

## CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE POLICY (CEIAG)

### Introduction and Rationale

A young person's career is his/her pathway through learning and work within and beyond school.

All young people need a planned programme of activities to help them to make choices for the period when they are 14 to 19 years old. These should be choices that are appropriate for them and ones that will help them to become more able to manage their careers throughout their lives.

The basic and core skills curriculums provide a foundation for our students to use their strengths and attributes to develop the appropriate skills to help them to make such realistic decisions about the options available to them in life and work.

### Commitment

Le Murier is committed to providing a planned programme of Careers Education, Information, Advice and Guidance (CEIAG) to all of its students according to their needs, capabilities and aspirations.

This will be achieved by working in partnership with *Careers Guernsey*, *GWEX*, *Guernsey College* and local employers.

Le Murier endeavours to work towards achieving the eight benchmarks outlined in *My Future, My Choice, My Island and beyond - 2015 to 2020*.

### Links to Other Policies

This policy supports and is underpinned by key school policies including those for *Teaching and Learning*, *Transition*, and *Learning Beyond The School Day*.

### Objectives - Student Needs

The CEIAG programme is designed to meet the needs of students at Le Murier School. It is differentiated and personalised to ensure progression through activities that are appropriate to the students' varying stages of career, learning, planning and development.

### Entitlement

Students are entitled to careers education and guidance that meets professional standards of practice and is person-centred, impartial and confidential. It will be integrated into the students' experience of the whole curriculum and be based on a partnership with students and their parents or carers. The programme will promote equality of opportunity and inclusion.

Every student is entitled to opportunities that:

- Promote self-awareness through an understanding that interests and abilities provide a basis for thinking about career choices.
- Help them to prepare to make well-informed educational, vocational and training choices.
- Help them to manage transitions within education and from education to new roles, including home, leisure and employment, appreciating that change is an integral part of life.

### Implementation

Because of the diverse range of abilities and aspirations, differentiated activities are planned which target the students' current stage of development and extend them on to new and relevant experiences.

*See Appendix*

### Responsibility

The Head of KS4 is the Co-Ordinator for Work Related Learning, Careers and College Link courses.

All staff have a responsibility to identify opportunities to make their teaching and students' learning relevant to students' individual career development.

The Headteacher and Head of KS4 will ensure that all stakeholders are aware of the CEIAG available to all students.

### Monitoring Review and Evaluation

The CEIAG programme is under constant review as needs and opportunities are identified for students

The partnership agreements with Careers Guernsey, GWEX, and the Guernsey College are reviewed on an annual basis.

Date written Dec 2014

Review Date Dec 2016

Signed

.....Headteacher

.....Head of KS4

Appendix

## **Outline of Planned Activities for different Year Groups, Abilities and Student Aspirations**

- In the Sensory and Communication department, experiences and activities with regards to work related learning and contribution to the wider community include
  - Daily post collection to and from St Sampson's High School
  - Litter picking
  - Recycling of paper, cardboard and plastics around school with caretaker
  - Assisting the caretaker team with the jobs around the school to raise awareness of what others do to help us and our school such as cleaning windows, stacking chairs, brushing up leaves
  - Assisting at St Sampson's High School reprographics department; filling printers with paper, clearing recycling
  - Setting the tables in the dining hall daily alongside the dinner duty staff
  - Work skills at Moonpig.com
  - Enterprise activities with stall sales within the local community to raise monies for charity (KS5)
  - Filing, basic administration and ordering with Deputy Head (KS5)
  
- In Year 7,8 and 9
  - Students undertake a number of visits to places of work to understand the variety of jobs that exist- Post Office, Dairy, Guernsey Press etc.
  - In all the project work undertaken each term there are links to a variety of jobs-Weather, Communication, Leisure etc
  - Students are given responsibilities-to take messages around the school, count money raised for charity events, collect equipment needed.
  - Students are encouraged to take part in community events-Open Days, Choir, Sports Events etc
  
- In addition in Year 9
  - Some students take part in Army Day;
  - Students make choices about link courses to be followed at Guernsey College;
  - Students meet Careers Guernsey advisors in preparation for their Key Stage 3 transition review.
  
- **In Year 10 and Year 11 - Life Skills Programme**

- Students run a weekly tuck shop, which includes shopping and food preparation, pricing and selling.
  - Students in Year 11 have weekly 30-minute lessons to prepare for transition review held in January/February followed up by weekly input from Guernsey College and a Transition week to college in the summer term.
  - Students undertake a range of enterprise activities to fund raise as part of Duke of Edinburgh.
- **In Year 10 and Year 11 - Work Skills Programme**
    - Students attend link courses at Guernsey College, some with students from high schools, some in more discreet groups.
    - Students have discrete 50-minute weekly Work Related Learning lessons in Year 10, which increases to 90 minutes in Year 11.
    - Teachers incorporate Careers and Work Related Learning into other lessons where appropriate.
    - Students in Year 10 undertake up to 3 weeks work experience (1 week each term). Students initially do work-based projects and work shadowing with the Premises Team within school until they have the attitude, confidence and skills to undertake targeted work placements outside of school.
    - Students in Year 11 undertake up to 3 weeks work experience ( 1 week each term ) outside of school.
    - Students in Year 10 and Year 11 undertake Jobquest, a two-week project in school to identify, apply for and be interviewed for a job with local employers coming in to interview students.
    - Students in Year 10 and Year 11 visit a workplace to find out about the jobs in the workplace.
    - Students in Year 11 complete Entry Level 3 Safety in the Workplace award from the British Safety Council.
    - Students compile a "leaver's file" of useful information appropriate to the pathway they are following.
    - Students in Year 11 have weekly 30-minute lessons to prepare for transition review held in January/February followed up by weekly input from Guernsey College and a Transition week to college in the summer term.
    - Students in Year 10 and Year 11 on the work skills pathway visit Careers Guernsey and the Careers show.
    - All students in Year 11 on the work skills pathway have individual meetings with Careers Advisors from Careers Guernsey.
    - Students undertake a range of enterprise activities to fund raise as part of Duke of Edinburgh.
- In Key Stage 5

- Enterprise Project involving design, making, marketing.
- Shadowing Premises and admin staff duties
- In school work experience placement (where appropriate )
- Outside school work experience placement ( where appropriate )
- Weekly visits to CFE
- Students undertake a range of enterprise activities to fund raise as part of Duke of Edinburgh.