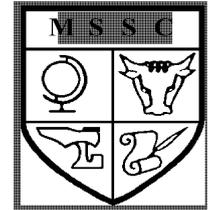




**MOULTON SCHOOL CAREERS EDUCATION,  
INFORMATION, ADVICE AND GUIDANCE POLICY  
2017**



Title	Moulton School. Careers Education Information Advice and Guidance Policy. (CEIAG)
Introduction	This policy aims to show how Moulton School demonstrates understanding of the career development needs of its students, how it intends to meet them, and how it will meet its statutory obligations
Rationale	Careers education and guidance is an essential part of every pupil's curriculum. It is an integral part of the preparation for, and motivation of, pupils for the opportunities, responsibilities and experiences of life. Our central concern is to prepare pupils for the choices, changes and transitions affecting their future education, training, career and life as an adult member of society and to raise their achievement throughout.
Commitment	Moulton School is committed to providing a planned programme of CEIAG for all students in Years 7-13 in partnership with SEMLEP, Prospects and Jenny Lal Careers Guidance. Moulton School endeavours to develop the curriculum based on national guidance and Government policy. The programme follows guidance in the Careers Guidance and Inspiration in Schools 2017, Careers Education Framework 7-19 (DCSF 2010), which replaced the National Framework for CEG 11-19 in England (DfES, 2003).
Development	This policy has been developed in consultation with the Governors, Headteacher, the Leadership Team, Leader for Life Skills, Jenny Lal Careers Guidance and Prospects.
Links with other policies	It supports and is underpinned by key school policies including those for teaching and learning, assessment, recording and reporting achievement, citizenship, PSHE, work related learning and enterprise, equal opportunities and diversity, health and safety, gifted and talented, and special educational needs.
<b>Objectives</b>	CEIAG is designed to meet the needs of students at Moulton School. It is differentiated and personalised to ensure progression through activities that are

## Students' needs

appropriate to students' stages of career learning, planning and development.

To help pupils to assess themselves, appreciate the alternatives open to them, to motivate them to make the fullest use of available resources and enable them to make informed and considered decisions about themselves and their future work/training/education.

To ease the pupils' transition from school into the college, work training or the work environment.

To identify the personal, social, study and life skills appropriate to school leavers seeking employment, either immediately or after a period of further education and to support and stress the value placed on the development of such qualities by the school and employers alike.

## Entitlement

Students are entitled to CEIAG that meets professional standards of practice and is person-centred, impartial and confidential. It will be integrated into 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, inclusion and anti-racism.

Student entitlement statements are in place for each key stage.

### **KS3:**

Careers research

Skills, qualities and interests

Careers software and research skills– Start Profile and icould

Options at 14 and transition

Tracking my Progress

Career planning

Labour Market information

Stereotypes

What is a job, What is a career

Enterprise days – Dragon's Den, Heartbreak Hotel, Logistics Day

### **KS4**

Employability skills and preparing for the work place

CV writing

Interview Skills

Assessment centre and team building skills

Labour Market information

Post 16 options

Careers Fair

Careers software and research skills – Start Profile

Tracking my Progress

Career planning

Barriers to Progression  
Skills, qualities and interests

**Implementation**

The Leader for Life Skills co-ordinates the CEIAG programme and is supported by the the Careers Adviser.

Staffing

The CEIAG programme is planned, monitored and evaluated by The Leader for Life Skills, Independent Careers Adviser, Year Leaders and form tutors. All staff contribute to CEIAG through their roles as tutors and subject teachers.

Careers information is available online as well as in the Tussler Library and the Bessie Horne library which is maintained by the Librarian, the Independent Careers Adviser and the Leader for Life Skills. Administrative support is available to the Leader for Life Skills.

Curriculum

Careers lessons are part of the school's PSHE programme and there is a planned scheme of work.

The careers programme includes:

Careers education lessons and career guidance activities, including, motivational careers workshops in Year 9; Start Profile; Dragon's Den for Year 7; targeted careers talks; options evenings for Year 8; sixth form open evening for Year 11; sessions on writing letters of application and mock interviews with local employers; work-related learning activities and lessons in PSHE; targeted work experience in KS4; and individual learning activities incorporating, planning, target setting and review and recording of achievements and progress in the Tracking my Progress booklets.

Students are actively involved in the planning and evaluation of activities through feedback and evaluation.

Guidance

Internally, the Tracking my Progress booklets are used by Tutors with students to reflect on their academic progress and how this links to career intentions. At key decision points students also have access to support from a range of staff to support option choices, Prospects, though a contract from the local authority, provide an Adviser to work with students who are identified as needing a targeted service. In addition, and to ensure some continuity, the school will contract with Jenny Lal Careers Guidance (or other independent IAG companies) to provide additional services and access to independent and impartial careers guidance as outlined in the new statutory duty. This will be reviewed annually to ensure sufficiency and quality.

Assessment	The learning programme is planned using learning outcomes based in the national non statutory framework.
Partnerships	<p>The school works in partnership with outside agencies and employers to enhance the programme and offer a wide range of delivery methods. The school has a contract with Jenny Lal Careers Guidance to provide a careers adviser for three days of independent and impartial information, advice and guidance. A service level agreement and contract is negotiated between the school and Jenny Lal Careers Guidance which identifies the contributions to the programme that each will make and this is reviewed regularly. Annual planning ensure that targeted and relevant contributions can be made in line with identified priorities. The school is also part of the SEMLEP Enterprise programme and receives a variety of work related learning activities and careers events through this initiative.</p> <p>We also have partnerships with local FE colleges providing information for students.</p>
Resources	<p>The Careers Library houses the Careers Resources. Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the CEIAG area. Students also have access to Careers software at school and at home. The Leader for Life Skills is responsible for the effective deployment of resources. Sources of external funding are actively sought and partnerships with and support from external agencies. The daily maintenance and update of the resources is part of the Library staff's role. The resources are reviewed annually.</p>
Staff development	<p>Staff training needs are identified as part of the annual performance reviews and in conjunction with the senior member of staff responsible for CPD. The school will endeavour to meet training needs within a reasonable period of time. The Leader for Life Skills and Careers Adviser attend the SEMLEP partnership which ensures they are up to date and informed of local and national policies, resources and issues. The Leader for Life Skills also attends the SWAN PSHE network meetings and the independent Careers Adviser attends career networking events.</p>
Monitoring, review and evaluation	<p>Careers lessons (as part of PSHE) are delivered by tutors and the independent Careers Adviser and a system of monitoring exists to ensure consistency and improvement of delivery. Lessons are observed by the Leadership Team, Year Leaders and Leader for Life Skills, and action points for improvement agreed.</p>

The service level agreement and contract with Prospects is reviewed annually and covers the targeted service. The contract with Jenny Lal Careers Guidance is reviewed annually.

The CEIAG programme is also reviewed at the guidance team meetings and annually by the Leader for Life Skills.

Guidance evaluation takes place annually in line with SSE policy and informs Guidance and School Development Plans. This evaluation feeds directly into the SEF.

Date of policy  
Date of policy review  
Agreed and signed

**September 2017**  
**September 2019**