



Malton School

A Specialist Science School

Stronger For Being  One

Careers Education Information Advice and Guidance

Document Status		Staff Responsible	Committee
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Policy Statement

Aims

***Careers guidance makes a difference. It's in the engine room of social mobility; a vital part of the machinery of social justice. Good advice doesn't just transform lives. It transforms our society by challenging the pre-conceived ideas about what each of us seek and what all of us can achieve."* John Hayes, Minister of State, Education, Skills and Lifelong Learning.**

Recent educational reforms offer more choice and progression opportunities to young people. To make informed decisions about these opportunities, students require up-to-date, impartial and accurate careers education.

In addition all students (Years 8 – 13) have a statutory entitlement to impartial careers advice and guidance. They should also be able to access a wide range of up-to-date careers materials or have access to online information.

CEIAG should be personalised, impartial and high quality.

Malton School's Careers Education, Information, Advice and Guidance policy has the following aims:-

- 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 higher education and further education;

- to develop employment skills;
- to reduce drop out from and course switching in education and training ;
- to contribute to the economic prosperity of individuals and communities;
- to meet the needs of all our students through appropriate differentiation;
- to focus students on their future aspirations;
- to involve parents and carers where possible;

Rationale

Careers education, information, advice and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned progressive programme of activities supports them in choosing 14 – 19 pathways that suit their interests and abilities and help them to follow a career path and sustain employability throughout their working lives.

Commitment

Malton School is committed to providing our students with a programme of careers education, information, advice and guidance (CEIAG) for all students in years 7 – 13.

Malton School endeavours to follow the Statutory Guidance on the Duty to Secure Independent and Impartial Careers Guidance for young people in schools (DfE, July 2012/ updated 2013) and other relevant guidance from Ofsted as it appears.

Entitlement

Students are entitled to careers education and guidance that is impartial and confidential. It will be integrated into their experience of the whole curriculum, based on a partnership with students and their parent or carers. The programme will promote equality or opportunity, inclusion and anti-racism.

Delivery and Content

Students will develop skills in three areas;

Self development

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

To enable students to understand themselves, their interests, likes and dislikes, strengths and weaknesses and how these affect the choices they will make in the future.

Students will also begin to develop the skills they will need for their future, including being able to write a curriculum vitae, make effective applications for jobs, training and further and higher education.

Students will also develop interview skills.

Careers exploration

Students will explore the different careers opportunities open to them and the different pathways available to achieve these. They will research what qualifications they will need and what opportunities are open to them in learning and work.

Students will be encouraged to make realistic, but ambitious, choices about courses and jobs.

The careers programme includes careers education lessons, careers guidance activities, information and research activities, action planning and recording achievement.

Careers management

Students will develop a plan of action for the future. Over time these plans will be adjusted to manage change and transition.

Careers Education and Guidance is delivered in a number of ways and aims to use a variety of teaching and learning styles:

Careers Programme

1. At Key Stage 3, the careers programme covers:
 - An introduction to careers
 - Self awareness
 - Using careers software-researching career choices
 - Introduction to KS4 options
 - Visits to careers Fair
 - Visit to post 14 providers for selected students
 - Careers talks
 - Skills Health Check
 - Curriculum Vitae Development
 - Visits to Post 16 providers, including the opportunity to take part in a university visit
 - Action Planning

2. At Key Stage 4, the careers programme covers:
 - Sources of Careers Information including careers software to explore possible careers
 - Personal Development Work

- Introduction of Post 16 Opportunities
- Financial aspects of Post 16 Opportunities
- The World of Work explored through subject areas
- Curriculum Vitae Development
- Transferable Skills
- Application Forms and Letters of Application
- How to prepare for and take part in an interview
- Mock interviews
- Personal Statements
- Careers Action Planning
- Coping with the unexpected
- Careers Talks by employers and apprenticeship providers
- Visits to post 16 providers for selected students
- Work placements for selected students
- Individualised careers interviews for all students
- Group work to prevent NEET (selected Y11 students)
- Apprenticeship support and applications (selected students)
- Volunteering opportunities (Saint Catherine's hospice)
- Duke of Edinburgh award
- World of work in some Personal Development sessions (Hairdressing and Engineering, selected students)

3. For Key Stage 5 the Careers programme covers:

- Transition Evening for Year 12 students and parents
- Higher Education Visits
- Work Experience for selected students
- Action Planning
- Identification and additional support for students applying for highly competitive entry courses and careers
- Apprenticeship pathway support and guidance
- Advice and guidance presentation on life as a student
- Personal Awareness Work
- Parent and student information evening on Post-18 options and HE funding arrangements and scholarships
- Course and institution matching exercise
- Comprehensive support with UCAS application, proof reading and checking for all students
- Guidance sessions on personal decision making
- Support for students making non-UCAS applications
- Curriculum Vitae Development
- Support for Students obtaining employment
- Results Day Support
- Duke of Edinburgh Gold award

4. The Library contains a wealth of published careers information. The Library is open on most days for students to explore careers information.

Also access to networked careers software and the internet are available on all IPADs and in rooms 19, 20, 40 and the Library.

5. The careers service is introduced to students in Year 9. Individual and group interviews are offered to students following this introduction.

6. Work experience is offered to students on selected vocational courses in Year 10. In addition, some courses now involve a period of extended work experience and many Year 12 and Year 13 students undertake regular placements. Students in Year 10 requesting a work placement will be supported in this request if at all possible.
7. Elements of Careers Education and Guidance appear throughout the curriculum as subject staff address issues that are of relevance to particular career paths. Advice is given at subject level of the relevance of subject specialisms for particular careers or further and higher education.
8. Various events are arranged as part of the Careers Education and Guidance programme:
 - Year 11 mentoring interviews and Sixth Form application interviews.
 - Year 12 Parents Information Evening on Higher Education.
 - Introduction to the 6th Form Evening.
 - Transition Evenings for Year 10 and Year 12
 - Higher Education guidance for Year 13 students.
 - Y9 – Y13 Parent consultation evenings – attended by the Careers Adviser
 - Lunch time drop in sessions with the Careers Adviser.
 - Help sessions for Year 11 and 13, following examination results.
 - Visits to University.
 - Careers fair with allocated interview slots for Years 11, 12 and 13
9. Students in Year 12 and 13 are given opportunities to investigate a range of possible career paths and are given guidance on applications to employment and higher education through the tutorial programme.
10. Other opportunities to assist students to prepare for future education and training are taken as they arise throughout the year.
11. Additional provision is made for students with special educational needs through support staff and the Careers Advisor.
12. Vocational courses continue to provide a range of employer engagement opportunities for students.
13. Staff development sessions include input regarding CEG as necessary.
14. Links with other specialist training providers have been developed in several vocational areas to compliment the internal school offer.

Evaluation

1. Careers Education and Guidance programme is evaluated on annual basis to ensure the appropriateness of materials.
2. Other aspects of the programme are evaluated through the regular meetings with the careers adviser.
3. On completion of the Year 10 Work Experience a debriefing session activity is used for evaluation purposes.
4. Student voice activities are used to review the provision wherever possible
5. Views of parents on the appropriateness and effectiveness of the careers programme are also sought and welcomed at consultation evenings.

Responsibility and Management

The Head of Upper School holds responsibility for careers in the school. In the sixth Form the careers programme is managed by the Head Sixth Form. Heads of Key Stages are responsible for the effective delivery of the programme by tutors.

The Head of Upper School and Assistant Head of Upper School meet the Careers Adviser annually to agree the guidance provision and other services required for the forthcoming year.