

## Careers Education, Information, Advice & Guidance Policy



**FAIRFIELD**  
HIGH SCHOOL

<b>Approved by:</b>	Board of Directors	May 2021
<b>Signed by:</b>	Chair of Directors	May 2021

<b>Written by:</b>	Pippa Hart, Senior Learning Manager	May 2021
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### **CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE POLICY**

#### **Purpose and Aims**

Fairfield High School supports a culture of high aspiration, high expectation and success. Careers Education, Information, Advice and Guidance (CEIAG) is recognised as playing an important role in motivating our students, promoting equality of opportunity and maximising their academic and personal achievements while at Fairfield High School and beyond. We are committed to providing a planned programme of careers education for all students in years 7-11 to prepare students for the opportunities and challenges of adult working life.

Careers Education and Guidance has a high profile at Fairfield High School. A named Careers Leader is in place to manage and develop delivery to ensure the needs of our students are met.

An independent careers advisor ensures that all students have an equal entitlement to high quality careers education, information, advice and guidance. All post 16 pathways are explored with students to support students' next steps.

CEIAG (Careers Education, Information, Advice and Guidance) is crucial in order to meet the skills, knowledge and understanding needed by each student. We fully subscribe to the Department for Education's Careers Strategy (2017), Career Development Framework (2021) and the Gatsby Benchmarks:

- 1: A stable careers programme
- 2: Learning from career and labour market information
- 3: Addressing the needs of each pupil
- 4: Linking curriculum learning to careers
- 5: Encounters with employers and employees
- 6: Experiences of workplaces
- 7: Encounters with further and higher education
- 8: Personal Guidance

The staff and Directors at Fairfield High School recognise that careers planning is not limited to just one stage in life. For this reason careers education and guidance aims to develop career management skills, which students can draw on at each stage of their career planning. The CEIAG programme is continually evaluated to improve its effectiveness.

This policy is informed by the following documents:

- The Gatsby Benchmarks
- Department for Education's Careers Strategy (2017),
- Careers Guidance and Access for education and training providers (Jan 2018)
- Career Development Framework (2021)

## Careers Policy

### Entitlement

Students are entitled to CEIAG which meets professional standards of practice and is both personalised and impartial. It is integrated into students' experience of the whole curriculum and based on a partnership with students and their parents or carers. The programme is structured to meet the Gatsby Benchmarks of good Careers education, raise aspirations, challenge stereotyping and promote equality and diversity.

The careers programme is designed to meet the needs of the students at Fairfield High School to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. The primary aims of the Careers Education and Guidance programme are to:

- Help young people develop an understanding of their own and others' strengths, limitations, abilities, potential, personal qualities, needs, attitudes and values
- Help young people investigate opportunities for further learning and employment, make decisions and manage transitions across key stages
- Ensure that, wherever possible, all young people leave the school with employment, further education or training.

The CEIAG programme provides pupils with a wide range of experiences to help them progress effectively through their education and on to successful careers.

The CEIAG programme at Fairfield High School is integrated within the curriculum and is designed to provide help at specific decision times.

Fairfield High School is committed to raising the aspirations of all learners. Fairfield High School's careers education and guidance aims to develop the skills, talents, understanding and aspirations of all our learners, enabling them to become responsible citizens who achieve personal success and fulfilment in life.

Our CEIAG programme will:

- Link effectively with the curriculum in order to maximise student learning through careers, employability and enterprise education, developing career management and employability skills
- Provide impartial and up to date information through close working with independent careers professionals, employers and FE and HE institutions.
- Challenge stereotyping, deal with prejudice and discrimination, use skills of assertiveness and negotiation and encourage students to widen their career ideas.
- Support students to learn about careers and world of work, reflecting the true nature of today and tomorrow's world of work.
- Support key Fairfield High School policies including equality and diversity, health and safety and inclusion.

Raising students' achievements to their full potential is a key goal of the Careers Education and Guidance Policy.

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### **Implementation (Delivery and Content)**

Management Responsibilities are held by the Careers Leader (Senior Learning Manager) and supported by the Senior Leadership team. The Careers Lead works with the independent careers advisor to plan, co-ordinate and evaluate the careers programme.

Subject leaders and Heads of Faculty are consulted to ensure appropriate coverage of careers themes in the PSHE programme, tutor time activities and in applied subjects across the school. All subjects have a focus on and link to career development and employability learning. This is co-ordinated through the work of the Careers Leader.

All staff contribute to CEIAG through their roles as tutors and subject teachers. Staff liaise with the Careers Leader to address needs of all students, including support from teachers and external agencies, such as the independent Careers Advisers. Careers information is available, for all staff, in the careers library, the school website and on Eclips

Fairfield High School has an independent careers adviser who is qualified in CEIAG delivery to Level 6 and is a member of the Career Development Institute (CDI). The careers advisor is in school one day a week and is impartial, promoting all progression routes. Careers advice is also available during options evenings, careers events and relevant parents evenings

The careers adviser liaises with the Careers Lead to co-ordinate and facilitate a range of events such as: CV day, mock interview day and assemblies. The Careers Lead ensures that the PSHE co-ordinator and school staff have up to date information to ensure that CEIAG is delivered in the curriculum.

### **CEIAG Programme**

All students are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities as part of a careers programme, which provides information on the full range of education and training options available at each transition point.
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships.
- Understand how to make applications for the full range of academic and technical courses.

At points across the school year, a variety of employers and external providers are invited into Fairfield High School to talk about different careers. Please see Appendix 1 for details on Provider Access.

Careers education is delivered through discrete lessons within the school curriculum. In addition to this careers information, advice and guidance is provided through group workshops, individual interviews, enterprise events, college visits, employer presentations, posters, leaflets and through subject teachers. See Appendix 1 for details of the current careers education programme.

There is a careers library in The Nigel Davies Wing, careers office that has key publications and current prospectuses and is easily accessible to students and staff. Materials are audited annually to ensure that the information is up to date, accurate and relevant to the students' needs.

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The school website displays current careers advice for all year groups and contains web links to reliable careers information.

KS3 and KS4 have access to careers resources and software, such as EClips and ICould, to research pathways that include apprenticeships, FE and HE routes as well as information on Labour market Information (LMI).

Fairfield High School work in partnership with the Local Authority Careers and Enterprise Officer to provide further opportunities with local businesses and training providers.

Careers Education helps young people to develop the knowledge and skills they need to make successful choices, manage transition between key stages and transition between education and the world of work.

One-to-one interviews are offered to all students in years 10 and 11, and to years 8 and 9 by request/referral. For students with additional needs/EHCP interviews are held in year 9 and year 8 on referral to the independent adviser.

Additional intervention strategies are introduced for those students who have been referred to the careers adviser by staff, or who may find processes particularly challenging.

Careers Adviser is central to providing guidance to students on routes beyond school and those students who are unsure of their destination after Year 11 are given further support in groups or as individuals to provide the best possible guidance.

All students are given the opportunity to request an additional careers appointment with an independent careers adviser.

Interviews are a minimum of 30 minutes long depending on the need of the individual student. Students often participate in follow-up meetings alongside signposting to relevant resources.

### **Staff Development**

Staff training is identified by a needs analysis and offered through ongoing CPD. A CEIAG staff audit is carried out regularly to support staff with delivery of the careers programme within their subject area.

### **External Partnerships**

The school works with the careers and Enterprise Adviser and is an active part of the local Careers Hub network.

Firm links have been established with local post 16 training and education providers and a range of employers, Employers and training providers visit the school to run work related activities with students and to speak to students about a range of employment sectors.

Apprenticeship information is shared with students, assemblies and the careers advisers.

Any provider wishing to request access should contact the Careers Leader in the first instance (Provider Access Policy – Appendix 2).

### **Monitoring, review, evaluation of impact and development of CEIAG**

The CEIAG programme is reviewed termly through Compass+ and in collaboration with the Careers and Enterprise Advisor including

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- Review of all careers events in school and attended externally by school
- Partnership work
- Careers in the curriculum
- Student progress and destinations to year 13
- Adherence to the Gatsby Benchmarks

Further developmental of CEIAG is identified annually in the SDP and through the careers lead performance management.

Feedback on the effectiveness of the CEIAG programme is sought through student focus groups, parent and training provider/employer questionnaires. Resulting action points then feed into the following years' planning process to ensure they are addressed.

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## **Appendix 1**

### **Careers Education, Information, Advice and Guidance Statement of Entitlement**

As a student at Fairfield High School, you are entitled to receive a programme of career related learning, careers information and impartial advice and guidance, designed to help you to recognise and develop your skills and abilities, know what opportunities are available in the world of work and to make plans to help you achieve your education and career goals.

At all Key Stages you can expect to

- access a planned programme relevant to your year group
- access a qualified impartial and independent careers adviser for personalised advice and guidance
- recognise your likes, dislikes, influences, strengths and preferences in relation to career decisions
- have information about the world of work and how the labour market is changing
- be given information about further and higher education, training and apprenticeships and employment routes
- take part in activities which challenge stereotyping and raise your aspirations
- develop skills and qualities to improve your employability
- develop enterprise skills
- be well prepared for different transitions
- help to develop financial capability skills
- develop and strengthen your personal presentation skills for selection processes
- signposting to relevant up-to-date and impartial sources of careers information and advice
- not have limitations imposed on your aspirations based upon your social, economic or ethnic background.

ALL STUDENTS WILL:

By the end of Key Stage 3:

- begin to develop an awareness of your individual skills, strengths and preferred learning styles in relation to post 16 pathways and future career goals
- be able to access careers resources via Eclips and Icould
- receive Careers information and on-going support from staff such as your Tutor

By the end of Key Stage 4:

- experience careers education, focused on your development, labour market awareness, educational pathways and employability skills, through tutor group time and subject areas
- be offered at least one individual appointment with a qualified, independent, impartial careers adviser

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- devise an action plan towards your career goals
- have taken part in an enterprise activity
- have listened to talks on different careers
- have been given the opportunity to speak to representatives from various sectors of the world of work
- have developed financial capability skills
- have produced and reviewed a curriculum vitae
- been given impartial advice and guidance on post-16 education, employment and training and apprenticeship options
- develop presentation and interview skills
- be able to access careers information and resources via the Eclips and Icould websites
- be offered the opportunity to take part in taster days/ sessions
- have visited or spoken to representatives of further or higher education institutions, such as universities

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## **Appendix 2**

### **Provider Access Statement**

The following information sets out Fairfield's arrangements for managing the access of providers to students at the school. This will provide information about the providers' education or training offer.

The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students.

**Provider Access Policy Introduction** In accordance with the requirements of the Statutory Guidance, 'Careers guidance and access for education and training providers' (October 2018) and the obligations placed upon schools by Section 42B of the Education Act 1997, this policy statement sets out Fairfield High School's arrangements for managing the access of education and training providers to pupils at the school.

**Pupil Entitlement** All pupils in years 7-11 are entitled to:

- planned careers provision which provides information about the full range of education and training options, including technical and apprenticeship routes, at each transition point
- information from a wide range of education and training providers about the opportunities they offer– through options events, assemblies and aspirations events
- to understand how to make applications for the full range of academic and technical courses.

### **Management of Provider Access Requests**

**Access Procedure** A provider wishing to request access should contact Pippa Hart, Careers Leader, Telephone: 01981550231 Email: [phart@fairfield.hereford.sch.uk](mailto:phart@fairfield.hereford.sch.uk).

### **Opportunities for Access**

- We actively seek to build partnerships with outside agencies, as a means to broaden our students' horizons and to provide them with exposure to a range of education and career pathways.
- We would encourage providers to contact Pippa Hart, our Careers Leader to find a suitable event to access students. All events will need a minimum lead time of six weeks.
- We run a wide range of careers and options events throughout the year. We would particularly welcome providers' attendance at year assemblies, where a whole year group is assembled in a hall environment and you can tailor your presentation to specific age-groups. Presentations must be submitted to the Careers Leader 48 hours before the planned event.

### **Facilities**

- The school can offer the use of the hall and appropriate rooming for use by providers once the visit has been agreed.
- Audio-visual equipment is available.
- Providers are welcome to leave copies of their prospectus, or other relevant literature, for distribution.

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### Appendix 3: Careers delivery programme

#### Fairfield Careers Programme

##### Gatsby Benchmarks

The Gatsby Benchmarks are a framework of 8 guidelines that define the best careers provision in schools and colleges. Fairfield High school is committed to planning and improving its already established careers programme in line with these benchmarks.

Evaluations are sought throughout the academic year from students, parents and businesses following careers events and activities.

The programme is reviewed annually by the Careers Lead, the independent careers advisor and the Careers lead governor.

Fairfield High School also work closely with The Careers and Enterprise Company and use the Compass Tool to evaluate how we are fulfilling the benchmarks.

Careers events and activities can be viewed on the school calendar and further information found on the school website.

**Careers Governor:** Becky Shaw

**Careers Lead:** Mrs Pippa Hart

**Careers Advisor:** Mrs Dee Waters

To contact any of the above please ring the school office on 01981550231 or email [admin@fairfield.hereford.sch.uk](mailto:admin@fairfield.hereford.sch.uk)

Benchmark	Summary	
<b>1. A stable careers programme</b>	Every school and college should have an embedded programme of career education and guidance that is known and understood by pupils, parents, teachers and employers.	Fairfield has a stable and structured careers programme that has the support of the Senior Leadership Team and Governors. The Careers programme is available on the website and is evaluated regularly.
<b>2. Learning from career and labour market information</b>	Every pupil, and their parents, should have access to good-quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.	Fairfield ensures that all students have access and used information about different careers paths and the labour market by the age of 14. This is important to inform the students decisions and study options.
<b>3. Addressing the needs of each pupil</b>	Pupils have different career guidance needs at different	Fairfield aims to challenge stereotypical thinking on job

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	<p>stages. Opportunities for advice and support need to be tailored to the needs of each pupil. A school's careers programme should embed equality and diversity considerations throughout.</p>	<p>and career roles and raise the aspirations of all students in school.</p>
<p><b>4. Linking curriculum learning to careers</b></p>	<p>All teachers should link curriculum learning with careers. For example, STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.</p>	<p>Further developing links between curriculum subjects and embed careers across the school curriculum so that, by the age of 14, every student has the opportunity to see how subjects help people gain entry and be more effective workers, within a wide range of careers.</p>
<p><b>5. Encounters with employers and employees</b></p>	<p>Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.</p>	<p>Students already take part in events such as the Career Networking, Careers Evening and Enterprise Day Fairfield is further developing the programme to ensure that all students from the age of 11 have been able to participate in, at least, one meaningful encounter* with an employer. Fairfield works with Barclays through a mentoring scheme.</p> <p>*a meaningful encounter is one in which the student has an opportunity to learn about what work is like or what it takes to be successful in the work place</p>
<p><b>6. Experiences of workplaces</b></p>	<p>Every pupil should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.</p>	<p>Through the development of the programme students should have opportunities that allow them experience the workplace environment by the age of 16.</p>
<p><b>7. Encounters with further and higher education</b></p>	<p>All pupils should understand the full range of learning opportunities that are available to them. This includes both academic and vocational</p>	<p>By the age of 16 every student should have a meaningful encounter* with a range of local colleges, training providers, apprenticeships and</p>

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	routes and learning in schools, colleges, universities and in the workplace.	other learning opportunities. Fairfield has strong links with many local providers and KS4 students visit the main colleges campuses alongside visits to school from post 16 colleges and trainers.
<b>8. Personal guidance</b>	Every pupil should have opportunities for guidance interviews with a careers adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all pupils but should be timed to meet their individual needs.	Every student has at least one interview with the independent Careers Advisor before they leave Fairfield. The Careers Advisor is in school once a week to support all students and the careers programme.

	<b>Careers</b>	<b>SEN</b>	<b>Assemblies</b>
<b>Year 7</b>	<ul style="list-style-type: none"> <li>Eclips and iCould</li> </ul>		<ul style="list-style-type: none"> <li>Ethics/Life skills</li> <li>Armed Services</li> <li>Career Website</li> </ul>
<b>Year 8</b>	<ul style="list-style-type: none"> <li>Careers Cloud and access to other careers websites</li> </ul>	<ul style="list-style-type: none"> <li>Interviews by referral</li> </ul>	<ul style="list-style-type: none"> <li>Ethics/Life Skills</li> <li>Armed Services</li> <li>Careers Websites</li> </ul>
<b>Year 9</b>	<ul style="list-style-type: none"> <li>Group work. Overview of the options choices leading to both college and apprenticeships/ implications of subjects and grades for progression/ HE Finance - briefly</li> <li>Options evening - for parents and students</li> <li>Appts. by referral</li> <li>Careers Fair</li> <li>Careers Cloud and access to other career websites</li> </ul>	<ul style="list-style-type: none"> <li>Appts in liaison with SENDCo</li> </ul>	<ul style="list-style-type: none"> <li>Options</li> <li>Ethics/Life Skills</li> <li>Art College</li> <li>Armed Services</li> </ul>

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<p><b>Year 10</b></p>	<ul style="list-style-type: none"> <li>• Three Colleges Visit</li> <li>• 1 to 1 interviews in liaison with DHT/ Learning Manager</li> <li>• Career Crowd Workshop - Raising Aspirations</li> <li>• Careers Fair</li> <li>• Careers Detective event</li> <li>• Business Enterprise day</li> <li>• Mentoring</li> <li>• Careers Cloud and access to other career websites</li> <li>• College lunchtime drop-ins</li> </ul>	<ul style="list-style-type: none"> <li>• Appts in liaison with SENDCo</li> </ul>	<ul style="list-style-type: none"> <li>• Armed Services</li> <li>• Ethics/Life skills</li> <li>• NCS</li> <li>• Apprenticeships</li> <li>• Colleges</li> </ul>
<p><b>Year 11</b></p>	<ul style="list-style-type: none"> <li>• 1 to 1 interviews with all students, minimum 30 minutes (Follow- ups as requested)</li> <li>• Careers Fair</li> <li>• CV writing</li> <li>• Mock interviews with local professionals</li> <li>• 6<sup>th</sup> Form College Visit</li> <li>• Careers Cloud workshop</li> <li>• Visits from colleges</li> <li>• College lunchtime drop-ins</li> <li>• Work placements for students at risk of exclusion</li> <li>• Transition work with students to post 16 providers</li> <li>• Mentoring</li> <li>• Hereford College of Arts visit Art faculty.</li> <li>• Careers Cloud and access to other careers websites</li> </ul>	<ul style="list-style-type: none"> <li>• 1 to 1 interviews with all students, minimum 30 minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Colleges</li> <li>• NCS</li> <li>• Apprenticeships</li> <li>• Armed Services</li> <li>• Ethics/Life skills</li> <li>• HE</li> </ul>

**Appendix 4: Careers websites/useful links**

**USEFUL CAREERS WEBSITES**

**USEFUL CAREERS' WEBSITES TO USE**

You can use the following websites to give you chance to research possible careers and explore ideas about your next step. It may give you ideas about which subjects to take as different careers sometimes need specific qualifications. For some jobs you need to go to university, for others it's an option. You can also find out about apprenticeships/degree apprenticeships.

**www.eclips-online.co.uk** This has good, detailed job information sheets on it. Login and use the password: koeffo08– this is free to access in school, or at home. Start by using Job Groups and the A-Z. You could also try 'Career Wizard' to give you some ideas.

**www.gov.uk/apply-apprenticeship** Use this to look for apprenticeship vacancies – both locally and nationwide. Be careful of closing dates. You apply on line and will need to login and create a password/account.

**www.icould.com** This is a really good site for seeing things as they really are. You can watch a 5 minute video of people working in a particular industry and find out how they got their job, and the training required. There is also some detailed LMI (Labour Market Information) available, which tells you where jobs are available geographically, and what you would earn.

**www.ucas.com** The main university application site, but also useful for viewing the range of degrees available and their 'entry requirements'. Information on Degree apprenticeships is also included.

**<https://nationalcareersservice.direct.gov.uk>**

If you would like an appointment with Mrs Dee Waters, careers advisor, you can make one via your form tutor or Mrs Hart