



THE LATYMER SCHOOL

Founded 1624

CAREERS EDUCATION INFORMATION, ADVICE AND GUIDANCE POLICY (CEIAG)

Document Produced by: Ms S Olivelli, Head of Careers
Date presented to Governors: 3rd March 2015
Date approved by Governors: 3rd March 2015
Date Policy is to be Reviewed:

This Policy has been written with regard to the updated (April 2014) Duty of schools to provide independent and impartial Careers Guidance and Inspiration for Pupils.

CAREERS EDUCATION INFORMATION, ADVICE AND GUIDANCE

Aim

The Careers Education Information, Advice & Guidance (CEIAG) programme at Latymer School aims to make a significant contribution towards the preparation of students for the opportunities, responsibilities and experiences they will encounter at school, in further education, and working life. The programme aims to enable students to make informed choices and manage transitions as learners and workers. Alongside other related curriculum activities (in particular, PSHEE and Citizenship), CEIAG at Latymer promotes the personal and social development of the individual student.

Objectives

There are 3 main objectives which run through the Careers Education Information, Advice & Guidance (CEIAG) programme for all year groups at Latymer:

- **Self-Development:** For students to be able to understand themselves and the influences upon them
- **Career Exploration:** For students to be able to investigate opportunities in learning and work
- **Career Management:** For students to be able to make and adjust plans to manage change and transition

Components of Careers Education Information, Advice & Guidance:

There are two, interrelated components of CEIAG:

- **Careers Education** – helps young people to develop the knowledge and skills they need to make successful choices, manage transitions in learning and subsequently move into work.
- **Careers Guidance** – enables young people to use the knowledge and skills they develop to make decisions about learning and work that are right for them.

Careers Education is delivered in pastoral time. Some activities are delivered by CE 'specialists' others by Form Tutors (INSET is provided).

Careers Guidance is facilitated through individual interviews with Careers Advisers from Enfield Careers Service, ICT based matching programs, interviews and guidance from members of the Senior Leadership Team (SLT) and Careers Team, Form Tutors and Heads of Learning, and each student will have an individually assigned Higher Education Referee in Year 13.

This Policy has been written with regard to the updated (April 2014) Duty of schools to provide independent and impartial Careers Guidance and Inspiration for Pupils.

IMPLEMENTATION OF THE POLICY. CURRENT AT 2014/2015.

Curriculum

In order to achieve the aims and objectives of Careers Education Information and Guidance, students experience a range of activities at Latymer. These are identified in our schemes of work for Year 9 – Year 11 build on introductory activities in Years 7 and 8: In Year 7 the ‘The Real Game’ is delivered by Form Tutors via a ‘drop day’, and in Year 8 students focus on target setting.

Students will have access to a range of experiences as part of their CEIAG entitlement at Latymer:

Year 7

- ‘The Real Game’ delivered by Form Tutors through ‘off timetable’ equivalent of 1 day in the Summer term of Year 7 with follow up in form time and PSHEE lessons.

Year 8

- Target setting with form tutors and overlaps with PSHEE/Citizenship schemes of work

Year 9

- Classroom activities led by form tutor, using Latymer resources adapted from Connexions Year 9 ‘Step One’ booklet and Which Way Now resources.
- An induction to Careers Library facilities led by CE staff
- Two taught sessions using Eclips ICT careers information and matching program led by form tutors, followed up by a job study and presentation by students in form time
- Talk from Careers Adviser from Enfield Careers Service, who will introduce himself, explain his role, and answer questions etc. Students can also drop-in to Careers Library at certain pre-arranged times to see Careers Adviser on informal basis
- Guidance on GCSE options, including an Option Choice Evening for parents/guardians, an Options Booklet and Options Assembly for students

Year 10

- Off timetable day to attend a Careers Fair and two taught sessions using Kudos ICT careers information and profiling program led by form tutors, followed up by activities in form time
- Taught module, led by Form Tutor, on ‘Rights & Responsibilities in the Workplace’, covering Equal Opportunities, Health and Safety and Employment Rights at work as part of preparation for Work Shadowing (Year10) and Work Experience (Year11)
- A day of structured Work Shadowing enables students to make links between School and the world of work, and is a useful precursor to Work Experience in Year 11

Year 11

- 1:1 careers interviews with Enfield Careers Adviser to consider post 16 choices
- Taught module, led by Form Tutor, entitled ‘How Can I Gain Additional Experience of the World of Work?’ , covering preparation for work experience and job applications
- Guidance on post 16 Option Choices, including an Option Choice Evening for parents/guardians and students (including presentations by subject departments), a Post 16 Options Booklet, and Options Assembly
- Individual interviews and guidance from members of the SLT and Careers Team
- Follow up interviews with Enfield Careers Adviser if necessary

- One week of Work Experience (after GCSE exams). Students are encouraged to find their own placements, though assistance is available at school. All students will be contacted, and in general visited, by a member of staff, and are expected to present their experiences at a de-brief early in Year 12.

Years 12 and 13

- Careers related activities take place during form time, with a particular focus on UCAS applications
- Students are encouraged to seek as much advice as possible through discussion and individual research
- Guidance on Higher Education (HE) options, including HE Options Booklet, an Assembly, and further guidance by Form Tutors, HOL, Mr Wakefield (Deputy Head Sixth Form) the Careers Team, and experienced subject teachers
- Taught sessions using ICT HE Information Programme and the UCAS website, followed up by activities in form time
- Carousel of presentations by outside speakers which focus on particular career areas, such as Medicine, Law, Psychology, Engineering, Business and the Media etc
- Taster courses in areas such as Vet Science, Medlink, Law, Psychology and Media, Unilinx courses
- Presentations on Gap Year opportunities by outside speakers
- Job Seekers/Apprenticeships assembly for Year 13, led by Enfield Careers Adviser
- 1:1 careers interviews with Enfield Careers Adviser on FE options
- 1:1 Higher Education guidance from individually assigned HE Referee in Year 13

Note that Careers work in partnership with the Sixth Form Team (Deputy Head Sixth Form, HOLs 12 and 13) to provide a coherent entitlement for students. Many aspects of CEIAG are provided through the pastoral system (eg, guidance on UCAS personal statement from form tutor; GAP Year assemblies, talks by ex-students on courses and careers in assembly time, ad hoc guidance of UCAS from Deputy Head Sixth Form, etc), In this respect the Careers Team's role is to respond to requests for guidance and support from the Sixth Form Team on a 'service to client' basis.

Careers Room

Also known as the 'Careers Library', the room is the first point of call for all year groups when exploring career opportunities. Students have access to a comprehensive range of texts, leaflets and university prospectuses, as well as 6 computers linked to the School network and with broadband internet access. Additional information on PSHEE issues and contact numbers is displayed on a notice board. A team of Sixth Form students have received training on the running of the Careers Library. They maintain the room on a day-to-day basis along with the administration staff, and are available at lunchtimes to provide assistance to other students.

Use of ICT

Students are encouraged to use ICT and the internet as part of their career exploration in all year groups. Both are incorporated into schemes of work, and used extensively in all year groups. Latymer Careers website can be accessed on Fronter and via LILE.

INSET

In service training is provided for HOLs and Form Tutors by Careers specialists within the School and by Enfield Careers Service. A Teacher's Resource folder is provided for Years 9 – 11, as well as lesson plans and resources for the Real Game in Year 7, and there are resources available for teachers and students available on the School network (via Fronter).

Work Experience

All students have the opportunity to undertake 1 day of Work Shadowing in Year 10, and a minimum of 1 week of Work Experience after GCSE exams in Year 11. Schemes of work for Year 10 and 11 provide preparation and opportunities for review of these experiences. These opportunities help students explore possible careers and the skills they will require, and helps inform and support their future career decisions.

Updated: January 2015 (S Olivelli)