

## **Careers Education, Information, Advice and Guidance (CEIAG) at Glossopdale School**

### **Rationale for CEIAG**

There is a need for a planned programme of activities, learning and support to be delivered to young people to enable them to make decisions and plan their careers. **Careers education** refers to a planned programme of activities within the curriculum that helps young people to gain the knowledge and understanding, and develop the skills and confidence, to make successful choices, manage transitions in learning and move into work.

**Information Advice and guidance (IAG)** enables individuals to use the knowledge and skills developed through careers education to make the decisions about learning and work that are right for them. It includes:

- Careers information - accurate and up to date information on options in learning, progression routes, career opportunities and sources of help and support. This is delivered through a variety of different methods such as Tutor periods, guest Speakers, Theme days, Work Experience to name a few.
- Impartial careers advice - to help young people gather, understand and interpret information and apply it to their own situation. This is carried out through University links, 1-2-1 careers guidance with Peter Lovatt (Northstar Guidance), guest speakers in assemblies and small groups and Interview evening with a wide range of employers and industries represented.
- Impartial careers guidance - to help young people understand themselves and their needs, aspirations and influences on them and to make choices that are right for them.

IAG includes information, advice and guidance on careers but extends to other personal wellbeing issues that young people face, some of which may present obstacles to progression and achievement in learning and work, e.g. health, welfare, financial issues. The majority of this is delivered through our tutorial programme, pastoral system in school, Super Learning days, Thought for the week, mentoring and Assemblies.

### **Commitment**

2.1 Glossopdale School is committed to providing a planned programme of careers education for all students in years 7-13 and information, advice and guidance in partnership with the Northstar guidance and Derbyshire Education Business Partnership. Glossopdale School is committed to Work Related Learning at Key Stage 4 and KS5 through vocational courses and work experience and we believe all young people should have the opportunity to recognise, experience and develop the key skills for employment.

2.3 Glossopdale School believes that 'Every Child Matters' and is committed to integrating this into the careers programme. It is designed to encourage enterprising behaviour and develop key skills, particularly where enterprise and work related learning is embedded in the curriculum. It is also intended to raise achievement and aspirations, value careers education, enjoy learning and ensure students' progress as well as they can. The careers programme enables students to engage in decision-making through a clear Student Council and Executive structure and to help plan positive futures for all. The PSHE programme, which incorporates careers, promotes positive engagement with community and environment and positive relationships.

### **Key objectives include:**

- To develop a range of opportunities which enhance the curriculum
- To promote greater awareness for students about the world of work.
- The development of key skills and employability
- To promote understanding of work, industry, the economy and community
- To develop students personal and social skills in relationships in a range of contexts.
- To provide students with informed and impartial guidance on the post 16 and Post 18 choices available.
- To prepare and enable students to access IAG
- To support and assist students in progressing to learning beyond 16 and 18
- To ensure students access and benefit from external guidance provision
- To provide a coherent IAG curriculum from Year 7-18
- To develop the alternative education curriculum
- To provide vocational, enterprise and work related learning as well as an academic curriculum.

### **Staffing**

All staff contribute to careers education and IAG through their roles as form tutors and subject teachers. The careers programme itself is planned, monitored and evaluated by the Faculty Leader for Personal Development (Years 7 to 11) in consultation with the personal adviser who provides specialist careers guidance. The Post 16 programme is planned by the Assistant Principal Post 16 in consultation with the personal advisor, Leader of Sixth Form, FTL for Personal development and Vocational programme leader. The school also has a Vocational Programme Leader who oversees the wide variety of vocational courses offered and ensures the monitoring and quality of teaching, learning and assessment in these areas.

### **Assessment and accreditation**

Vocational qualifications such as BTEC level 2 and level3 take place across the curriculum. Also, Duke of Edinburgh and the opportunity for extended work experience in vocational areas are available. The school is working towards the Raising Aspirations National Accreditation qualification.

### **Partnerships**

An annual partnership agreement is negotiated between the school and Northstar guidance Service, which identifies the contributions to the programme that each will make. Other partnerships are being developed e.g. Derbyshire and Nottinghamshire Chamber of Commerce and Derbyshire Education Business Partnership. Members of Glossop business network also work with some areas of the college. Our Business Ambassador is Deborah Lees (A local Entrepreneur).

### **Monitoring, Review and Evaluation**

The Partnership Agreement with Northstar is reviewed annually. The programme is reviewed annually by the FTL Personal Development, the Principal and the members involved from Northstar and DEBP. A report is submitted to the School leadership team and governors. Feedback is gained from the students through Evaluation sheets and Student Council and the Student Council Executive.

### Summary and Links to the Gadsby Benchmarks

1. A Stable careers programme	<p>Glossopdale has IAG embedded in the tutorial programme from Year 7-11 with a separate programme for Post 16. The topics cover the full range of IAG and PHSE topic areas.</p> <p>1-2-1 Interviews for Year 11 and Interview Evening for Year 10 are well established at the School as are employer links with Glossop Business Network who work with Year groups and small groups.</p>
2. Learning from career and labour market information	<p>Students receive information on Apprenticeship vacancies and Post 16 options from the Careers Leader (C Dunkerley) and the Careers Advisor (Peter Lovatt) on a regular basis. LMI is being integrated into Assemblies from 2018 and also into the tutorial Programme after the review in summer 2018. Students learn career and labour market information in the Year 9 Options Super Learning day and its covered in the vocational course too. This is still an area for development.</p>
3. Address the needs for each student	<p>Each student is catered for in the programme. The Careers Leader works with the SEN department and Deputy for PP to ensure that specific needs are being met. The Students (Yr 7-11) are encouraged to attend drop in sessions on Thursday with the Careers advisor and Year 11 have 1-2-1 sessions. Work Experience is carried out for one week for EVERY Year 10 student and the placements are specifically tailored to the students' needs and preferences. Interview Evening also works with students preferences. Advice and support is available to all students through the pastoral system and the Personal Development department. Individual needs are also met through the DEBP mentoring scheme and the RPG mentoring in Year 11. Some students are on an alternative curriculum in order to facilitate either individual needs and learning styles.</p>
4. link the curriculum to careers	<p>During C3 projects in Year 7&amp;8 and Year 9 SLD, students will learn how a variety of subjects can help them in a range of careers. Students in Years10-13 have access to a variety of vocational subjects through BTECs and Cambridge Technical courses which have a heavy link to a wide variety of careers. This is another area for development at the moment.</p>
5. Encounters with employers and employee's	<p>Students come into contact with employers and employees in a variety of different ways such as Guest Speakers, external agencies running sessions on Super Learning Days, Work Experience and Interview Evening. This will take place on a regular basis for students who are on an alternative curriculum. Medical mavericks and Key 103 were a new addition to this in 2017-8 and also a Business Ambassador role was created in the school – they have done talks in assembly but is also an area for development. Debbie Lees a local entrepreneur is currently filling this role.</p>
6. Experiences of work places	<p>By the end of Year 10, all students will have completed at least one week of work experience. These placements can take place all over the country and we encourage students to go farther afield if they have a specific interest or firm they want to work with. By the end of Year 12, students will have taken part in an additional one week work placement and will also have undertaken volunteering each week either inside or outside school. This is coordinated through the V50 volunteering scheme.</p>

7. Encounters with further education	Guest speakers from Universities and Apprenticeships come into School each year to speak to KS4&5 students in small groups or assemblies. Students also discuss College options impartially with Peter Lovatt the school's careers advisor. This is an area for continued development.
8. Personal guidance	Students will receive personal guidance from their tutors and mentors throughout their school life. The tutorial programme encourages discussions which help with personal health and wellbeing and careers guidance. More specific help is arranged for students where required through the school nurse and CAMS. More specific guidance is received in the 1-21 interviews, RPG mentoring, DEBP mentoring, careers drops ins at lunchtime and interview evening. Parents are given guidance in the information evenings (Year 7,10 and 12), parents evenings and if they specifically request it.

### **Parental access to careers guidance**

Parents can contact the school for advice via the Careers Lead in school; Ms C Dunkerley at [cdunkerley@glossopdale.school](mailto:cdunkerley@glossopdale.school) or on 01457862336. Also, meetings can be arranged with the Careers Advisor (Peter Lovatt) who visits the school every Thursday. An appointment can be made through C Dunkerley or attendance at the parents evenings for Year 10, 11 and Post 16 which Peter attends. Peter also attends Year 9 Options Evening.

Advice can also be gained from the following useful websites:

<http://www.glossopdale.derbyshire.sch.uk/Careers-Education/>

<https://www.gov.uk/topic/further-education-skills/apprenticeships>

<https://successatschool.org/>

<http://www.nhscareers.nhs.uk/downloads/>

<https://www.barclayslifeskills.com/>

<http://www.apprenticeshipguide.co.uk/>

<http://www.notgoingtouni.co.uk/>

<https://www.unifrog.org/>

<http://www.bestcourse4me.com/>

<https://nationalcareersservice.direct.gov.uk/Pages/Home.aspx>

<https://www.careerkickstart.rbs.com/>

<https://www.schoolleaverjobs.co.uk/>