



Enfield County School for Girls

Careers Education, Information, Advice and Guidance (CEIAG) Learning Policy

January 2023

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Introduction

Principles of the Policy Careers Education, Information, Advice and Guidance (CEIAG) is defined as: 'planned activity that uses the context of work to develop knowledge, skills and understanding through the experience of work, learning about work and gaining employability skills.'

Enfield County School for Girls is committed to maximising the benefits for every student, in the development of the whole school approach to work-related learning. The school recognises that there should be significant Careers Education, Information, Advice and Guidance for all students and more individual input for particular girls. The school has a responsibility to promote Careers Education as part of the learning entitlement for all students. We will support all students in making well-informed decisions by providing access and opportunities to a variety of options that will help them achieve their ambitions.

Aims and Objectives

The aims for work-related learning focus on the provision the school makes for opportunities for students to prepare for adult and working life. These include:

Careers Education, Information, Advice and Guidance (CEIAG) at Enfield County School for Girls (ECSfG) will:

- based on the Gatsby Benchmarks for Good Careers Guidance;
- improve educational standards through using contexts that improve motivation and attainment for all students;
- ensure that students follow courses and programmes which are appropriate to their longer term aspirations and needs
- improve students understanding of the world of work and its demands
- improve the quality of provision and guidance
- increase access and choice for all students
- improve the transition of students from school to adult and working life

The key objectives for Careers Education, Information, Advice and Guidance (CEIAG) learning are:

- to raise levels of attainment through high quality Careers learning for all students
- to develop a range of opportunities which enhance the curriculum; to promote greater awareness for students about the world of work
- to develop the key skills of employability and enterprise
- to develop a range of appropriate and relevant activities which assist in raising all students' aspirations and achievement
- to promote awareness and understanding of work, industry, the economy and the local community
- to develop skills, attitudes, concepts and knowledge of careers including career management skills and knowledge of the local labour market (LMI) and the wider world
- to develop students' personal and social skills in relationships in a range of contexts
- to develop effective links with key partners and local industry
- to provide students with informed and impartial guidance on the choices available for education, training and employment



Roles and Responsibilities

All staff at ECSfG contribute to CIEAG as part of their roles as subject teachers and form tutors.

There is a key team of staff dedicated to CIEAG who have specific roles:

Member of Staff	Role	Responsibility
Ms Danielle Bastienne	Careers Leader	Responsible for the provision and monitoring of the planned CEIAG programme and of overseeing those with Key Stage responsibility for Careers.
Ms Julia Scott	Senior Assistant Headteacher/Designated Safeguarding Lead and responsibility for Careers	Responsible for overseeing the Careers Leader and programme
Mr Edward Lloyd	Assistant Headteacher and responsible for KS5 Careers	Responsible for ensuring that the KS5 Careers provision is
Mr Bindi Nagra	Designated Governor	Responsible for overseeing the quality of careers guidance and supporting employer engagement

External Partnerships

At ECSfG we work with a range of employers, training and education providers to ensure that we are offering a breadth of opportunities to our students. The provision includes:

- National Careers Week
- Annual Careers Fair
- Virtual Work Experience
- Volunteering opportunities in half term holidays
- Visits to FE and HE institutions
- Curriculum Projects
- Workshops on CV writing and getting ready for the world of work



- Career Insights

Due to our work with external partners we fulfil the requirement for all students from years 7 to 11 to have at least one meaningful encounter each year with an employer and for all students to have experience of at least one workplace by the age of 16. This could be through virtual work experience, employer assemblies, mock interviews etc.

Parent/Carer Engagement

At ECSfG we actively promote and welcome parent/carers involvement through our School website, Social media (Twitter etc), CEIAG events, newsletters, careers support at Options evenings and open evenings.

Resources

CEIAG has a number of resources that can be used by the students:

- Careers library with a range of literature including books, leaflets, college and university guides and reading books on topical careers issues and skills required for the world of work
- Information is regularly added to MS Teams and the School Website to provide students and stakeholders with relevant information and opportunities.
- Form Tutors
- PSHE and Personal Development Teachers
- Careers Leader

The budget for careers is allocated on an annual basis and is managed by the Careers Leader.

Staff Development

The Careers Leader has achieved the qualification for the OCR Accredited Level 6 Careers Leader qualification. CPD is offered to relevant staff as opportunities arise. The Careers Leader is a Gatsby advocate and a member of the Careers Development Institute (CDI). Staff development is monitored by line managers.

Curriculum

At Enfield County School for Girls we deliver Careers Education through a variety of opportunities:

- Careers lessons in Year 7 and Year 9 Personal Development lessons (PD);
- Careers lessons in Year 11 Personal Development Lessons (PD);
- Annual Careers Fair
- Careers Library based in the Library at Holly Walk (resources are updated on a regular basis and cover a breadth of careers and information on many different pathways etc.);
- National Careers website;
- ASK Apprenticeship advisor (assemblies and workshops)
- DWP school advisor support (assemblies and workshops);
- Careers assemblies;
- Form time activities;
- Workplace visits, FE and HE visits;
- Duke of Edinburgh Award;
- CV and Personal Information Statement (PIS) writing support;
- Individual and group interviews;



- Visitors from industry and business;
- Extended Work Placements for BTEC L3 students

More information about our careers programme can be found on the school website.

Key Stage 3 Provision

- Subject areas promoting careers within their curriculum areas;
- Form time activities;
- Step into the NHS Competition
- Personal Development (PD) Lessons focusing on Personal development, careers, employability skills, local labour information etc.;
- College and University visits;
- Careers Assemblies;
- National Careers Week activities and events
- Access to guidance interviews
- Careers section in Rosemary Avenue Library
- Access to online independent, impartial advice via the National Careers Service;
- Careers support for year 9 options process
- Careers representation at Year 9 options evening

By the end of key stage 3 we aim for all students to have:

- An understanding of the qualities, attitudes and skills needed for employability;
- Used online career resources to research opportunities including to support them with their key stage 4 options;
- Received appropriate advice and guidance on Key stage 4 options and pathways

Key Stage 4 provision

- Subject areas promoting careers within curriculum areas;
- Form Time activities
- Through the Personal Development (PD) lessons
- Annual Careers Fair
- CV Workshops
- Mock Interviews
- Activities during National Careers Week
- College and University visits
- Individual careers interviews in year 11 (additional support for identified students);
- Use of the careers library;
- Access to online independent, impartial advice via the National Careers Service;
- Careers Assemblies

By the end of key stage 4 we aim for all students to have:

- Enhanced their career management and employability skills;
- Used online packages and other sources of advice to investigate and explore progression routes;

Key Stage 5 Provision

- Subject areas promoting careers within curriculum areas;
- Annual Careers Fair
- Careers focused lessons as part of the Enrichment programme



- Activities during National Careers Week
- College and University visits
- Individual careers interviews in year 11 (additional support for identified students);
- Use of the careers library;
- Access to online independent, impartial advice via the National Careers Service;
- Careers Assemblies
- CV Workshops
- Mock Interviews
- Future Learn information
- Visitors from industry and business
- Work experience
- Extended Work Placements for BTEC L3 students

By the end of key stage 5 we aim for all students to have:

- Been given direct access to employers, colleges and training providers;
- Been given one to one advice on post-16 options and pathways;

Activities outside School

The range of activities that students may participate in outside school is very wide. These could include:

- Cadets, Scouts, Sports – team building, leadership skills
- College course visits
- Community work
- Duke of Edinburgh Award
- Virtual work experience
- Future Learn courses
- Independent work experience
- Part-time jobs
- Master classes
- University visits
- Voluntary work
- Work shadowing

Moral, Spiritual and Cultural Education

CEIAG will contribute to each student's moral, spiritual and cultural development by helping them to recognise the meaning and value of different types of work to individuals, communities and the country as a whole.

Equal Opportunities

CEIAG will help to promote the school's policy on equal opportunities by providing a range of resources, which match individual needs, helping students recognise the importance of Equal Opportunities in working life.



Partnerships

We work in partnership with the following:

- Local Industry and Businesses
- Further and Higher Education Institutions
- Links with the Governing Body

Assessment

At ECSfG, Careers learning is assessed using the learning outcomes from the CDI Framework for Careers, Enterprise and Employability Education. Student progress and the quality of work is assessed through a range of assessment methods including self-assessment, peer assessment and teacher assessment.

Monitoring and Evaluation

At ECSfG we monitor progress towards achieving the Gatsby Benchmarks and is evaluated annually using the online Compass tool (as recommended in the Careers Guidance and access for education and training providers Jan 2018). The CEIAG development plan is based upon the outcomes of the Compass audit.

The effectiveness of our careers will be reflected in the higher number of students progressing to positive destinations. We use destination data to assess how successfully students make the transition into the next stage of education, training or employment. The data will be analysed by the Careers Leader with key actions fed back to SLT and Governors. Action points will be included in the annual CEIAG development plan.

A designated governor has responsibility for overseeing the quality of careers guidance. The Careers Leader reports to the Governor for CEIAG.

The CEIAG policy is reviewed on an annual basis by the Careers Leader. This is ratified by Governors.

Summary of CEIAG Provision

Year 7	Assemblies Transition Project – ‘Moving on’ Personal Development Lessons Mental Health and Wellbeing lessons Step into the NHS Competition BAE Systems and RAF Roadshow
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<p>Year 8</p>	<p>Barclays Life Skills Workshops BAE Systems and RAF Roadshow Introduction to careers and future pathway options Guest Speakers National Careers Week Activities Step into the NHS Competition</p>
<p>Year 9</p>	<p>Careers Lessons intertwined with Personal Development lessons – personal qualities, skills for the work place and decision making Careers / GCSE options process Pathway assemblies Step into the NHS Competition</p>
<p>Year 10</p>	<p>Careers Fair Personal Development Lessons Careers Lessons – aspirations, choices, employability and CV writing Group interviews Pathway assemblies Preparation for work experience</p>
<p>Year 11</p>	<p>CV writing Careers Fair Personal Development Lessons Financial capability Individual career interviews Pathway assemblies Personal statements Work experience (Virtual) Work experience report writing</p>
<p>Year 12</p>	<p>Careers guidance Careers Fair Careers Week Event Enrichment lessons CV writing Personal Information Statement Writing Apprenticeship Awareness Assembly UCAS registration / writing of personal statements University application mentoring University visits Work experience for BTEC students</p>
<p>Year 13</p>	<p>Apprenticeship application support Careers Fair Careers guidance Enrichment lessons Completion of university applications Gap year assemblies Student finance advice</p>



Useful links

www.applytouni.com

www.apprenticeships.org

www.apprenticeshipsfirst.com

www.icould.com

www.notgoingtouni.co.uk

www.parentadviser.co.uk

www.prospects.ac.uk

www.thebigchoice.com

www.ucas.com

www.which.co.uk/university