



ALTRINCHAM GRAMMAR SCHOOL FOR BOYS

CAREERS EDUCATION, ADVICE, INFORMATION AND GUIDANCE (CEAIG) POLICY

Nominated Lead Member of Staff:

HM

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Schools Careers Education, Advice, Information and Guidance (CEAIG) Policy

Altrincham Grammar School for Boys will provide a programme of careers education and guidance for all students aged 13-19. Effective careers education and guidance is crucial to preparing young people for adult and working life.

1. Purpose of CEAIG

The purpose of the programme is to help individual students to gain the knowledge, skills and attitudes they need to manage their own lifelong learning and career development. CEAIG helps the students to achieve by raising aspirations and levels of motivation.

2. Aims

Through CEAIG Altrincham Grammar School for Boys seeks to:

- develop students' self-esteem, self-confidence and self-awareness
- enable students to develop career management skills which they can use in future decision-making and problem-solving
- raise awareness of the local and national labour market
- enable students to relate learning and experience to future opportunities
- help students develop skills which lead to success in employment, training and education
- encourage flexibility, adaptability and self-reliance
- ensure students are aware of the options available at key transition points – Yr 9, Yr 11 and Yr 13
- enable students to present their own strengths and experiences to others

3. Principles

1. The CEAIG programme will be related to the individual needs and aspirations of the student.
2. The programme will be delivered in partnership with other agencies to ensure a broad range of experiences and opportunities for students. Guidance provided will be high quality, objective and impartial.
3. The school will offer a wide range of careers information and computer aided guidance packages covering all options open to pupils at key transition points and these will be located in a central careers library – open and accessible and regularly maintained.
4. The underlying theme will be personal development in an environment which is challenging, supportive and encouraging.

4. Entitlement

All students (11-19) are entitled to a careers education, advice, information and guidance programme which has clearly stated objectives: which is progressive and which has an integrated method of assessing student outcomes. The school will have an Entitlement Framework for the CEAIG programme which meets the needs of all students. The framework will describe the knowledge, skills and understanding which should be developed during the period of the programme.

5. Working in Partnership

- **With students** - the school will inform the students what their entitlement will be, how the school will support their development and what the students' role will be.
- **With parents** - the school will communicate regularly with parents, enabling them to participate in events such as parents' evenings, careers conventions and guidance interviews. It will also inform parents of their role in supporting the process.
- **With a Career Advisor (CA)** – the school will employ an independent advisor to ensure that pupils receive high quality and impartial advice and to discharge its statutory duty for commissioning independent and impartial careers advice.
- **With other outside agencies** – the school will work with a range of opportunity providers to offer information about local opportunities employment, training and education.

6. Teaching and Learning Methodology

Teaching of the CEAIG programme will be:

- based upon sound and up-to-date knowledge and understanding of careers developments
- challenging for students so as to widen their careers knowledge and understanding
- designed to actively encourage independent learning
- up-to-date and based upon the use of organised resources, particularly computer-based resources
- based upon clear outcomes so as to enable students' knowledge and understanding to be assessed.

Research suggests that students learn best when they are actively involved in their learning. The CEAIG programme will use a range of activities which encourage such involvement:

- one-to-one interviews with a careers advisor
 - whole class discussion or group work in the classroom with tutors or visiting specialists
 - direct or simulated experience of the work environment (work experience and work shadowing)
 - individual and independent research in the context of direct careers lessons

7. Equal Opportunities and Equal Access

The school will ensure that all students can benefit from CEAIG by enabling them to participate in all the activities which make up the programme. Students who may have special needs will be identified by the Head of Careers and SENDCo and plans made to ensure they benefit from the provision. This will be done by :

- reviewing physical access
- reviewing the range of activities
- reviewing the materials and providing differentiated materials
- providing any additional equipment required

This will be extended to the regular review of the careers library provision and access thereof. The Head of Careers will also convene meetings with the SENCO and the Careers Advisor to support the transitional planning process for students with statements of special needs.

8. Organisation

CEAIG will be delivered through PSE and form period activity in Yrs 7 & 8, assemblies and careers days in Year 10 and designated careers lessons in Yrs 9 and 11 and as part of ACE provision and Aspirations Programme at KS5.

9. Provider Access Arrangements

The School's Provider Access arrangements are outlined in the Provider Access Policy.

10. Management and Coordination

The Governing Body will ensure that adequate provision will be made in the School's budget for the CEAIG programme to be effectively implemented.

A member of the senior management team will be responsible for the policy and the line management of the Head of Careers. The Head of Careers will be responsible for the delivery of the CEAIG programme and for liaison with the careers advisor and other professionals involved such as PSE Coordinator, SENDCo.

The Head of Careers will be released from timetable for 1 period per timetable cycle to carry out the responsibilities of:

- programme planning
- colleague support for the delivery of timetabled careers lessons
- monitoring and evaluating CEAIG provision
- maintaining the Careers Library

11. Professional Development

The school will regularly assess the training needs of those delivering CEAIG and will offer appropriate training through the staff development budget

12. Evaluation and Review

The SMT member responsible for CEAIG will meet annually to review the CEAIG programme and to set appropriate targets in the context of Performance Management for the Head of Careers. He or she will inform the Headmaster and the member of the Governing Body with responsibility for CEAIG of the work of the Careers Department in discharging its responsibilities.

(REVISED September 2015)