

Careers Education, Information, Advice and Guidance (CEIAG) Policy

AIMS

Skipton Girls' High School has high quality careers advice and guidance, to support our high achieving and ambitious students. We are committed to providing a planned programme of careers education and information, advice and guidance (CEIAG) for all students in Years 8 -13 and we seek to ensure we adhere to the guidelines as outlined in "Careers guidance and inspiration in schools – statutory guidance for governing bodies, school leaders and school staff" April 2017 - Section 42A and 45A of the Education Act 1997.

In line with the statutory guidance above, we firmly believe that every child should leave school prepared for life in today's society. High quality, independent careers guidance is crucial in helping pupils emerge from school more fully rounded and ready for the world of work. Young people want and need to be well-informed when making subject and career decisions. We can demonstrate that we fulfil this obligation and ensure our students develop high aspirations and consider a broad range of career options.

We aim to ensure all our students:

- develop the skills required to review achievements, plan future actions, make decisions and handle the transition process to life beyond secondary school (higher education and the world of work)
- develop self-knowledge and are confident in making decisions and career choices which are suitable and ambitious for them
- develop an understanding of the world of work and how to respond to changes in today's workplace
- develop research skills to full utilise information, advice and guidance
- develop characteristics e.g. social skills, communication, innovative, resilience, which support high achieving students in the curriculum and in careers
- are provided with well-rounded experiences which inspire and motivate them to develop their aspirations

COMMITMENT

The school Governors and Senior Leadership Team are committed to CEIAG and this is demonstrated in the resources available:

- A well established and bespoke Careers Department located in the Learning Resource Centre.
- Deputy Headteacher (**Fiona McMillan**) with overall responsibility for Careers.
- Careers Leader (**Jess Holdsworth**) with responsibility for the delivery of the school's careers programme.
- An Independent Careers Adviser (**Catherine Crowther**) who is employed on a freelance basis and further meets our statutory duty. Dedicated to offering independent and impartial careers information, advice and guidance to students on all the options available to them.
- Continuous Professional Development for all staff– identifying training needs to ensure knowledge and skills up to date.
- The Careers Department works primarily with students from Year's 8 to 13 at Skipton Girls' High School
- A well-resourced careers library that is accessible to students at all times.
- A dedicated website with links to relevant and up to date careers information and online resources on key Post 16 and 18 opportunities including local and national job vacancies.

Working with students

- Our aim is inspire and motivate students by working closely with local, regional and national employers and providers of apprenticeships, universities and colleges to ensure students have access to all opportunities available.

- Well established working relationships with SLT, Sixth Form, Learning Directors, Student Progress and Personal Tutors
- A comprehensive career education programme is accessible at key transition points and is delivered by Career Advisers, PSHE staff, Personal Tutors and SLT and covers the following:
 - Year 8/9 Choosing options and decision making
 - Year 10/11 Post 16 options
 - Year 12/13 Post 18 options
- Individual careers guidance is a key element of our CEIAG programme and all students (and where appropriate parents) have access to face to face guidance at individual point of need.
- Students are informed of all options available to them and receive impartial careers advice and guidance.
- An inclusive service for all students from supporting high achieving students, SEN students and more vulnerable students to ensure they can access all opportunities available and to fulfil their full potential.
- Bi -annual Careers evening held with Ermysteds Grammar School to inform students of career opportunities.
- Invites to external speakers from business and education to talk to students about employment and education locally, regionally and nationally.
- Links with numerous University contacts.

WORKING WITH PARENTS/CARERS

Contact with parents is maintained in a variety of ways, including:

- News, information and opportunities shared on Firefly
- Presence at parents evenings from Year 8-13 as well as the 6th form open evening.
- A presentation to Year 12 parents in June on university applications and student finance.
- Response to ad-hoc requests for advice and information, including appointments in school.

EQUAL OPPORTUNITIES

We are committed to promoting equal opportunities and seek to challenge stereotypes and ensure our students achieve their full potential.

EVALUATION, MONITORING and REVIEW

The Careers Departments development plan is reviewed and evaluated annually to ensure it fits in with the aims and objectives of the schools development plan. We also have an ongoing SEF (self-evaluation form) as a tool to practice. Destination data enables us to monitor the progression of our students and the impact of the CEIAG provision. Ongoing feedback and evaluations from students contribute to the review of career programmes and that they meet the needs of students.

This policy should be read in conjunction with the following policies:

- Single Equality Scheme
- Teaching and Learning Policy

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