



The Skinners' School

Careers Education, Information, Advice & Guidance (CEIAG) Policy

1. Introduction

The world of work is changing. Employers are looking for employees who are innovative in their approach to solving problems, who can take the initiative, cope with uncertainty and change, be able to communicate well and work well in teams. Therefore students need a planned programme of activities to enable them to gain the knowledge, understanding, skills, attitudes and attributes required to make informed choices about their education and to enable them to manage their careers and sustain employment throughout their lives.

Skinners' School has a statutory duty (Section 42A and Section 45A of the Education Act 1997) to provide independent careers education in Years 7 to 13 and to give advice and guidance to young people so they are inspired and motivated to fulfil their potential. The school will help **every** pupil to develop high aspirations and consider a broad and ambitious range of careers.

2. Commitment:

The Skinners' School is committed to providing a planned, independent* and impartial** programme of careers education, information, advice and guidance for all students in Years 7 to 13.

3. Skinners' School aims:

- 3.1. To develop a programme which is inclusive; which will help our young people to gain the knowledge, understanding, skills, attitudes and attributes required to make informed choices; also challenge stereotypes and which will help to increase student confidence and motivation.
- 3.2. To provide a programme which is student-centred, based on a partnership with students and their parents / carers, local employers, universities, alumni and independent inspirational speakers.
- 3.3. To ensure that the benefits to students of CEIAG are valued, assessed and continually improved through use of destinations data and pupil voice.

4. Learning Objectives:

- 4.1. To provide students with planned activities to help them understand themselves and the influences on them and to help them investigate opportunities in learning and work.
- 4.2. To provide students with the skills, attitudes, attributes and behaviours needed for a successful transition into the world of work and adult life in general.
- 4.3. To enable students to relate their own abilities, attributes and achievements to career intentions and make informed choices based on an informed evaluation of the alternatives.

5. To be achieved by:

- * The development of a coherent, broad and balance programme for CEIAG which gives students opportunities to build on what they have learned and to progress. This programme will be developed with input from staff with responsibility for curriculum and pastoral leadership, for managing the support for students and other appropriate external agencies and organisations used to deliver programmes.
- * The work of the IAG Co-ordinator to plan and monitor the programme
- * Careers education sessions, including those used in PSHE, form time and Civics in the Sixth Form.

- * Guidance activities including group and individual interviews with the school's Independent Careers Advisor, Ms Hannah Courtney-Bennett.
- * Information and research sessions.

Monitoring, Review and Evaluation:

This forms the basis of the annual development plan for CEIAG. Reports are submitted to the Senior Leadership Team and Governors. This policy will be reviewed by the Education Committee of the Governing Body every five years or sooner if circumstances change. A member of the Governing Body will be responsible for overseeing the development of CEIAG across the school.

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- * Independent is defined as external to the school. External sources of careers guidance and inspiration could include employer visits, mentoring, websites, telephone and helpline access.
- ** Impartial is defined as showing no bias or favouritism towards a particular education or work option.

Appendix 1 - Provider Access

Students in Years 7-13 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and vocational courses.

Therefore the school will grant access for providers of apprenticeships and vocational education to pupils at the school for the purposes of giving them information about their education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Procedure

A provider wishing to request access should contact Mrs Teresa Luckhurst, Careers Co-ordinator, on 01892 578112 or teresa.luckhurst@skidders-school.org.uk

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents. These include a variety of local providers and trainers including The Careers & Enterprise Company, CTM Pathway and Runway Training. We also make use of local employers such as Cripps, CooperBurnett and AXA PPP. Shown below is our current provision which changes frequently dependent on opportunities which may arise throughout the school year. Opportunities for senior students occur regularly and are communicated to parents on a weekly basis.

	Autumn Term	Spring Term	Summer Term
Year 7	Bushcraft residential trip – enhancement of social and personal development, and learning new skills and teamwork A career in writing – visit by author Andy Briggs Developing presentation skills and working as part of a group	Developing social interaction skills How advertising affects us The appropriate use of ICT Taking personal responsibility and developing organisational and social skills	Dealing with stress and asking for help Managing money
Year 8	A career in writing – visit by author Andy Briggs Rights in the workplace	Developing tolerance and patience Working as part of a team	Coping with stress
Year 9	Know the steps required for a job Introduction to online careers programmes Lessons in life people learn too late	Managing money responsibly Discussions on further careers Qualities required for leadership GCSE Options evening	Setting short and long term goals Target setting and self-evaluation Financial education – balancing the books
Year 10	Skinners' Higher Education & Gap Year Fair Oxbridge Evening Duke of Edinburgh Bronze Award Biennial Careers Fair	Mindfulness CCF – a career in the services	NCS Entrepreneur Programme
Year 11	Skinners' Higher Education & Gap Year Fair Oxbridge Evening Presentation by Ms Courtney-Bennett, Next Steps for Career Planning Introduction to UCAS Presentation 'Applying to Medicine in the UK' A Level Options evening How to apply for a job and write a student CV Individual CEAIG interviews NCS Programme presentation and registration Biennial Careers Fair	Sixth Form entry interviews Developing a career in engineering Work experience planning and placements Dealing with exam stress Runway Training careers & enterprise course CCF – a career in the services	Work experience NCS Summer Programme

	Autumn Term	Spring Term	Summer Term
Year 12	<p>Skidders' Higher Education & Gap Year Fair</p> <p>Introduction to CTM Pathway</p> <p>Oxbridge Evening</p> <p>Rathbones, Financial Education for the 21st Century</p> <p>Medi-Redi, preparation for BMAT</p> <p>Why go to University, presentation by the University of East Anglia</p> <p>Queen's College Cambridge, annual visit</p> <p>Tunbridge Wells Model United Nations General Assembly - developing public speaking and debating skills</p> <p>How to give a great presentation and how to write a CV</p> <p>Duke of Edinburgh Silver Award</p> <p>Biennial Careers Fair</p>	<p>Harvard MUN</p> <p>Washington DC/New York MUN</p> <p>How UCAS works – Queen's University Belfast</p> <p>Preparation for Personal Statements – University of East Anglia and UCL</p>	<p>Prefect leadership course</p> <p>University visits</p> <p>Individual work experience</p> <p>Runway Training enterprise course</p>
Year 13	<p>Skidders' Higher Education & Gap Year Fair</p> <p>Oxbridge Evening</p> <p>Re-visit of CTM Pathway</p> <p>University of East Anglia - Personal Statement Refresher</p> <p>Peter Vardy Thinking Conference</p> <p>Life in the City – a career in commodity broking</p> <p>Medi-Redi, preparation for BMAT</p> <p>Queen's College Cambridge, annual visit</p> <p>Rathbones Financial Education for the 21st Century</p> <p>Mock interview practice, internal and external providers</p> <p>How to give a great presentation and how to write a CV</p> <p>Duke of Edinburgh Gold Award</p>	<p>Runway Training – alternatives to university</p> <p>Life in Journalism – Danuta Keane</p> <p>Becoming an engineer – Dom Giles</p>	<p>Preparing for exams</p> <p>Results day support</p>

Please speak to our named Careers Leader to identify the most suitable opportunity for you. The school policy on safeguarding <https://bit.ly/2UluMlr> sets out the school's approach to allowing providers into school as visitors to talk to our students.

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Coordinator.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Office or Library. In this way information will be available to all students at lunch and break times.

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