

Heathfield Community College



Heathfield
Community College and Sixth Form

CEIAG Policy

Reviewed by: Stakeholders Committee
Reviewed on: June 2018
Ratified by: Headteacher
Ratified on: July 2018
Next review: July 2020

A handwritten signature in black ink, appearing to read 'Caroline Barlow', written in a cursive style.

Signed..... Caroline Barlow, Headteacher

Our mission statement: “Outstanding learning and personal development for the future”

Heathfield Community College Careers Education, Information, Advice and Guidance Policy

Vision and purpose

Promoting a career development culture is an essential part of the mission and ethos of our colleges. We aim to support the aspirations of all our learners and to ensure that they gain the understanding, skills and experience they need to make progress and succeed in learning and work. We believe that effective careers education and guidance not only contributes to the well-being of individuals but also to the wellbeing of their families, the communities to which they belong, wider society, businesses and the economy.

National and local expectations

We are committed to meeting national and additional local engagement in relation to careers by:

- Securing independent and impartial careers guidance for Y8-13 as required by the 2011 Education Act, DFE's 2017 Careers Strategy and the Gatsby Benchmark toolkit 2018.
- Fulfilling our duties under the Equality Act 2010 to promote equality of opportunity, foster good relations across all people, eliminate harassment and discriminatory practices and support children with protected characteristics
- Please see our Provider Access Statement for more information on who manages student entitlement and how providers can offer support and gain access.
- Within East Sussex we are supporting our learners to use, search and apply as full adopters of www.ucasprogress.com. We were part of the local authority's 'Passport to Employability' pilot and now E.S.C.G.'s Mozilla badge for employability pilot. We have strong links with Y.E.S. to identify potential NEETs early and support them pre-emptively as well as those with apprenticeships ambitions. We annually support two local Careers Fairs: 'The Big Futures Show' and 'Wealden Careers Fair' and have strong links with Wealden Works! In addition we have long established links with both Universities of Sussex and Brighton. Our careers lead sits on the S.E.S. We have an EA and work closely with the Enterprise Co-ordinators and the CEIAG Hub.

Current priorities

Our careers strategy is informed by these current priorities:

- To use 'Tracker' to further improve our Gatsby Benchmarks.
- supporting individual aspirations, improving attainment and ensuring positive destinations
- meeting the needs of specific groups including children looked after, young carers, children from economically-deprived backgrounds and children with special educational needs and disabilities as well as those who fall under the Pupil Premium remit
- developing learners' career management skills, especially those associated with career adaptability, resilience, enterprise and employability
- improving young people's working lives by helping them to identify the values that are important to them such as contributing to the wellbeing of others through their paid and voluntary work.

- developing the use of digital technologies to meet young people's career development needs in conjunction with face-to-face support
- working with parents/carers, alumni and education, community, employer and business partners to meet students' career development needs
- CIP object 3c 2017/18: 'Develop sustainable partnerships beyond the College that support achievement and career pathways.'

Strategy

To achieve the objectives of this policy, we will:

- ensure that we have a named Careers Lead who is a middle leader
- ensure that the governing body is actively involved in shaping careers' policy and strategy through its committee structure
- have a member of SLT to advise the senior leadership team and governors on curriculum, staffing and resource requirements; and to lead the development, implementation and evaluation of the college's careers provision with the support of other key post holders (e.g. Head of PSHEe, SENDCO, Head of Sixth, Heads of Year, Pastoral Support Managers, Library Manager, KS5 SSOs) and specialist independent careers' staff
- develop and maintain a costed annual careers plan for achieving current priorities including delivering the planned programme, meeting staffing and CPL costs, and monitoring, reviewing and evaluating the strategy
- commission independent careers guidance services from individuals/organisations that meet the standards set by the Investors in Careers Standard, the Careers Strategy and the Gatsby Benchmarks
- set out clearly the contribution expected of all staff, including subject teachers and tutors for students' career learning and planning
- communicate the benefits of effective provision to our partners, including link schools, local Colleges and Universities and engage them in co-ordinating provision
- actively involve learners themselves in the planning, delivery and evaluation of the careers' programme.
- involve parents and carers in what the school does and how they can support their children
- ensure that LMI is embedded and updated within the curriculum and that CE is part of all our academic and pastoral provision

Review

This policy will be reviewed by the governing body every two years.

Signed

Headteacher

Chair of Governors

Date

Date of next review

June 2018

Related documents

College Improvement Plan 2017 – 18

Careers' page on college website: http://mail.heathfieldcc.e-sussex.sch.uk/wp/?page_id=68

PSHEe curriculum from college website: http://mail.heathfieldcc.e-sussex.sch.uk/wp/?page_id=5432

Careers Pathways on College website: http://www.heathfieldcc.co.uk/?page_id=975364

Acronyms, initialisms and glossary

CE – Careers Education

CEIAG – Careers Education, Information, Advice and Guidance

CPL – Continuing Professional Learning

DfE – Department for Education

LEP – Local Enterprise Partnerships

Wealden Works! – Employment charity working with NEETs in Wealden area

KS5 – Key stage 5 (Post 16 learners)

NEET – Not in Education, Employment or Training

Ofsted – Office for Standards in Education, Children's Services and Skills

PSHEe – Personal, Social, Health and Economic Education

Pupil Premium: Students who fulfil the criteria for additional govt funding to raise the attainment of the disadvantaged

SENDCO – Special Educational Needs and Disabilities Co-ordinator

SES – Skills East Sussex

SLT – Senior Leadership Team

SSO – Student Support Officer

UCAS Progress – on line application process site for FE providers

YES – Youth Employability Service

Appendix 1

Action	Activity	Lead	Other staff	timescale	impact
Complete Careers and Enterprise Company's 'Compass' Tool	Online evaluation tool. Shared with Enterprise Network and EA	TAY	Paul Mehra (EA), HWD	July 2018	Overall percentages of the benchmarks rise from initial audit tool on 'Tracker'
Complete audit of Gatsby Benchmarks with curriculum leaders	Present to Curriculum leaders in meeting Gatsby Benchmark that careers should be embedded in all subjects	TAY	Curriculum Leaders	July 2018	Improved Gatsby Benchmark outcome
Develop CEIAG strands within new ELDs	Ensure that each yeargroup has the Gatsby Benchmark	HWD	TAY and Curriculum Leaders	Sept 2018	Improved percentage for this benchmark on Tracker.

	'experience if a workplace' covered in an ELD				
Initiate and embed additional EA to work with Paul Mehra	Meet the new EA, Becky Speight from St Wilfred's Hospice	TAY/ BLW	KS5 SSOs, Paul Mehra,	Dec 2018	New EA involved in College Careers events and curriculum
Complete and evaluate pilot employer mentoring scheme		BLW/ SMH/ TAY			
Revamp Careers paper on College website	Audit current provision and update	TAY	Nik Barton.	July 2018 and Oct 2019	College meets requirements of 2017 Careers Strategy
Ensure the legacy of the Careers Champion Prefects	Complete and edit input from all Depts on employability in their subject	BLW/ TAY	Jess Butler, Curriculum Leaders	Sept 2018	Posters emphasising employability skills on display in all Depts