

**THE RADCLIFFE SCHOOL**  
INSPIRE AND ACHIEVE

# Careers Education, Information, Advice and Guidance Policy

Headteacher: P Lawson      Review frequency: Five yearly

Chair of Governors: P Critchley      Date reviewed: January 2021



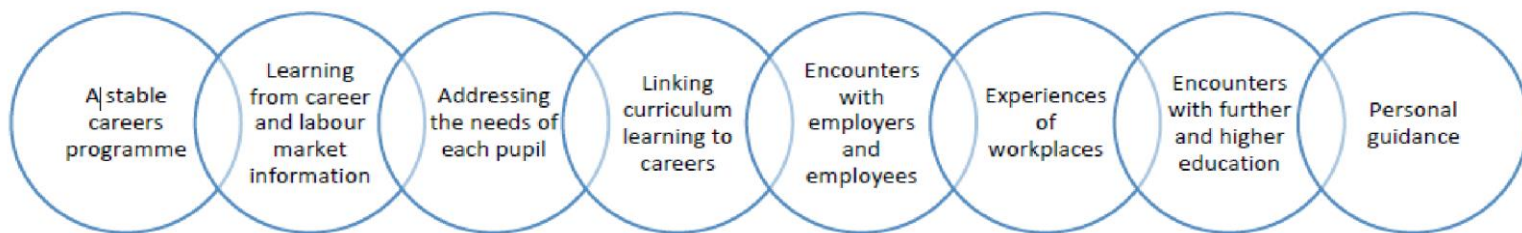
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## Rationale

At The Radcliffe School we have a real commitment to ensure our students are prepared for the world of work. All students, regardless of background, special educational need, SEN, race and gender, should leave The Radcliffe School informed and with a comprehensive impartial understanding of the range of pathways and choices available to them. We want our students to have the confidence and knowledge to be able to enter further education, higher education, apprenticeships and work and to inspire them to achieve the best opportunities possible, whilst empowering them to plan and manage their own futures.

Our programme for careers and employability is referred to in school as CEIAG (Careers Education, Information, Advice and Guidance) and is founded on the eight Gatsby Benchmarks, recognised as best practice by the Department for Education in their



Statutory Guidance, January 2018.

The school employs a fully qualified CEIAG lead, who is a member of the Careers Development Institute and develops the careers programme alongside a member of the Senior Leadership Team. A member of the governing Body is also linked to Careers.

## Aims and Objectives

Our mission is '**Building Bright Futures Together to Inspire and Achieve**' and it is this foundation that underpins our CEIAG programme. Students should leave school not only with work experience and employer encounters, knowledge of alternative education providers, routes into apprenticeships and knowledge of pathways to employment and further and higher education but also with the skills and qualities required to succeed in employment. This includes building resilience, the ability to challenge gender stereotyping, understanding the competitive nature of employment, interview skills and techniques, how to apply for jobs and individual careers guidance.

## Delivery

We deliver our programme through the curriculum and a number of opportunities throughout the students' time in school, including trips and visits, career workout carousels, assemblies, work experience, employer talks and visits, display boards, a careers library and one to one careers guidance interviews.

Each Curriculum plan describes where links with the key employability skills of:

- Creativity
- Career Skills

- Collaboration
- Critical Thinking

Year Group	Cohort
Year 13	As well as comprehensive guidance through the UCAS application process, students work on their CV writing and interview techniques, as they prepare to take their next steps into Higher Education, apprenticeships, employment or even gap years. Students have opportunities to meet employers, have subject talks and one to one careers guidance, as they take the final steps toward their next destinations.
Year 12	An online careers and skills test in Year 12 is the first step toward the preparation for UCAS and employment. The 'Next Step' presentation, guiding students on their chosen pathways is delivered at the end of the spring term. Students then have a week of UCAS and Higher Education information, plus preparation for employment and apprenticeship information. Students have a trip to the UCAS fair to meet universities, apprenticeships and Higher Education training providers. This is a good time for students to check whether specific work experience is required for chosen higher education courses and to put this in place. Students are offered a wealth of information about summer schools, research placements and employer talks. Students are also given another opportunity sign up for NCS.
Year 11	<p>Year 11 is a key decision making point for students moving on to Further Education, apprenticeships and training. This process starts early in the year as it is essential that the link between GCSE results and progression is made. The "Which way now?" assembly gives students the chance to think about what research they need to do to prepare for their next career path choice and whether they have realistic and informed expectations. All students are seen this year by a member of the senior staff or the CEIAG co-ordinator, to ensure they have worked through their decisions and are making informed decisions.</p> <p>Additionally, students are given the opportunity to participate in the National Citizen Service in the summer to build on their self-awareness, confidence and social skills. Students are given opportunities to engage with alternative further education providers and employers recruiting for apprenticeships.</p>
Year 10	A two week work experience opportunity for all Year 10 students is the focus for this year. Students will learn how to approach an employer, how to prepare for the world of work and reflect on their learning in the workplace. This level of work experience is essential for our students, as are the skills and confidence they gain from experiencing real, work situations. This is also backed up by the Modern Britain curriculum,

	where students will follow the “Get to work programme”. Students also meet employers and employees through the Worktree carousel and have the opportunity to access one to one careers discussions and the careers drop in service.
Year 9	The Year 9 options process is the milestone this year in CEIAG provision as students begin to make the link between informed option decisions and employment. They are supported through this process by way of individual meetings, parents’ evenings and one-to-one interviews. Year 9 students continue to develop their employability skills through the Modern Britain curriculum, focussing on entrepreneurial skills and how to succeed in Business. They will have the opportunities to meet employers and employees through the Worktree carousel. Students can also access 1:1 careers discussions and a careers drop in service.
Year 8	Students engage in CEIAG activities as part of the Modern Britain programme “My future, my choices” and encounter employers through the Worktree carousel programme where they start to look at the bigger picture of employment, lining careers to their curriculum learning. Students can access 1:1 careers discussions and a careers drop in service.
Year 7	Year 7 students begin to encounter information surrounding employability through the career workout programme with Worktree. Students also consider careers through the Modern Britain curriculum and career links in all curriculum areas.

## Employer Links and Alternative Training Providers

The school is keen to establish local and national employer links and works with a number of employers, further education and higher education providers to give impartial and informative guidance. Our careers lead regularly attends network meetings in the local area and nationally, to ensure the school is aware of opportunities and changes in statutory guidance.

The school aims to forge strong relationships with local employers to gain opportunities and advice through our linked enterprise adviser. The school also works with many other local and national companies to ensure students are aware of opportunities and that they have access to local and national labour market information and are aware of local providers of employment.

The school is very proud of its place within the community and actively encourages local businesses, employers and employees to be involved within our career Workout carousels, employer talks and employer encounters.

We welcome talks from further education providers and alternative training providers and work cohesively with our local further education colleges.

### **Engaging Parents/Carers and Alumni**

We believe that students are inspired by the experiences of ex-students who have moved into a variety of careers. With this in mind, we have an alumni database and encourage all our students to register with us. We welcome visits from ex -students to talk to current students about their experiences in all aspects of education and employment.

Parents/carers are welcome to attend careers discussions with their child or to contact the CEIAG lead with concerns or if they need help and advice. Parents/carers are given careers presentations in Year 11 and 12 to help their understanding of the transition processes. Careers information is also available through the school website, which has a dedicated careers page for parents and links to useful websites.

### **Evaluation and Feedback**

It is very important to constantly evaluate our programme. We seek opinions from stakeholders through surveys, questionnaires and feedback forms, in order to reflect on our practice and improve further.

For further information please contact our Careers Lead, Mrs Laura Cain, at [l.cain@radcliffeschool.org.uk](mailto:l.cain@radcliffeschool.org.uk)