



# Careers Information, Advice and Guidance (CIAG) Policy

The Governing Body of Cardinal Wiseman Catholic School and Language College approved and adopted this Careers Information, Advice and Guidance (CIAG) Policy on 3 July 2014.

Review date – July 2015.

## **PRINCIPLES**

In keeping with our belief that every person is made in God's image and that everybody is entitled to work, a wide range of opportunities will be provided throughout school so that all young people can understand what it means to be a working member of their community and to be a responsible adult., whatever their ability, social background and regardless of disability, race or gender.

School, careers information, advice and guidance will be appropriate for the student's own personal, social and academic development. The entitlement to independent Careers advice is from Year 8. A wide range of providers will be used to deliver a range of learning experiences.

## **Aims**

The aims of our careers information, advice and guidance programme are:

- To increase knowledge of self- values, abilities, weaknesses, potential, place in the community and needs.
- To encourage an enquiring mind and the skills needed to make informed choices.
- To increase awareness of opportunities in jobs, apprenticeships, training and further and higher education.
- To deliver impartial advice appropriate to the needs of students using a range of advisors.
- To support pupils so that they can manage the transition to the next level of education or training or the workplace.
- To identify those pupils at risk of failure to develop a learning programme with work related learning and advice on career pathways.
- To work with employers, training providers and other education partners to support 14-19 year olds in developing skills necessary for the workplace and in providing information on a wide range of careers.

## **Responsibilities**

- A member of staff is responsible for PSHE/Careers and is overseen by a member of the senior management team.
- The Key Stage 4 leader will identify pupils in need of work related learning and a range of interventions in order for them to succeed. The Key Stage leader will identify those

at risk of becoming NEETs using school based data about attainment and the need for intervention. School OB2L meetings will help to identify pupils.

- A non teaching member of staff takes responsibility for the supervision of pupils on work related learning 14-19 and for work experience in Key Stage 4. She is line managed by a member of the senior management team.
- The Inclusion team will work with individuals through school systems to support individuals in completing full time education successfully and to help with transition to sixth form, college or training provider.

## **Monitoring and Evaluation**

- The school has a quality assurance system which members of middle leadership and senior management use to evaluate effectiveness of provision.
- The programme of flexible learning days is identified on the basis of feedback from previous years. Each day is planned, evaluated and improved on the basis of feedback. Staff with expertise in careers, enterprise and work related learning plan FLD's which are careers related.
- Pupil views are sought through the pupil leadership group and an annual student voice conference.
- Work related learning is evaluated through Coventry LA support as well as school feedback from pupils.
- Careers is monitored through the Quality and Standards committee of the governing body.

## **Practice**

- Practice will vary from year to year as different offers are taken up from employers and universities.
- All pupils can access information about the world of work, with educational, vocational and training opportunities through the library (reference books, computer programmes)
- Every tutor oversees student registration to Kudos, Inspire and Cascade through a rolling programme of allocation to ICT suites during tutor time;
- Students in Years 7, 8, 10 and 11 take part in a Learning Conversation with a parent or nominated adult and tutor or Senior Leader in order to set agreed targets in order to improve attainment or attitudes to prepare for the world of work.
- Careers guidance is delivered through a combination of dedicated Flexible Learning Days (FLDs), visits to careers events, work related learning and visits to Universities. Pupils have an experience of work which includes visits, workshops and in some cases work experience at Key Stage 4. This series of spiralling FLDs provides for the opportunity to reflect on the relevance of personal skills and qualities and evaluate skills gaps. Pupils will be able to investigate different careers through contact with external providers and employers.
- There are good links with Business in the Community and employers are involved in a number of enterprise days and FLDs in school.
- All Year 11 students work on a presentation of employability skills which they deliver during a FLD at the Ricoh Stadium to a panel of business leaders, school governors and teaching staff. There is an opportunity to prepare for this during a prior FLD.
- There is a dedicated post-16 choices FLD and a careers advisor is available at parents' evenings and options evening. All Year 11 students seeking to study for Level 3 courses are offered the opportunity to take part in faculty based 6<sup>th</sup> form taster sessions each year.

- A further FLD enables students in Year 11 to shadow 6<sup>th</sup> formers in lessons to help inform and guide them in their post-16 choices. A range of trips is made available for those expecting to enter higher education. There are visits to Universities and for others, the opportunity through CWT for advice regarding apprenticeships and training.
- Vulnerable students and those at risk of becoming NEET are identified through the school ifactor system and receive impartial advice and guidance from a professional careers advisor who currently works in school 3 days a week. The curriculum for these students offers opportunities to work with external providers and to develop personal and social skills to enable those vulnerable to interact effectively in the world of work
- Experiences are built on in Years 12 – 13 with the addition of enterprise projects, enrichment activities involving work at local primary schools, within school or and the Career Academy There is on-going guidance given by the 6<sup>th</sup> Form Team regarding accessing Higher Education, training or apprenticeships following 6<sup>th</sup> form.
- There are FLDs dedicated to helping students to complete UCAS applications, develop interview and presentation skills and to review their targets.