

CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG) POLICY

Prior Park College

Policy Owner Careers Coordinator	Applies to Prior Park College (PPC)	Superseded documents CEIAG (Careers) Policy v1
Associated documents PPC PSCH Policy PPC Equal Opportunity Policy	Review frequency Every year (unless the legislation/regulations update before this time) Implementation date 1 September 2022	Legal Framework KCSIE 2022 DfE Guidance ISI Inspection Framework

1. Introduction

Prior Park Schools (PPS) comprises three schools. Two of those schools, Prior Park College (PPC) and The Paragon School (TP) are incorporated in England as Prior Park Educational Trust Ltd. The third school, Prior Park School Gibraltar (PPSG), is incorporated in Gibraltar as Prior Park School Ltd. Both are companies limited by guarantee and registered charities.

2. Aims and Commitment

Prior Park College is a community built on Christian values, with emphasis on mutual respect, co-operation, and use of talents. The school promotes a policy of positive teaching, seeking to foster and reward constructive Student contribution. Our aim is to create a positive atmosphere that fosters achievement and the happiness of all members of the community. We aim to reward endeavour and success, stressing the benefits of positive behaviour, and will counter misbehaviour to safeguard the community and the individual.

We believe that Careers Education and Guidance is an integral feature of the College enabling our students to:

“be confident, capable, compassionate and independent-minded” and this is in part achieved by delivering a creative learning environment which will develop the academic and other talents of each student. Our philosophy for Careers Education and Guidance forms an integral feature of the Mission Statement for our Foundation, which is to “create an outward-looking ethos, building links with parents and the wider community”

The College has developed an integrated programme of activities that supports all our students to enable them to access the full range of opportunities beyond school and supports them in choosing their own pathways into fulfilling adult working lives.

Prior Park College is committed to providing Careers Education from Years 7 to 13.

The College is committed to providing a dedicated programme of Careers Advice and Guidance from Years 9-13, within an overall educational guidance framework of support from Years 7 to 13.

The College endeavors to follow the statutory guidance outlined in the ‘National framework CEG 11-19 DfE 2003’ and that its policies and spirit are in line with the Statutory Guidance for Governing Bodies, School leaders and School Staff March 2015 “Careers Guidance and Inspiration in schools” issued by the DfE.

Careers Education, Information, Advice and Guidance (CEIAG) at Prior Park College has also been designed in accordance with ISI regulations, where students have access to accurate, up-to-date career guidance that:

- is presented in an impartial manner, showing no bias or favouritism towards an education or employment option
- enables students to make students to make informed choices about a broad range of options, using current and relevant information on GCSE, post-16 and post-18 options in a number of forms including online career programmes and direct insights into industry areas through employer visits, Career Fairs and Enterprise Day.
- is delivered in a timely manner through Years 7 to 13

- helps encourage students to fulfil their potential by ‘knowing themselves’ as well as knowing the world of work and being aware of as well as preventing potential stereotypes in the workplace
- promotes self-awareness regarding individual strengths, weaknesses and interests relating to the world of work, including challenging stereotypes in the workplace
- offers, impartial, supportive, and aspirational careers guidance on an individual basis through an independent career advisor.

The CEIAG provision at Prior Park College is based on Government Guidelines and fulfilling the requirements of the Gatsby Benchmarks which define world-class career guidance as consisting of the following elements:

- A stable career programme
- Learning from career and labour market information
- Addressing the needs of each student
- Linking curriculum learning to careers
- Encounters with employers and employees
- Encounters with further and higher education
- Personal guidance

3. Roles, Responsibilities and Accountability

The Careers Coordinator has day to day responsibility for Careers education and work closely with the Heads of Sixth Form, HSMs, tutors, Co-ordinator of PSHCE and Careers Advisor.

4. CEIAG PROGRAMME

Year 7 and Year 8 The careers provision in Year 7 and Year 8 focuses on specific topics in order to consider and develop careers ideas and start to consider individual strengths and weaknesses through promoting self-awareness. Some of the career’s topics to be covered in tutor time and PSCHE are listed below:

Year 7: ‘Step Up’ digital careers booklets for ages 11 to 12 covering:

- Changes
- What have you achieved?
- Who can help?
- Who can help me in school?
- What influence me?
- Roles that I think are successful
- What are you like?
- Skills for life
- How do you learn?
- This is me
- What is work?
- Using school careers resources
- Changes in the world of work
- How creative are you?
- Setting targets

Year 8: ‘Step On’ digital careers booklets for ages 12 to 13 covering:

- Your beliefs
- Are school and work so different?
- What do you want from work?

- Job families
- Can anyone predict the future?
- Being assertive
- Who does the job? (Stereotypes)
- Are you sure that is true? (Stereotypes)
- Budgeting
- How do you make decisions?
- Writing an action plan

Additional features of Year 7 and Year 8 CEIAG:

- Biennial Careers Fair (accessed either in Year 7 or Year 8)
- Career insight talks from a variety of parents, carers, support staff, alumni and teachers

Year 9: The careers provision for Year 9 focuses on skills, qualities and self-awareness, and preparing pupils to make their decisions about GCSE options. The main themes and topic covered in Form 4 include the realities of working life and different lifestyles, self-awareness, how to explore career routes and making decisions and choosing GCSE options. Some of the career themes delivered in Year 9 are listed below:

Prior for Life and 'Step Ahead' digital careers booklets for ages 13 to 14 covering:

- Plan your decision year
- My network
- Personal qualities
- Jobs
- Skills for life and work
- Tell us why it should be you!
- Learning styles
- Being enterprising
- Working today
- Using reliable information
- Qualifications
- Choosing options

Additional features of Year 9 CEIAG:

- Pupil talks on choosing GCSE subjects (from Heads of Department)
- Year 9 Options Evening presentation
- Ongoing individual guidance available as requested (incl. with specialised Careers Advisor)

Year 10 and Year 11: Due to the importance of CEIAG for pupils at Key Stage 4, careers provision focuses on specific areas in more detail. Year 11 focus is on post-16 options.

Year 10:

- Introduction to Fast Tomato and other suitable careers resources
- Year 10 pupils encouraged to take undertake the optional 'My Career Choices' questionnaire produced by 'My Future Choice' (aptitude and interest tests)
- Ongoing individual guidance available as requested (incl. with specialised Careers Advisor)

Year 11:

- All Year 11 pupils have a one-hour career interview with the school Careers Advisor resulting in a career action plan; the results of the Careers Brief are also given at this time. Follow up interviews are also arranged.
- Individual discussions also take place to discuss Post 16 options with Heads of Department and tutors.
- Students are encouraged to arrange work experience at the end of their GCSE examinations either via parents or via recommendation from PPC.
- Post GCSE exams a week of Careers activities are arranged to support the boarding students or for pupils unable to find work experience in their chosen area. This includes employers coming to PPC to run workshops, visits to local companies and mock interviews to build confidence and employability skills.
- Ongoing individual guidance available as requested (incl. with specialised Careers Advisor)

Sixth Form: Supported by activities in Prior for Life, General Studies and tutor time; the Heads of Sixth Form, Careers Coordinator, Careers Advisor and sixth form tutors provide a coherent package of opportunities, information and support so pupils have a clear understanding of the range of options at Higher Education, School Leaver Programmes, Apprenticeships and Employment.

- Post 18 options evening for parents and guardians
- Workshop on personal statements
- One to one interview with HSMs and Head of 6th (UCAS)
- Careers interviews available on request with Careers Advisor
- Visits and talks from local and national Universities, employers, and apprenticeship schemes.
- Biennial Careers Fair
- Oxbridge groups meets and interview practice
- Gap year fair at PPC
- Mock interviews to build confidence and employability skills
- Networking events
- Student finance
- Support through exam leave
- Results service in August

Year 12: Prior for Life covering:

- Tailoring your CV and using networks
- Identifying workplace behaviours and values
- Recognising employability skills for success in the workplace
- Interview preparation, assessment centres and aptitude tests
- Using Fast Tomato and unifrog online career resources
- Visit to University of Bath

Year 13:

Prior for Life and General Studies time is used for the UCAS application and on perfecting personal statements. Students applying for School Leaver Programmes, Apprenticeships and employment spend time on this researching different vacancies and preferred companies to work for as well as gaining relevant independent work experience in preparation for their applications.

5. Monitoring Review and Evaluation.

Careers Coordinator ensures that the CEIAG programme is audited internally against Gatsby Benchmarks and revised on the basis of weaknesses identified using the CEC Compass tool, taking into account feedback on the process from all stakeholders.

A yearly review is held between the Head/SLT and the Careers Coordinator to discuss the year's programme and to itemise areas for development in the coming year.

Careers Coordinator leads implementation of improvements where necessary.

Destination Statistics of past students are produced and published annually in association with the PPA office.

Careers Advisors engaged by PPC should have a Level 6 Diploma in Career Guidance and Development which is the main qualification for professional career advisors, and they are a regular attendee at professional regional meetings designed to develop good practice.