Year 13 – and meet this in full by the end of 2020. Some of these encounters should be with STEM employers.</p>	<p>workshops and mentoring, parents/information evening events. Over the next two years Highfield will develop our work further with CEC as our Enterprise leader to forge a programme of links/visits to meet the requirement seven encounters with employers and gain contacts with STEM employers.</p> <p>The school is a member of the North Herts Careers support group since January 2018 to gain information/awareness/knowledge of careers/contacts with local business and schools and sharing good practice to put this benchmark into practice.</p>
From September 2018	<ul style="list-style-type: none"> Every school should appoint a named person to the role of Careers Leader to lead the careers programme. 	<ul style="list-style-type: none"> Assistant Headteacher is the line manager for the careers programme. Job specification will be reviewed in September 2018 with the support of CEC. Careers Leaders training funding for 500 schools and colleges will be used to support this objective where appropriate.
From September 2018	<ul style="list-style-type: none"> Every school will be expected to publish details of their careers programme for young people and their parents. 	<ul style="list-style-type: none"> Assistant Headteacher is updating the careers protocol to be agreed by the SLT and then put on the school website by May 2018.

Support for schools

Timing	Action
From September 2018	Job specification and standards for Careers Leaders developed and started to be used by schools.
From September 2018	The Careers & Enterprise Company will take on a broader role across all the Gatsby Benchmarks.
During 2018 and 2019	CEC will provide tools to help schools meet the Gatsby Benchmarks. Careers Leaders training funded for 500 schools and colleges
By end 2020	All schools will have access to an Enterprise Adviser