



## Careers Education Information and Guidance Policy

### Our Vision

The Governors, Principal and Staff at Sir John Hunt are committed to preparing all students to manage their future education and career path throughout adult life by delivering a good programme of Careers Education and Work Related Learning in addition, they are committed to achieving excellence in this area of the curriculum accredited through Quality in Careers Standard Award (Investors in Careers). The school recognises its statutory duties to secure independent, impartial face to face careers guidance for pupils in years 7 to 13 and will ensure that all students have equity of access to impartial careers advice and guidance for external sources.

The CEIAG Coordinator manages CEIAG, and the Careers Leader is a member of the College Senior Leadership Team (Kate Williams / Assistant Principal).

The CEIAG programme:

- Prepares students for the opportunities, responsibilities and experiences of life
- Supports students to achieve their full potential
- Empowers students to plan and manage their own futures
- Provides comprehensive information on all options
- Raises aspirations
- Promotes equality, diversity, social mobility and challenges stereotypes
- Supports students to sustain employability and achieve personal and economic well-being throughout their lives
- Links to the school vision and aims and development plan

With recommendations from the Heart of the Southwest Local Enterprise Partnership (LEP) the school has identified areas of potential growth in priority sectors, which sit centre-stage in the LEP plans for the future. The College aligns strategically with these, mapping its work to the LEP priorities as well as DfE statutory guidance, Baker Clause, CDI Framework and Gatsby Benchmarks.

### Specific aims and learning outcomes:

The school recognises that students have different career guidance needs at different stages. Opportunities for advice and support have been tailored to the needs of each student across all year groups with the programme accessible to and responsive to the needs of each learner.

### Implementation

CEIAG is delivered using information from external sources as well as careers related software such as Career Pilot and the National Careers Service. It is delivered by:

- School staff

- External Partners(including Careers Southwest, Next Steps South West)
- Guidance from the school Careers Coordinator
- Work Experience
- Enterprise
- Employers

The programme is designed and written by the Careers Coordinator and delivered through curriculum lessons, tutorial programme, assemblies, talks from employers and subject activities throughout the year .It is done so in conjunction with Curriculum Leaders, CPD Coordinator and Sixth Form Work Related Learning Coordinator. All activity will be evaluated and recorded though student voice.

All staff access a CPD programme that includes the current guidance for CEIAG progression routes, transition stages, and qualification frameworks. In addition, teaching staff are key in identifying CEIAG opportunities within their curriculum specialism. All staff have access to CEIAG resources.

#### Monitoring, review and evaluation

An evaluative framework is in place that captures feedback from all stakeholders, including students, staff, parents and employers. All CEIAG processes are reviewed annually by the Careers Coordinator and the linked member of SLT.

#### Partnerships/Service Level Agreements

Careers South West are commissioned by Sir John Hunt to provide high quality independent services to young people. Skilled advisors work with our learners to understand their individual needs and steer them to successful progression.

Provision includes:

- Professional guidance interviews
- Tailored group work
- Access to advisor for parents and carers
- Staff CPD for CEIAG
- External referrals
- Support for Investor in Careers (IiC)
- Advisor online
- Online teacher and students' LMI resources
- Career Readiness Tool

This ensures that the college meets the statutory duties to provide impartial advice and guidance that is differentiated to meet individual needs.

Links have been developed with local, regional and national employers, the Next Steps South West outreach programme, campus partners, as well as Plymouth Learning Trust (PLT), and Partnership Learning and Education (PLE).

Reviewed: July 2019

Next Review: July 2022