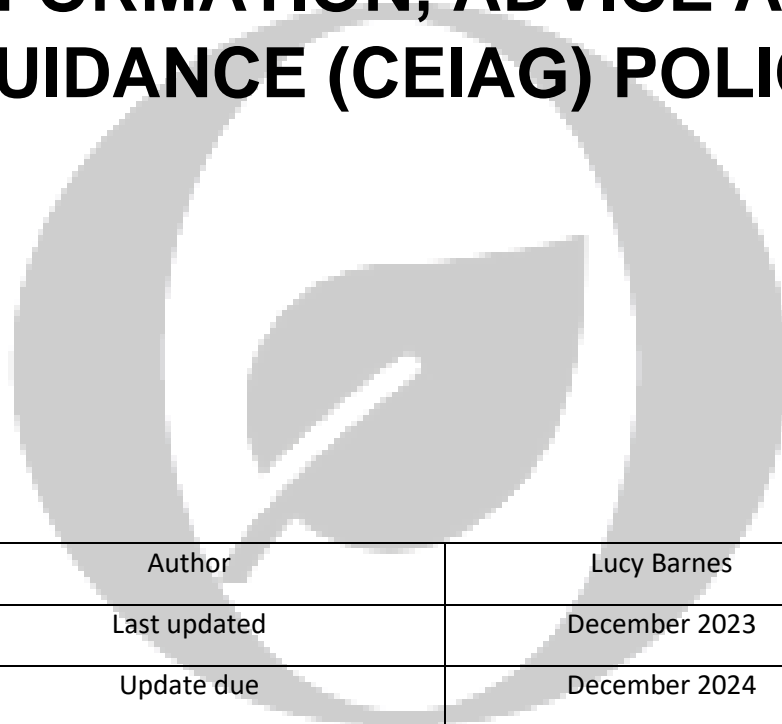


# Beech Lodge

## CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG) POLICY



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# BEECH LODGE CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG) POLICY

**Priority 1:** Enterprise: To develop and embed an Enterprise culture within and across the school curriculum

**Priority 2:** Employability: To develop the employability of students with a focus on soft skill development, workplace behaviour and exposure to the world of work.

**Priority 3:** Careers Education and Inspiration

**Rationale:** Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. At Beech Lodge School, a planned progressive programme of activities supports them from year 7 - 13 to develop an awareness of employability skills and understanding of opportunities for further education and training that suit their interests and abilities and help them to follow a sustainable career path.

**Commitment:** Beech Lodge School is committed to providing our students with a programme of appropriate careers education, information, advice and guidance (IAG) for students in years 7 - 13.

Beech Lodge School endeavours to follow the National Careers Strategy: making the most of everyone's skills and talent for 11 – 19 in England (DfES, 2017) and other relevant guidance.

**Aims:** Beech Lodge School's Careers Education and Guidance policy has the following objectives in line with the [Gatsby Eight Benchmarks](#) for Careers Excellence when delivering the careers programme in school:

- To plan and provide a stable careers programme for our learners
- To expose students to relevant labour market information (LMI)
- To address the needs of all students
- To link curriculum learning to careers
- To provide opportunities for student to encounter employers and employees
- To support students to obtain work experience placements when ready
- To provide opportunities for students to encounter further and higher education

To provide personal guidance to students on careers education

**Outcomes:** As a result of the above objectives the proposed outcomes of Beech Lodge School's Careers Education and Guidance policy are:

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- To contribute to strategies for raising achievement, especially by increasing motivation to support inclusion, challenge stereotyping and promote equality of opportunity
- To encourage participation in continued learning including further education and technical qualifications
- To develop enterprising and employability skills in students
- To significantly reduce to likelihood of any students leaving our educational establishment as NEET (not in education, employment or training)
- To involve all school stakeholders in the careers education of students, including parents and carers

### **Careers Curriculum mapped to ACEG Framework (Association of Careers Education and Guidance)**

**Student Entitlement:** Careers education and guidance (CEG) is an important component of the 11-18 Curriculum and at Beech Lodge School, we fully support and resource the statutory requirement for a Careers Curriculum across Key Stages 3 and 4.

Personalised information, advice and guidance is offered to individuals through MAP (Making Action Plan) meetings from Years 10 to 13 according to pupil readiness to engage.

Personalised advice and guidance to provided to pupils to help them towards independent decision making and a full understanding of the next steps available to them.

**Development:** The policy was developed and is reviewed every year based on current good practice guidelines by DfES statutory guidance.

**Links with other Policies:** It supports and is underpinned by key school policies including those for Teaching and Learning, Assessment, Recording and Reporting Achievement, PSHEE, Equal Opportunities and Diversity, Health and Safety and Special Needs.

### **Implementation of Careers Education**

Careers Education is delivered through a variety of ways at Beech Lodge.

For the younger year groups Years 7 and 8 who are in Claremont ( and those who are chronologically older but developmentally younger) careers education is delivered through PSHE lessons and general curriculum subjects, where the focus is on developing attitudes to work, learning about the world of work and thinking about growing up and becoming more independent.

In the transition classes this work continues and then during the Spring and Summer Terms is delivered in dedicated curriculum lessons and tutor time.

In Transition and Deancroft, dedicated Careers lessons run in the Spring and Summer Term, alongside Life Skills lessons which supplement this information and run all year. We use the Morrisby Careers platform to help pupils match their skills and interests to possible career pathways.

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Equality and Diversity Careers education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

Transition Classes: In the Spring and Summer Term a careers and enterprise programme will be delivered during alternative curriculum days. The pupils will explore employability skills, interests and work preferences to match against suitable occupations, an enterprise challenge and finance awareness including saving and utilising funds. This is supplemented by weekly dedicated careers lessons and visiting speakers throughout the term.

In Deancroft, in the Spring and Summer Term the programme will encompass an exploration of future options with a focus on individual career paths. Pupils will research the labour market, their expectations of job availability and learn money skills. Pupils will have exposure employers and employees to provide impartial careers advice and options.

College courses and the qualifications required to meet the entry standards are explored and where necessary staff accompany pupils to open days and familiarisation visits. According to stage and readiness, pupils will have mock interviews and they will be introduced to personal statement writing in preparation for year college applications. They also have the opportunity to complete work experience if appropriate during their time at Beech Lodge.

Much of the careers programme is supplemented by one to one sessions because of the developmental needs and bespoke pathways that the pupils are on.

Pupils are given the opportunity for extended supported work experience in The Beech Lodge Apprenticeshop, from Year 8 onwards, depending on their readiness.

**Management:** Mrs Lucy Barnes (The Careers Leader) co-ordinates the Careers curriculum. Currently Work Experience is also the responsibility of the Careers Leader.

The Careers curriculum is planned, monitored and evaluated by the Careers Leader.

The Careers Leader is responsible for maintaining all Careers resources, support and provision.

The programme is reviewed annually by the Careers Leader and the Leadership Team.

**Staffing:** All staff contribute to CEIAG through their roles as tutors and subject teachers.

## APPENDIX 1

### Statement of entitlement

As a student of Beech Lodge School, you are entitled to receive a programme of careers education, advice, information and guidance (CEAIG)

#### Your CEAIG programme will help you to:

- ✓ Understand yourself, your interests, likes and dislikes
- ✓ What you are good at and how this affects the choices you make
- ✓ Find out about different courses, what qualifications you might need and what opportunities there might be
- ✓ Develop the skills you may need for working life
- ✓ Make realistic, but ambitious, choices about courses and jobs
- ✓ Develop a plan of action for the future
- ✓ Understand the different routes after Year 11 including training, further education and jobs
- ✓ Be able to make effective applications for jobs, training and further and higher education
- ✓ Develop your interview skills
- ✓ Improve your confidence

#### You will receive:

- ✓ Careers lessons
- ✓ Access to careers resources – information is available in books, videos, leaflets and on computer
- ✓ Help with applications and interviews
- ✓ Visits to Open Days, Careers Fairs and employer visits
- ✓ Work experience when appropriate
- ✓ Other subject lessons linked to careers

#### You can expect to be:

- Treated equally with others
- Given careers information and advice that is up to date and impartial
- Treated with respect by visitors to the school who are part of the careers programme

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