



# **The Holt School Policy For Careers Education, Information, Advice & Guidance (CEIAG)**

**March 2018**

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Responsibility	Mr B Adams
Committee	Standards & Curriculum
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## **1. INTRODUCTION**

### **1.1 Rationale for CEIAG**

A young person's career is their pathway through learning and work. All young people need a planned programme of activities both to help them choose pathways at 14, 16 and 18 that are right for them and to enable them to manage their careers and sustain employability throughout their lives.

### **1.2 CEIAG at The Holt**

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

In line with the DfE's statutory *Careers guidance and access for education and training providers* (Jan 2018) careers guidance offered at The Holt will:

- be presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option;
- include information on the range of education or training options, including apprenticeships and technical education routes; and
- be guidance that the person giving it considers will promote the best interests of the students to whom it is given.

CEIAG at The Holt is underpinned by the school's policies for learning and teaching, assessment for learning, PSHE, safeguarding, equal opportunities, health and safety, and SEN.

## **2. OBJECTIVES**

In line with statutory guidance, the school is committed to working towards the establishment of practice in line with the eight Gatsby Benchmarks (set out in the Gatsby Charitable Foundation's *Good Career Guidance*) as follows:

- 2.1** The Holt School will maintain an embedded programme of career education and guidance. The school will work to ensure that this programme is known and understood by students, parents, teachers and employers.
- 2.2** The Holt School will provide for every student, and their parents, access to good quality information about future study options and labour market information. The school will provide the support of informed advisers to help students make best use of available information.
- 2.3** Opportunities for advice and support will be tailored to the needs of each student. Appropriate guidance will be provided during each key stage. The school will embed equality and diversity considerations throughout, including for disadvantaged students and those with SEND.
- 2.4** All departments at The Holt School will continue to link curriculum learning with careers. Information on STEM careers will be explicitly included by teachers of STEM subjects.

- 2.5** Every student at The Holt School will have multiple opportunities during their time with us to learn from employers about work, employment and the skills that are valued in the workplace.
- 2.6** Every student of The Holt School will have opportunities for first-hand experiences of the workplace.
- 2.7** The Holt School will ensure that all students should understand the full range of learning opportunities that are available to them at the end of each key stage.
- 2.8** The Holt School will aim to provide opportunities for guidance interviews with a career adviser whenever significant study or career choices are being made.

### **3 STUDENT PERSPECTIVE**

#### **3.1 Students' needs**

The careers programme will be designed to meet the needs of students at The Holt School. It will be differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

The Holt School aims to raise aspirations, challenge stereotypes and encourage pupils to consider a wide range of careers. Specifically, we will work with students to:

- provide a broad understanding of the world of work and an ability to respond to changing opportunities;
- foster independent research skills so that they can make good use of information and guidance; and
- develop the competencies needed to review achievements, plan future actions, make decisions, present themselves well and cope with change and transition.

#### **3.2 Entitlement**

Students will be entitled to:

- support from a tutor who knows them well and who can help them to access specialist advice and ensure any learning needs or issues are quickly addressed;
- a high quality programme of careers education which helps them to plan and manage their own careers;
- impartial information, advice and guidance about learning and work options including apprenticeships, foundation learning and GCSEs/A Levels;
- information, advice and guidance about the benefits of higher education and how to access the opportunities that it affords;
- a programme of work-related learning (in Years 10 and 11), giving young people direct insights into the world of work;
- information and advice by telephone and on-line every day (including evenings and weekend) through the National Careers Service;
- further specialist support from local services as needed;
- information on all local learning programmes for 14-19 year olds; and
- signposting on how to move to adult information, advice and guidance services when they reach the appropriate age.

### **3.3 Impartiality**

Impartiality will be assured through the commissioning of external advisors and web-based resources including Fast Tomato and Career Companion. In addition, The Holt School has an ongoing commitment to engagement with local employers and work-based education and training providers to offer young people insights into the world of work through employer talks, targeted work experience, workplace visits, work shadowing and mentoring. Strong links with local colleges and universities will provide students with first-hand experience of further and higher education.

## **4. IMPLEMENTATION**

### **4.1 Management**

The implementation of this policy will be overseen by the Careers Lead working with the Assistant Headteacher with responsibility for careers. They will be supported by the school's Senior Leadership Team, PSHE team, form tutors and the SENCO.

Targeted work experience at KS4 will be planned in conjunction with Learning to Work and co-ordinated by the Careers Lead.

Undertaking of work experience at KS5 will be encouraged by the sixth form team, and supported and coordinated by the Careers Lead.

The destinations of our leavers will be closely monitored and this information will be used to inform current pupils so they are aware of trends and opportunities. This information will be submitted to Wokingham Borough Council.

### **4.2 Staffing**

All staff are expected to contribute to the careers education and guidance programme through their roles as tutors and subject teachers.

Careers education will be taught by form tutors in Year 7 and by PSHE tutors in PSHE lessons in Years 8-13.

Targeted specialist careers guidance will be provided by an external personal adviser.

Careers information is available in the Careers Library which is maintained by the Careers Lead.

### **4.3 Curriculum**

The careers programme will include careers education lessons, careers guidance activities (group work and individual interviews), information and research activities, work-related learning, action planning and evaluation. Other focused events including a KS4 Options Evening, a personal statement day involving universities, and a Post 18 Options evening will be provided annually.

#### **4.4 Assessment and Accreditation**

Career learning outcomes and assessment of student achievement will be mapped against the framework developed by the Careers Development Institute in 2015.

#### **4.5 Partnerships**

Annual partnership agreements will be negotiated between the school and an external provider of careers advice identifying the contributions to the programme that each will make.

The school will work with external agencies to provide extended work experience for targeted Year 10/11 students and enterprise events.

The school will have access to an Enterprise Adviser through the Careers and Enterprise Company. The school will work with its Enterprise Adviser to build links with local businesses and to provide students with employer encounters.

The school will also maintain strong links with local training providers to offer students a variety of 14-19 options including work-related learning and apprenticeships.

#### **4.6 Resources**

Funding is allocated in the annual budget planning round. Funding for developments in the school's careers improvement plan will be considered in the context of whole school priorities. Sources of external funding will be actively sought.

### **5. MONITORING AND REVIEW**

The Holt School's careers programme, based on this policy, will be reviewed annually by the Assistant Head and Careers Lead.

Adaptations to the careers programme will be incorporated into the careers improvement plan.

## **6. THE HOLT SCHOOL PROVIDER ACCESS POLICY STATEMENT**

### **6.1 Introduction**

This policy statement 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.

### **6.2 Pupil entitlement**

The Holt recognises that all pupils in years 8-13 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 events, assemblies and group discussions and taster events; and
- to understand how to make applications for the full range of academic and technical courses.

### **6.3 Management of provider access requests**

#### **6.3.1 Procedure**

A provider wishing to request access should contact:

Mr B Adams, Assistant Headteacher  
Telephone: 0118 978 0165  
Email: [b.adams@holt.wokingham.sch.uk](mailto:b.adams@holt.wokingham.sch.uk)

#### **6.3.2 Opportunities for access**

A number of events integrated into the school careers programme will offer providers of education or training an opportunity to come into school to speak to students and/or their parents/carers. Providers should speak to the contact named above to identify the most suitable opportunity for access to The Holt students.

#### **6.3.3 Premises and facilities**

The school will aim to make suitable facilities available for discussions between the provider and students, as appropriate to the activity and subject to the school's own calendar of events. 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 Lead.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Library, which is managed by the school librarian. The Careers Library is available to all students at lunch and break times.