



Royds Hall CEIAG policy

Adopted by the Governing body:

Date: October 2017

To be reviewed annually

Date of review: September 2019

Vision

Our school motto is *Aspire, Learn, Achieve*. We use these core principles to encourage our students to aim high. CEIAG is used to engage students, raise aspirations and link the world of education to the world of work. Our strategy sets out a clear framework of how our CEIAG is linked to pupil outcomes including developing the skills, attitudes and behaviours needed for life in modern Britain.

Introduction

CEIAG refers to a range of activities and interventions that help young people to make the right choices. This includes impartial advice and guidance at key transitional times for young people and access to up to date information on careers and other issues affecting their well-being and staying on in learning. We strive

Statutory Guidance requires schools to secure independent and impartial careers guidance for young people from Year 8 to Year 13 (September 2013). The DfE publication *Careers Guidance and Inspiration in Schools* (April 2017) also highlights the importance of Employer Engagement and we aim to offer this through various activities within school. We use C&K Careers to deliver an impartial guidance service.

Context

CEIAG should help students develop skills, attitudes and abilities which will enable them to be effective in a variety of adult occupations and roles. Effective careers education, information, advice and guidance raises aspirations, enables students to make informed choices and helps them achieve their potential. It can help young people and their parents make informed decisions about the number of opportunities available. It can equip young people to meet challenges positively and to learn throughout life.

Following the Ofsted *Getting ready for Work* (November 2016) the recommendation was made that schools should develop and implement a clear strategy for careers guidance and ensure that they make good use of the National Careers Service resources, well-trained staff, careers guidance professionals, employer networks and local colleges and other providers to ensure that students are well supported in making decisions about career pathways. Our development plan and Service Delivery Agreement promotes an ongoing commitment to CEIAG across the school. We use the Gatsby benchmarks to evaluate our provision and plan for improvement.

Aims

The careers education programme at Royds Hall aims:

- Introduce students and parents to the breadth of opportunities that exist post 16, including apprenticeships, work based learning and further education and make clear the Raising the Participation age expectations.
- Communicate entry requirements information and keep students up to date with new developments in qualifications.
- Provide support for students making applications for further education providers and support students to ensure they all have a planned destination.
- Make the link between learning, school and future prospects.

- Encourage students to be active and responsible citizens in the world of work.
- Identify as early as possible students at risk of becoming NEET and intervening to raise aspirations and set clear goals to work towards.
- Have self-worth and a sense of pride in what they are capable of achieving.
- Remove barriers for students to reach their full potential.
- Enable students to plan their next stage of education and have aspirations to work towards.
- Have a qualified impartial careers adviser who is accessible for all students to seek help and guidance.
- Offer a fully inclusive programme of careers advice regardless of ability, vulnerability, SEN, race, religion or ethnicity.
- Address Labour market information to ensure students can make informed choices about their future prospects.

Learning outcomes

- Use Academic Mentoring to review and reflect on progress and achievements and set targets in order to improve.
- Encourage students to work towards ATL 1 in order to raise confidence and self-esteem.
- Link subject areas to the world of work to enable students to see how their learning will enable them to choose careers.

Implementation

- All staff have access to relevant websites and information.
- Students have open door access to the careers adviser at any year group.
- Students with poor attitude to learning are supported to improve their decision making.
- Students are supported to raise aspirations and improve ATL by subject teachers and Academic Mentors.

Cross curricular links

All departments have an aspiration coordinator who works with students with poor ATL to encourage them to have aspirations and work hard. They receive up to date information from our careers adviser about careers relating to the subject they teach and to communicate this across the department.

Provision for learners with SEN or LAC.

Parents and students are supported during their review meetings by an impartial careers adviser to ensure they have guidance to support them to make decisions that are individual to them.

CEIAG delivery

Careers Guidance is offered through the ERIC programme to all year groups 7 -11 and we use student voice continuously to evaluate how we are meeting the current needs of our students.

Year 11

All students receive at least 1 careers appointment which can be an individual meeting or a small group one, it is their choice. Depending on individual circumstances students will be offered further meetings throughout the year.

The careers adviser is available during all social times from Tuesday to Thursday for any students wishing to seek guidance, regardless of year group. There is also a heavily resourced area within the Independent Learning centre where students can access the most up to date information available about colleges, careers and finances.

There is a careers information on the main site which parents can access. Students can access careers information through Moodle, the school secure area which students can access for links to many resources including links to websites giving students a taste of jobs available, JED explorer database which helps students match their skill profile to suitable jobs, links to C&K careers, information about volunteering, UCAS progress, the National Careers Service and the National Apprenticeship Service.

We have a college noticeboard in one of our busiest corridors in school which details ways to contact our careers adviser, key college dates and careers fairs that are happening within the Kirklees area. We have a sponsored board from one of our partner colleges which details all the events that are happening aswell as alumni information of former students. Details of all events are emailed out directly to all students via their school accounts. Parents receive an information booklet to their address.

Students receive talks from local colleges about the range of courses, minimum entry requirements and general information about life at the college. This is delivered through assemblies and the careers drop down day.

Students in year 11 are supported through the ERIC programme to apply for post 16 provision through UCAS Progress, supported to write personal statements, make informed course choices and prepare for interview.

All students in year 11 have a mock interview with outside employers which helps them to prepare for their college interviews. All students receive personal feedback from their interviewer in order to help them improve.

Royds Hall is very proud of its close working relationship with one of key feeder colleges. They liaise with us in the selection process of students ensuring consistent messages are given out to students regarding the non-academic entry criteria such as good attendance, punctuality and attitude to learning.

All students across year 11,10 and 9 attend our Data Conference drop down day which consists of activities to evaluate attainment data, set targets for the coming year, receive information from our careers adviser and be introduced to LMI and available careers.

Students are continuously tracked through every stage of the UCAS process to ensure they have a planned destination. This extends beyond results day with our Careers Adviser supporting students to take up their offers and find alternative places should the need arise.

Students learn to write effective CV's and conduct job searches.

Careers drop down takes place in October to assist students with their college applications. The day includes an introduction to UCAS progress, Apprenticeship workshop, visitor from our partner college, and the data conference.

Year 10 Understanding the labour market and how this affects student's choices of careers and post 16 choices.

Year 9 Investigating modern workplaces and the importance of having aspirations and being ambitious.

Year 8 Planning ahead, students are given information about making the right subject choices at the end of the year and where these subjects will take them post 16.

Year 7 Investigating student's aspirations and their own identity as a learner including what their skills are.

Information and resources

- Careers library within the ILC
- Links to relevant information via our external site for parents
- Links to our intranet for students to access suitable websites including National Careers Service, JED job explorer and C&K careers.
- Assemblies to give students key information and dates and remind them how to access the Careers Adviser, what the college entry requirements are and the raising the participation age.
- ERIC lessons
- Noticeboards in the corridor from C&K careers detailing key events and partners colleges to advertise events and alumni.
- Screens within the concourse and the dining hall show careers information at key times of the year.
- Year 11 parents evening where parents can make appointments with our careers adviser.
- Year 8 options evening where students and parents can meet with subject leaders and discuss choices with the careers adviser.
- 'Getting organised' booklet to year 11 via the ERIC lessons.
- 'Decision in year 11' book for parents including key dates for college open evenings.

Monitoring reviewing and evaluating

We have a clear strategic plan for the development of enterprise and employability that supports the school ethos of Aspire, Learn Achieve. It is mapped to the Gatsby benchmarks and reviewed following key events in school such as drop down days,

- Academic Mentoring books provide a record of student's achievements, target setting and enrichment opportunities. This information helps build a profile for the students to enable them to develop their CV in year 11 ready for college interviews. These booklets are used for meetings with parents.
- Termly report to Governors.
- Impact statements produced every half term.
- Termly reports from the careers adviser.
- Annual student voice as well as student voice after interventions activities take place across school.

Partnerships

- LEBP
- Huddersfield New College work closely including STEM evening.
- Various employers through mock interviews
- Alumni former students visiting student leadership awards night, KS4 awards evening.

- Trust school where our students assist with out of school events.
- We are partnership school of the National Citizen Service school and encourage and support all our students to apply for programme which aims to help them to build skills for work and life.
- Summer internship programme aimed at providing our pupil premium students with the opportunity to be exposed to the workplace.
- Students are exposed to industry professionals through subject areas.
- Globe Arts
- Musica - Kirklees Music School
- New Chapters Theatre Company
- LBT -Rose Condo
- Dark Horse Theatre Company
- Dr Jim Pritchett
- Sharon slinger
- Joanne Washington
- Clare black
- Former student who now works in engineering
- Web and software development

Staff links

- Excellent practitioner has a role of Aspiration link to share resources on how to embed careers information in to teaching and learning.
- Academic Mentor supports their students through the Academic Mentoring process.
- ERIC staff deliver the CEIAG curriculum and refer students in need of extra support to the careers adviser.

Royds Hall Provider Access Policy



Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Pupil entitlement

All pupils in years 8-13 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

Management of provider access requests procedure

Any provider wishing to request access should contact Lindsay Johnstone Assistant Head teacher.

Telephone: 01484 483366

Email: ljohnstone@roydshall.org

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers:

See the Royds Hall careers programme for further information which is available on the school website.

This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.