



Careers/Employability Policy

Rationale

Careers Education, Information Advice and Guidance is a major contribution to preparing our young people for the opportunities, responsibilities and experiences of life. Our CEIAG programme supports and helps them make a successful transition to adulthood:

- Preparing students for the opportunities, responsibilities and experiences of life
- Supporting young people to achieve their full potential
- Empowering young people to plan and manage their own futures
- Providing comprehensive information on all options
- Raising aspirations
- Promoting equality, diversity, social mobility and challenging stereotypes
- Enabling young people to sustain employability and achieve personal and
- Economic wellbeing throughout their lives.
- Support families with transitions

Commitment

The school is committed to providing all its students with a planned programme of careers education activities throughout their school career, with opportunities at key transition points to access impartial information and expert advice and guidance. The policy has been reviewed in line with the recently published DfE guidance document 'Careers guidance and access for education and training providers – Statutory guidance for governing bodies, school leaders and staff. (DfE, July 2021), Skills and Post 16 Education Act 2022

We are also committed to maximising the benefits for students by using a whole school approach involving parents, carers, external IAG providers, employers and other local agencies. The school was recently awarded with a Careers aspirations award and in 2022 will be working towards the new 'Quality in Careers' standard.

Management

A middle leader has strategic responsibility for CEIAG within the school and manages the structure for delivery by members of staff who have access to relevant training and support. This Middle Leader is directly Line Managed by the Deputy Headteacher and has responsibility for a team of Job Coaches.

The Middle Leader will review the provision with all stakeholders including young people, families and employers taking into account the school's destination measures and tracking information.

The school is also a 'hub school' and has a link CEC advisor who provides advice, guidance and monitoring of Careers activity within the school.

The CEIAG Lead also sits on the Liverpool City Region Supported Employment forum.

Curriculum provision

There is a planned CEIAG programme across the school 11-19, in which incorporates the national framework for implementing an 11-19 entitlement to IAG in England and to meet the **8 Gatsby Benchmarks**:

- 1 *A stable careers programme*
- 2 *Learning from careers and labour market information*
- 3 *Addressing the needs of each pupil: Targeted support for vulnerable and disadvantaged young people, information sharing, careers guidance for students with special educational needs or disabilities. (The school works closely with NCOP to provide these students in 9-13 with additional opportunities and funding)*
- 4 *Linking curriculum learning to careers*
- 5 *Encounters with Employers and Employees*
- 6 *Experiences of Workplaces*
- 7 *Encounters with FE and HE*
- 8 *Personal Guidance*

The school also has an age-appropriate programme for its EYFS – KS2 students to ensure that they have employer encounters, workplace visits, skills for later life and an annual careers fayre or carousel.

Personal provision

Elements of the above will require access to individual information advice and guidance through:

- ❖ Internal staff, Job coaches, external careers adviser, employers, employees and visitors. The school prides itself with a network that supports KS5 students who are seeking opportunities such as Supported Internship/Apprenticeships.
- ❖ External sources using email, telephone, careers software, websites such as: The National Apprenticeship site, the National Careers Service.

Governor Responsibilities

The governing body will ensure that the school has a clear policy on Careers education information advice and guidance which is clearly communicated with stakeholders. The policy will be based on the eight Gatsby Benchmarks and will meet statutory legal requirements.

There will be a member of the governing body who takes a strategic interest in CEIAG and encourages employer engagement.

Provider Access

This section sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Pupil entitlement

All pupils in years 7-14 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 events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

The school offers a comprehensive Careers Education, Information, Advice and Guidance programme and an overview of this programme can be seen in the School's Careers Charter which can be seen on the school website.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the school so that they can be displayed.

Resources

The school will provide resources for the successful implementation of this policy through securing:

- An annual budget to cover internal needs and students needs
- Adequate staffing with appropriate training
- Student and staff access to information (electronic and hardcopy)
- Designated space for individual and group/class sessions
- Access to Work funding for Job coach's to support our Interns

Partnerships

The policy recognises the range of partners that support the CEIAG within our school.

These include:

- Career's enterprise company
- Parents and carers
- Liaison with Higher education institutions such as Hope University, LJMU and Liverpool University

- Employers and training providers
- Others specific to our Supported internships: Regenda housing, Aloft, Cadent, National trust, Amey, Imagine and more!
- Mencap
- Liverpool City Council
- Career Connect
- DWP Support for Schools

This secures additional access to face to face external specialist careers guidance as stated in the Education Act 2011 for our disadvantaged students as defined by the school's governing body. Access to work funding is currently available for any of the students who are on a supported Internship and can fund Job Coach's, Travel and resources needed within the workplace to support the young person to be able to carry out daily duties within their roles.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- School website
- Social Media
- LCR Careers Hub
- Paper Version available from Reception

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexuality.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010. As it is fair, it does not prioritise or disadvantage any student and it helps to promote equality at this school.

Monitoring the effectiveness of the policy

Review of Procedure

This procedure shall be subject to periodic review. It is assessed three times per year through the Careers and Enterprise Company Compass + tool, which also informs planning in the Autumn term. Student reflective accounts and destination data are also used in gauging the effectiveness of Careers encounters.

Management of policy

The Head teacher have overall responsibility for the maintenance and operation of this policy. They will maintain a record of concerns raised and the outcomes.

Any queries, please contact:
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