

**Careers Education, Information,
Advice & Guidance Policy**



FAIRFIELD
HIGH SCHOOL

Introduction:

Fairfield High School represents 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 and an independent Careers adviser is appointed to manage and develop delivery to ensure the needs of our students are being met.

All students have an equal entitlement to high quality careers education, information, advice and guidance that will provide them with an understanding of the world of work, help them to explore career options and support them in making decisions about opportunities open to them.

Aims:

CEIAG is crucial in order to meet the skills, knowledge and understanding needed by each student. We fully subscribe to the Careers Education Framework (2010) and the 6 principles of impartial careers education which:

1. Empowers young people to plan and manage their own futures
2. Responds to the needs of each learner
3. Provides comprehensive information and advice
4. Raises aspirations
5. Actively promotes equality of opportunity and challenges stereotypes
6. Helps young people to progress

The staff and governors 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:

- Careers Guidance and Access for education and training providers (Jan 2018)
- Careers Education Framework 7-19 (2010)

Objectives

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 and avoid unhelpful repetition.
- Provide totally 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.
- Reflect the true nature of today's 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.

Delivery and Content

Careers education is delivered through discrete lessons within the PSHCE 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.

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). Mrs Dee Waters 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 parents surgeries. She can be contacted outside these hours on 01981 550 231 (school phone number) or dwaters@fairfield.hereford.sch.uk.

The careers adviser liaises with the Senior Learning Manager, Mrs P Hart, to co-ordinate and facilitate a range of events such as: CV day, mock interview day and assemblies. In turn the Learning Manager ensures that the PSHCE co-ordinator and school staff have up to date information to ensure that CEIAG is delivered in the curriculum.

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 also held in year 9 and year 8 on referral to the independent adviser.

Interviews can be requested by staff for students who need extra support or who are not achieving to their full potential.

Interviews are a minimum of 30 minutes long depending on the need of the individual student. Follow-ups are offered.

There is a careers section in the school library 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 and accurate and relevant to the students' needs.

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 software (Careers Cloud) to research pathways that include apprenticeships, FE and HE routes as well as information on Labour market Information (LMI).

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

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.

Appendix 1

Provider Access Statement

This policy statement sets out the school's arrangements for managing the access of providers to students at the school for the purposes of giving them information about the providers' education or training offer.

This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Management of provider access requests

Opportunities for access: our provision includes various opportunities for students to access a range of events. These are mainly integrated into the schools careers programme and curriculum. These events are therefore delivered internally, with contribution from external providers where appropriate.

Procedure

A provider wishing to request access should contact Mrs P. Hart, Senior Learning Manager, via the school contact details.

Local providers are invited to key relevant events. In addition, external providers interested in coming into school should speak to Mrs Hart to identify the most suitable opportunity.

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

Resources

Once visits have been agreed, the school will provide appropriate rooming to facilitate the visit, along with any equipment requested by the provider, where it is available.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with Mrs Hart for the careers section in the school library. The school library is available to students at break and lunchtimes.

Appendix 2: Careers delivery programme

	Careers	SEN	Assemblies
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Year 7	<ul style="list-style-type: none"> Eclips and iCould 		<ul style="list-style-type: none"> Ethics/Life skills Armed Services Career Website
Year 8	<ul style="list-style-type: none"> Careers Cloud and access to other careers websites 	<ul style="list-style-type: none"> Interviews by referral 	<ul style="list-style-type: none"> Ethics/Life Skills Armed Services Careers Websites
Year 9	<ul style="list-style-type: none"> Group work. Overview of the options choices leading to both college and apprenticeships/ implications of subjects and grades for progression/ HE Finance - briefly Options evening - for parents and students Appts. by referral Careers Fair Careers Cloud and access to other career websites 	<ul style="list-style-type: none"> Appts in liaison with SENCo 	<ul style="list-style-type: none"> Options Ethics/Life Skills Art College Armed Services
Year 10	<ul style="list-style-type: none"> Three Colleges Visit 1 to 1 interviews in liaison with DHT/ Learning Manager Career Crowd Workshop - Raising Aspirations Careers Fair Careers Detective event Business Enterprise day Mentoring Careers Cloud and access to other career websites College lunchtime drop-ins 	<ul style="list-style-type: none"> Appts in liaison with SENCo 	<ul style="list-style-type: none"> Armed Services Ethics/Life skills NCS Apprenticeships Colleges
Year 11	<ul style="list-style-type: none"> 1 to 1 interviews with all students, minimum 30 minutes (Follow- ups as requested) Careers Fair CV writing Mock interviews with local professionals 6th Form College Visit Careers Cloud workshop Visits from colleges College lunchtime drop-ins Work placements for students at risk of exclusion Transition work with students to post 16 providers Mentoring 	<ul style="list-style-type: none"> 1 to 1 interviews with all students, minimum 30 minutes 	<ul style="list-style-type: none"> Colleges NCS Apprenticeships Armed Services Ethics/Life skills HE

	<ul style="list-style-type: none"> • Hereford College of Arts visit Art faculty. • Careers Cloud and access to other careers websites 		
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Appendix 3: Careers websites/useful links

USEFUL CAREERS WEBSITES

As form tutors, if you have time, you might like to try the following websites to give the year 11s, particularly, as a chance to research possible careers and explore ideas about their next step. However, other years can't start too early and the information will help the year 8s onwards realise what grades they need to aim for in their GCSEs.

1. www.eclips-online.co.uk This has good, detailed job information sheets on it. Login with : FAIROSG This is free in school, or at home. Start with Job groups and the A- Z. You can also try 'Career Wizard' to give you ideas.
2. <http://icould.com> This is free to use and has good video clips of people in different industries talking about what their job is really like. Try the 'Buzz' quiz.
3. <https://nationalcareersservice.direct.gov.uk> This is largely aimed at adults but has some good information in their Job Profiles section.
4. www.ucas.com The university application site. This is useful to see the range of degrees on offer and to check entry requirements which could impact on A level choice.
5. <https://www.gov.uk/apply-apprenticeship> Use this to look for apprenticeship vacancies, both locally and nationally, and apply online.

As always please direct any students to me if they have particular enquiries. I am in school on a Friday.

Thank you

Dee Waters
Careers Adviser

The CEIAG policy is reviewed regularly to allow us to incorporate new initiatives. PH Feb 2019