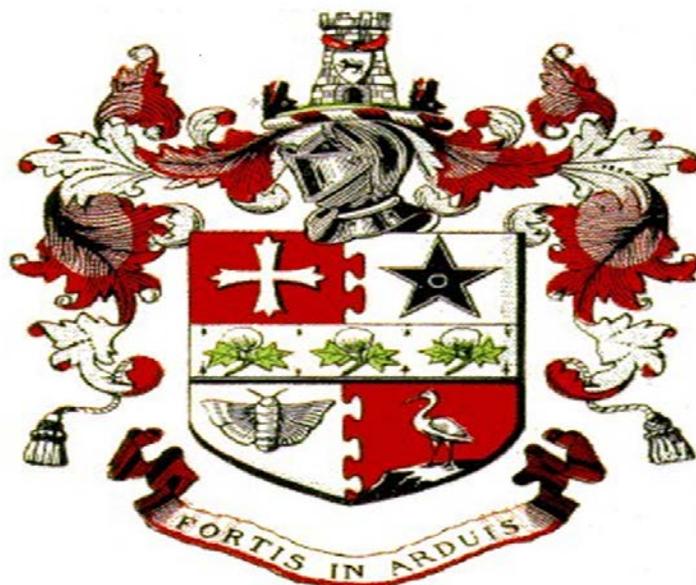


# Middleton Technology School



## Careers, Education, Information, Advice and Guidance (C.E.I.A.G.) Policy and Provision



## C.E.I.A.G. POLICY AND PROVISION

This policy is underpinned by our Mission Statement and the United Nations Convention on the Rights of the Child **Articles 2, 3, 12, 13, 15, 17, 28, 29, 32 and 36**

### **People**

Are our most valuable resource

### **Our Mission**

**“In Pursuit of Excellence” to enable all students to leave MTS work ready.**

**Article 28** Young people should be encouraged to reach the highest level of education of which they are capable

## **INTRODUCTION**

“Careers Education” and “Information, Advice and Guidance” by definition is a means of developing a young persons’ knowledge, understanding, confidence and skills that they need to make well- informed, thought through choices and plans that enable them to progress smoothly into further learning and work, now and in the future.

### **Aims**

The Information, Advice and Guidance (IAG) is a means of providing all our young people with **personalised support** on learning and work pathways such as GCSE/A Levels, Foundation/Vocational Learning, Apprenticeships and Employment with training especially with Y9 options and potential Post 16 destinations

Also, through IAG our students will receive support on other key issues that impact on their ability to develop and progress for instance **social mobility** and personal wellbeing.

**MTS will underpin it's CEIAG programme around the 8 Benchmarks produced by the Gatsby Charitable Foundation which were devised from their international careers survey 2014 as what good, quality, impartial CEIAG should look like.**

### **The 8 Gatsby Benchmarks are**

1. A Stable Careers Programme know by all school stakeholders
- 2, Learning from Career and labour market information
3. Addressing the needs of every student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces

7. Encounters with Further and Higher education

8. Personal guidance

( See the Gatsby Career Guidance document for full details)

For the 8 bench marks to be realised MTS will follow the 10 recommendations designed by the Gatsby Survey 2014 to ensure our CEIAG programme is fit for purpose in delivering outstanding CEIAG to all students to enable them to be work ready in modern Britain today.

Gatsby Recommendations

1. Use the 8 Benchmarks

2. Have a school careers plan

3. Publish destination data

4. Interact with The National Careers Service

5. Utilise Career and labour market information

6. Link Curriculum learning and careers - especially STEM

7. A review of encounters with employers and the workplace

8. Have a Link Governor for Employers/careers

9. Use encounters with young ambassadors

10. Have career advisors - internal/external

In addition to the Gatsby framework all staff at Middleton Technology School are committed to:

1. Having appropriate, up to date, accurate and impartial information and resources that all young people can access regardless of race, gender, religion, ability, disability, social background or sexual orientation.
2. Ensuring the organisational policies relating to CE/IAG are up to date and regularly reviewed and reflect this code of practice.
3. Ensuring that all staff working with young people are offered and access ongoing training about qualifications/progression pathways and other relevant subjects.
4. Working with parents/carers to offer them information, advice and guidance to help them, help their son/daughter.

5. Involving young people in the design, delivery and evaluation of CE/IAG programmes.
6. it is essential that all young people have quality IAG to help them find their way in the world and allow them to make realistic and appropriate decisions that will set them on the pathway to success. As well as providing information and advice, CEIAG has a major role to play in breaking down barriers to success in both KS3 then in KS4 & 5, especially in the current climate of the national recession. Therefore support for the personal wellbeing of our young people, raising their aspirations, esteem and motivation in order for them to have social mobility, career success and achievement is essential.

We need to create as many positive pathways, as possible, that lead to a potential fulfilling education both in terms of achievement and personal development.

The following Action Plan lays out the interventions and strategies for how this will be achieved, monitored and tracked. ( for full details see 2016 -18 Action Plan)

We will work to these Gatsby Benchmarks through the following initiatives:

- Maintaining the Inspiring IAG Gold Award
- Commit to the following 10 recommendations for Inspiring CEIAG
- Deliver quality CEIAG through the LIFE Ed. Programme and across the curriculum as and where possible
- Embed CEIAG throughout each year group to enable our young people to:
  - ✓ Be healthy – by helping young people to review and assess their decision making and goal setting in relation to health issues
  - ✓ Stay safe – by giving young people opportunities to reflect on risk and behaviour
  - ✓ Enjoy and achieve – by helping young people to set priorities for learning, work and leisure and to develop a work life balance
  - ✓ Make a positive contribution – by helping young people to be active citizens, who are actively involved in their communities
  - ✓ Achieve economic well-being – by challenging aspirations and helping young people to progress into further learning, training or employment and to realise their potential.
  - ✓ Work closely with Positive Steps to provide support to all students and to further reduce our NEET figures and increase the number of our students taking up an A Level into university pathway.

## **OBJECTIVES**

Students will learn how to access and use a variety of CEIAG information, advice and guidance sources and to complete/ present themselves well in Curriculum Vitae, personal statements, applications and interviews.

Students will receive support from an IAG mentor in Y8 -11 to establish an action plan and appropriate options choices, also, all students will have access to Positive Steps to support for their IAG with 1-1 interviews especially in KS4.

Students will be offered activities to raise their aspirations through GMHigher and they will be closely tracked up to the age of 18 in terms of their EET destinations.

## **Learning Outcomes**

Students will be able to:

- Describe their progress and achievements orally and in writing.
- List personal and academic weaknesses
- Know who to ask for support in their CEIAG decision making
- Identify time when they need careers information, advice and guidance
- Review and revise their career plans in the light of self-assessment, research, action plan and Positive Steps interviews
- Prepare, maintain and use personal records and information in applications and interview
- Be able to make realistic and appropriate decisions/ choices in terms of courses and destinations

## **Delivery/Implementation**

Careers Education and Guidance is delivered mainly through Life Ed.

Topics covered in the CEIAG programme include:

- KS3 - Introduction to Careers Service  
Introduction to Careers Library, information and databases  
Decision making skills  
Equal Opportunities  
Financial capability  
Self-awareness exercises  
Y9 students have 1 interview with IAG mentor  
GMHigher events for cohort in Y8 and 9  
Options evening and 1-1 interview
- KS4 - Work experience prep, interview and placement  
Financial capability  
Y10/11 Positive Steps interview with LSmith especially those at risk of  
been NEET  
GMHigher events  
External college presentations  
College applications  
Planned whole school careers 2017-18

## **Monitoring and Evaluation**

Implementation of CEIAG is lead by member of SLT who works closely with key members of staff, Mr D Gooding our CEIAG Mentor, Lucy Smith Positive Steps coordinator, LPC/LPMs, our Work Experience Co-ordinator, Form Tutors in KS3 & 4, Rochdale Raising Participation Lead and Chair of Governors Jo Manfred.

Any issues regarding CEIAG matters will be raised at weekly CEIAG Mentor line management, SLT and SMG meetings.

The following action plans can be seen in the shared area School Policies folder and /or the school website :

- CEIAG School Action Plan,
- CEIAG Rationale/Vision
- NEETs/Destination Data
- Inspiring IAG Gold Award Health Check and Action plan

The evaluation of these plans will take place in the summer term of the year they were written to be updated for the following new school year.

### **Compiled by:**

**Mr. A. Smith**  
**Assistant Headteacher January 2017**

**Approved by: Governing Body 14<sup>th</sup> March 2017**

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