

CAREERS EDUCATION, INFORMATION,

ADVICE & GUIDANCE POLICY

Equality Statement

Minsthorpe Community College values diversity, and is determined to ensure that everyone is treated fairly, with dignity and respect; where the opportunities we provide are open to all; and that we provide a safe, supportive and welcoming environment - for staff, students and visitors.

Equality Impact Assessment (EIA)

This policy has been assessed with regard to its impact on equalities issue, with specific reference to the aims of the Equality Act 2010. The equality impact assessment focused on race, gender, disability, pregnancy and maternity, age, sexual orientation, gender identity and religion/belief.

EIA outcomes

No areas of potential negative impact were found and actions resulting in positive impact are in place where appropriate.

Policy last reviewed:	Due for next review:	EIA:	Role Responsible:
January 2018	September 2019	January 2018	AP & CL (SLe & TDo)
Updated July 2018	September 2019	Updated July 2018	AP & CL (SLe & TDo)

All students at Minsthorpe Community College have full and free access to Careers Education, Information, Advice & Guidance, regardless of race, gender, religion, ability, disability or social background. It is our belief that effective CEIAG increases the motivation of students to raise their aspirations and attainments. Students have an entitlement (see below) to quality CEIAG. This policy aims to underpin such provision.

At Minsthorpe Community College we are committed to providing outstanding CEIAG for all students. The school motto 'No child left behind' underpins the work of the MAP office (Minsthorpe Access Point) in preparing young people for the opportunities, responsibilities and experiences of life. A planned progressive programme of activities supports them in choosing pathways that suit their interests and abilities and help them to follow a career path and sustain employability throughout their working lives.

AIMS

Careers Education & Guidance is an important element within the college's overall aims and objectives. Within a programme of broad and balanced education, it stimulates individual students to access skills, knowledge and values essential in managing lifelong learning and career development and aims to ensure that all students progress into a positive destination. It enables students to:

- Develop a knowledge of themselves, strengths, weaknesses, personal qualities and have a balanced view of their potential
- Investigate education, training and career opportunities in learning and work
- make informed choices regarding the above
- Develop their independence and sense of responsibility
- Prepare for the responsibilities of adulthood
- To encourage participation in continued learning including higher education and further education (including apprenticeship opportunities)

All of which is delivered within the guidance of the Gatsby Benchmarks and National Quality Standards.

Student Entitlement for Careers Information, Advice and Guidance

Minsthorpe Community College aims to provide ALL students with a comprehensive CEIAG Programme. Careers Education consists of explicit lessons through L4L, supporting students to develop skills, knowledge and understanding about how to manage their own learning and career development. College will provide a learning environment where the importance of CEIAG is referenced across all curriculum areas. Students receive guidance interviews at key stages throughout their education, through 1-1 interventions and group work. This support is carried out by the Careers Lead and external agencies. Through careers education, information, advice and guidance, students will be able to feel positive about themselves, improve their motivation and raise aspirations, taking responsibility for their own career pathways.

We will support students to:

- Investigate opportunities in learning and work
- Identify skills they have and skills they may need to support their future
- Broaden their aspirations and encourage them to reach their full potential
- Value inclusion, challenge gender stereotyping and promote equality of opportunity
- Make well informed and realistic decisions on their progression pathway
- Provide up to date, Careers Education, Information Advice and Guidance
- Complete a CV and get feedback from business professionals
- Have an awareness of enterprise
- Access work experience placements through P16 enrichment time

What Minsthorpe Community College can provide:

- Guidance to help students identify their career goals
- Continued CEIAG exploration and self-development delivered through L4L
- Careers Information relating to specific industries
- Support in applying to College, University and for Apprenticeships
- Student finance guidance
- Access to a comprehensive careers library through FIREFLY
- Access to progression pathways through the careers fair
- 1-1 impartial, confidential Careers Guidance from a qualified Level 6 careers guidance expert
- Access to The National Careers Service & National Apprenticeship Service

Impartial Careers Guidance:

A careers guidance interview can last for up to 50 minutes initially, although further sessions may be arranged if necessary. Discussion with the careers adviser is confidential, in accordance with our confidentiality policy, and students will also receive an action plan, outlining the action points agreed.

ORGANISATION

All students will follow a programme of Careers Education & Guidance from years 7-13. This will be provided through:

- A planned programme of careers education, information, advice and guidance (CEIAG), delivered within L4L in years 7-11 and through targeted enrichment sessions in years 12 & 13
- Following the National Framework for CEIAG 11-19, and other relevant guidance set out in government publications.
- Face to face intervention delivered through the Minsthorpe Access Point (MAP Office).
- Opportunities to focus upon certain careers within other timetabled subjects
- Blocked timetable 'events', including access to a careers fair facilitated within the local area
- There is a dedicated CEIAG information resource on "FIREFLY" that all students have easy access to, this is backed up by plethora of written information
- Opportunities to attend talks given by representatives of many occupational areas
- Individual careers education, information, advice and guidance (CEIAG)
- Work Experience or other enrichment activities in P16
- Action-planning and recording of achievement

TEACHING & LEARNING

A variety of teaching and learning styles will operate. These will be opportunities for individual research, pair or group activities, role play, videos and external speakers.

Differentiation will be provided partially through the variety of resources used and tasks provided, but also through support to individuals by the teacher, TA's and peers.

EQUAL OPPORTUNITIES

Careers Education & Guidance will assist in promoting the college's policy on equal opportunities by:

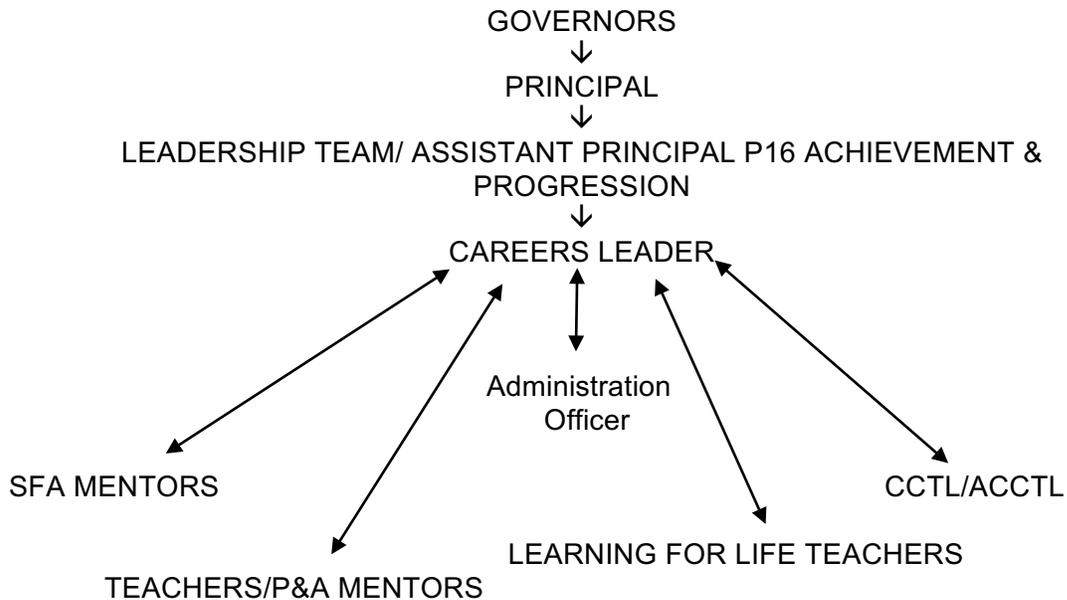
- Providing a range of resources which match individual need
- Helping students to recognise and challenge stereo-typing in social situations
- Supporting students who wish to pursue a non-stereotypical career
- Encouraging students to follow career paths that suit their interests, skills and strengths with the absence of stereotypes
- Producing individual action plans to support all students with their next steps. Support will always be available from P&A mentors, subject teachers, career staff within the college and our Careers Leader

SPECIAL EDUCATIONAL NEEDS

Careers Education & Guidance will support the college's policy by:

- Providing additional support for students with learning difficulties
- Providing a range of resources appropriate to the individual
- Seeking the support of a specialist special needs careers officer, where the facility is necessary
- Providing individualised transition support where appropriate

MANAGEMENT STRUCTURE



STAFF DEVELOPMENT

Staff CPD is offered to the relevant staff as opportunities arise. Key staff also attend local career meetings to share good practice with other secondary schools, Colleges and careers professionals / providers.

RESOURCES

Regularly updated resources in the Minsthorpe Access Point include a range of written leaflets, brochures and booklets. Students have access to a wealth of careers information on the school intranet site, including Kudos, National Careers Service, National Apprenticeship Service, UCAS Progress and many more careers information and apprenticeship websites to support their informed decision making. Taught lessons make full use of recently purchased materials. The Careers Lead's office doubles as an interview room.

PARTNERSHIPS

We will work in partnership with:

- WAKEFIELD CONNEXIONS SERVICE, one-to-one in targeted situations and on-line for all, providing support and advice on the careers education curriculum
- LOCAL INDUSTRY, involved in providing work experience placements, curriculum projects and visits, talks etc.
- INSTITUTIONS OF FURTHER & HIGHER EDUCATION, through receiving up-to-date information and offering opportunities for student visits
- WAKEFIELD COLLEGE & FUTUREWORKS (YORKSHIRE), to provide apprenticeships for students through the work2learn programme that Minsthorpe Community College has set up in conjunction with the named providers
- LA, to support information gathering, sharing good practice and accountability of CEIAG within Minsthorpe Community College
- LEEDS APPRENTICESHIP HUB and National Apprenticeship Service to support students with up to date information on the latest apprenticeship vacancies

MONITORING, EVALUATION & PLANNING

The Careers Education and Guidance policy and provision will be regularly monitored and evaluated through:

- ◆ Frequent meetings between the Careers Leader and the Assistant Principal line manager, and the L4L team leader
- ◆ Student evaluations
- ◆ Guidance offered by outside agencies, e.g. LA
- ◆ SOAP

For further details regarding CEIAG support please refer to the following documents:

- Whole College Student Support, Information and Guidance Policy
- Provider Access Policy
- Guidance advisor yearly plan
- Learning for Life Curriculum overview
- SOAP