

Testwood School Policy for Careers, Education, Information and Guidance (CEIAG)



Key Responsibility area:	Mr Murphy
Last Review:	January 2017
Next Review:	January 2018

A) Rationale

Testwood School is committed to providing a comprehensive Careers Education Information and Guidance (CEIAG) programme. Our CEIAG programme will fulfil all statutory duties and ensure our students are fully advised and able to make well informed choices for their future career and educational pathways.

The statutory requirements for Year 7 to 11 are delivered through a planned programme of activities which includes:

- 1) Individual 1-2-1 interviews with independent careers advisor
- 2) Working in partnership with local Colleges and Universities
- 3) Specific assemblies delivered by colleges, universities, training providers and businesses.
- 4) Up-to-date resources readily available for student use
- 5) Career and information evenings
- 6) Tutor support
- 7) Provide information to our local education authority to help identify those at risk of becoming NEET (Not in Education, Employment or Training)

B) Purpose

The purpose of Testwood School's CEIAG policy is to:

- 1) Recognise the requirement for equality of opportunity in respect of gender, race, and disability
- 2) Recognise the need for confidentiality and impartiality within the CEIAG programme
- 3) Recognise the entitlement of students to CEIAG
- 4) Aspire and motivate students to reach their maximum potential
- 5) Empower and support students to make the right choices
- 6) To identify additional support, especially for our vulnerable groups

C) Outcomes

To achieve the best possible outcomes for all our students, Testwood School will ensure that:

- 1) CEIAG is overseen by an independent careers advisor
- 2) Students will receive 1-2-1 interviews with the independent career advisor
- 3) All students have access to the specialized careers software U-explore
- 4) All vulnerable students will be offered additional support to meet their individual needs
- 5) Resources will be available to all in the Learning Resource Centre
- 6) Tutors will be kept well informed of opportunities and information relating to careers
- 7) All staff contribute to CEIAG through their roles as tutors and subject teachers

D) Monitoring, Evaluation and Review

- 1) Fortnightly line management meetings will take place between independent advisor and senior management to identify targets, students ongoing needs and areas for improvement
- 2) The independent careers advisor will be responsible for keeping up to date information on individual students career pathways
- 3) The independent careers advisor will be responsible for tracking the progress of year 11's applications to college or an apprenticeship programme
- 4) College and training providers destination data collected during the Autumn term for previous year 11's
- 5) Feedback regularly collected from students, colleges and business partnership to evaluate activities
- 6) An annual partnership agreement is negotiated between the careers provider

This policy was approved by the Governing Body and will be reviewed annually

Date Policy agreed: January 2017

Date of review: January 2018

Signature of Chair of Committee:

Date:

Signature of Chair of Governors:

Date: 29.03.17

