

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

*Before formulating this policy consideration was given to Best Practice outlined in the CDI Careers Guidance in Schools and Colleges, and Gatsby Benchmarks.*

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### 1. Content

Breckenbrough School puts the needs of each student at the center of all learning and social experiences, and has a commitment to a high standard approach to CEIAG. Through CEIAG work Breckenbrough utilises a nurturing approach to ensure every student gains the confidence, self-belief, as well as the skills, knowledge and experience required to manage their own career progress.

Breckenbrough School has recently appointed Judith Campbell as Link Governor for careers. The governing body will review and monitor the CEIAG within school via termly updates submitted by the school careers adviser to the board of governors on a termly basis.

### 2. Purpose

The purpose of the Breckenbrough CEIAG policy is to explain the way in which Breckenbrough School prepares students for transition into the world of work, FE/HE, and Apprenticeships. Breckenbrough celebrates the positive differences of all students and recognises their worth within the work place. This leads to bespoke ways of working with each student to ensure needs are met through the CEIAG programme. To equip students with the skills required to follow their chosen career pathway.

### 3. Scope

Teachers to make links to CEIAG. Examples;

- Science trip to Hartlepool Power station
- Design Technology Trip to Newcastle Aviation
- Math's related talk within school by Barclays Bank

### 4. Aims and Objectives

#### Aim

The overarching aim is to deliver professional careers education, information, advice and guidance. Careers guidance is delivered by the onsite specialist careers adviser due to the complex special educational needs of the students. Students will have opportunities embedded within the CEIAG programme to gain employability skills and will be supported to manage their careers pathway.

#### Objectives

##### *Learner entitlements*

Access to onsite specialist careers adviser for impartial 1 to 1 careers guidance

Access to a careers education programme to;

- Promote employability skills, self-awareness of skills and interests
- Explore options
- Gain NCFE Employability Skills Level 1 accreditation
- An understanding of education, training and employment routes

Opportunities to go out on work experience, gain voluntary work, day trips to colleges, universities, industry trips, employer talks within school, build a CV, practice interview techniques.

### 5. Learner outcome

Students will be able to;

- Try out different work opportunities
- Gain an insight into the Labour Market
- Gain an understanding of skill sets and how skills are transferrable
- Understand soft skills, hard skills and how to sell themselves using CV's/application forms/interviews
- Develop the skills employers look for - resilience, team work, problem solving
- Have access to both paper based and online resources to assist in their career exploration

- Access to impartial information on options Post 16 and Post 18 and beyond

### *Learner's progression*

By the time learners are ready to leave they will be more able to make their own career plan;

- Start to independently make action plans for the future
- Feel better about managing their transitions, using coping strategies
- Know how to look for opportunities and who to ask for assistance if support is required
- Be able to complete application forms, University forms, and update CV's

Learner's progression will be monitored by a student log book. The log book will record the following activities/interactions

- Careers Lessons
- In school career talks by employers
- Work experience
- Voluntary work
- Enterprise activities
- Part time work
- Industry/Career visit
- College visit
- University visit
- Careers guidance interview

The log book is under development and will be introduced during the academic year 2018-19.

Learners progression will also be monitored via a spreadsheet held on the school database and will be ready for academic year 2018-19.

## **6. CEIAG Implementation**

Learners are encouraged to attend employer talks within school to learn about different employment opportunities

Learners from Year 10 have the opportunity to take part in trips to industry/universities/colleges/careers and skills events/UCAS Events on a 1 to 1 and small group basis.

Accessible careers guidance interviews by the onsite specialist careers adviser from Year 9 and up. Year 6-8 can self-refer for a guidance interview.

Access to home careers advisers if the student's local authority offers this service.

Links with NYBEP (North Yorkshire Business and Enterprise Partnership) for the delivery of NCFE Employability Skills Level 1 for all Year 11 students.

Subject links and career talks, i.e. history and a work placement at the military museum. Careers adviser, the student and the subject teacher work closely together to support the student with their career pathway

Links between the school psychologist and careers adviser to ensure the most appropriate approach is being utilised to enhance careers understanding for each student.

Collaborative work between the careers adviser and head of sixth form to support learners moving into the sixth form and transition from the sixth form.

Networking with colleges/employers/universities to ensure students are supported with transition and systems are in place to support students in their new placements.

Service Level agreements with both local colleges and training providers to enhance learners academic and work related skills i.e. York College, Middlesbrough College, CCAD, Tool Box, Sports Wise, Hill Top Farm.

Partnership work with parents from Year 9, but earlier if required.

## **7. Student Entitlement**

All students at Breckenbrough School can drop in to see the onsite careers adviser from Year 5 onwards, for a one to one guidance meeting.

Starting from September 2018 the onsite careers adviser will meet students in Year 7 as part of the PSHCE module 'Careers and Your Future'.

Contact via group sessions will continue into Year 8.

In Year 9 students meet with the school careers adviser for one to one guidance as well as a group work session to prepare for GCSE Option choices. All students are invited to attend talks within school from a range of employers.

Some talks are targeted at students in Year 10 and upwards i.e. apprenticeships/university talks. Industry visits are also available to students, usually from Year 10 upwards. Year 10 students explore post 16 options.

Year 11 students have the opportunity to go out on work experience or take part in voluntary work. Year 11 students work towards an accredited NCFE Employability Skills Level 1 Award. Students will be supported on visits to post 16 provision and skills events. Sixth formers continue to receive support with careers planning for post 17/18/19 options. This includes college and university visits, employer visits and support with application forms.

Parents/carers are introduced to the onsite careers adviser from Year 9 (before if this is appropriate). At this point parent/carers meet during annual review meetings with the onsite careers adviser and communication is maintained to support students with transitions and career decision making.

Upon leaving Breckenbrough, student entitlement continues via the Beyond Breckenbrough Service. Contact can be made by the young person or parent for further information, advice and guidance, sign posting if required.

### 8. Destinations

Student destinations are held on the 'Beyond Breckenbrough' database. Progress is tracked and assistance is available to learners if they require information, advice and guidance after leaving school.

### 9. Policy Review

To be reviewed annually.

Reviewing Schedule Date	To be reviewed annually Name	Date of Ratification and by whom
Drafted by SL & GC 21.03.18	Sally Leck (School Careers Adviser) in collaboration with Gavin Copland (Deputy Head)	

## 10. Appendix – Offsite Provision

### Offsite provision at Breckenbrough School

This list is not exhaustive and is always growing to meet the specific interests of our students.

#### Provision bought in by Breckenbrough with qualifications attached:

**Tool Box** in Earswick, York - Once or twice weekly sessions to gain practical/hands on experience in motor mechanics, motor bikes and push bikes. Short course AQA qualifications are awarded.

**Actions** in Stockton - motor mechanic hands on experience and recognised qualifications.

**The Chocolate Factory**, Ampleforth - an Autism Plus provision offering day placements to gain hands on experience and qualifications in using specific machinery and the production of chocolates to sell.

**Hill Top Farm**, Masham - Level 1 and 2 certificates and diplomas in agriculture, farm animals, agricultural engineering. Units can include specific skills i.e. advanced tractor driving.

**Sport Works**, Eston – Level 1 and Level 2 NCFE Sports Leadership Award

**York College**, York - A partnership College with a member of Breckenbrough staff based at the college. Students can access vocational and A Level courses at the college for their Post 16 programme of study.

**Askham Bryan College**, York - an agricultural college, offering a range of agricultural based courses, as well as sports courses. Works in the same way as York College.

#### Provision bought by Breckenbrough with learning/soft skills but no qualifications attached:

**The Walled Garden**, Ripon - learning and work related opportunities in tree maintenance, horticulture, customer service at the onsite shop.

#### Voluntary work opportunities

Sometimes there is an age stipulation of 16 or 18 years of age. We will look at different work areas to match areas of interest. In recent years students have worked in:

- Oxfam in Thirsk
- Jerry Greens Kennels - students also gain dog handling related qualifications
- Ripon Work House Museum

#### Work Experience opportunities

Accessible to students from Year 10 and upwards. Placements can be arranged on a one day a week basis for a set number of weeks, or a 1 week block placement. Students can access more than 1 placement, either local to home or local to school. A small example of some of the placements:

- Network Rail in York - Signalling and welding placements
- The Green Howards Museum in Richmond - military uniform cataloguing
- Fountains Abbey, Ripon - Editorial and photography
- Foxglove Covert, Catterick - outdoor maintenance
- Bagby Airfield