



Policy and Procedure on Ready for Life

Cambian New Elizabethan School

2021/22

This policy is reviewed annually to ensure compliance with current regulations

Approved /Reviewed by:	
Sam Allen-Wiggin	
Date of next review:	February 2023

Key staff involved in the Ready for Life Policy

<u>Role</u>	<u>Name(s)</u>
Headteacher	Sara Ferguson
Pathway to Adulthood Coordinator/ Careers Lead	Sam Allen-Wiggin
Regional Lead	Lisa Lyon
Members of SLT	Sara Ferguson and Martin Roadknight

Ready for Life

Careers Education Information, Advice & Guidance Policy

September 2021

Introduction

The Careers Education Information, Advice and Guidance Policy at Cambian New Elizabethan School has been developed to incorporate the aims of the school and recent initiatives in careers education.

The planned programme of study helps our students to understand their interests, strengths and challenges in relation to the world of work and lifelong education. Students also learn about different careers and opportunities for training, apprenticeships and volunteering.

Aims

The focus of Careers Education and Guidance is raising aspirations and equipping students with knowledge and understanding, skills and attitudes as a foundation for managing their lifelong career and learning.

Roles and Responsibilities

The careers education programme is managed by the careers education team which consists of Pathway to Adulthood Coordinator/Careers Lead/Post 16 Phase Leader, the Primary & Secondary Phase Leaders, and Form Tutors.

The team also works closely with the SENDCo(s), relevant SEND teams, the schools Multi-Disciplinary Team, Connexions and our CMP Consultant.

At Cambian New Elizabethan School all staff contribute to the careers education programme through their varied roles as tutors, subject teachers or members of the support staff team.

Curriculum

The Pathway to Adulthood Coordinator (Careers Lead) manages the careers education programme and is directly responsible to the head teacher and the governors of the school. The schools' governors have demonstrated their commitment to careers education and guidance. Our link governor is Lisa Lyon.

Careers Education and Guidance comprises five components:

- Careers education within the curriculum
- Planning and recording of achievements and work-related activities
- Work experience
- Access to individual guidance and support
- Access to careers information

The programme includes:

- Careers education lessons
- Careers guidance - careers interviews, information and research activities
- Action planning and recording achievements
- CV writing
- Raising aspiration assemblies and activities
- Vocational taster sessions/certificates
- Guest speakers
- Mock interviews
- Work experience placements and volunteering
- Visits from and to Post 19 providers/FE colleges
- Enterprise activities
- Visits to career skills events and careers fairs

This is a non-exhaustive list

The careers programme at CNES aims to meet the needs of all students and is differentiated in terms of outcomes, resources and learning styles to ensure that it is appropriate to students' stages of career learning and development.

Work Experience

Work Experience is an important part of the educational entitlement of every student at Cambian New Elizabethan School. All students here are given the opportunity to go on work experience, provided internally or externally. Where appropriate, students are supported on placement by CNES staff.

The practice of work experience is planned and monitored by the CNES Careers Lead. It is designed to take full account of the needs of each student and to give students an insight into the world of work. Work Experience preparation and follow-up responsibility (including health and safety) takes place in tutor groups, careers sessions and other appropriate parts of the curriculum.

When students return from work experience, the process and their placements are discussed and evaluated by both staff and students. The Careers Lead/form tutors visit all students and report back to relevant staff. Employers also evaluate the process and feedback to the Careers Lead/form tutors and students.

Monitoring, Review and Evaluation

An important part of the CEIAG programme is evaluation. It is mainly through evaluation that this policy and action plan will develop, whilst keeping abreast of national changes to CEIAG.

Evaluations take place after career-related events to determine the extent to which career outcomes are being met. Students' access to careers related activities are tracked electronically and regularly monitored. Assessment takes place through verbal feedback/assessment observation, written evaluations and student and employer feedback.

The process of regularly completing and monitoring the Gatsby Benchmark Compass Tool gives the opportunity to review and evaluate CNES's CEIAG programme. Partnerships have been firmly established with the relevant SEND teams and local employers who provide work experience placements. Links have also been developed with Post 19 providers and F.E. colleges such as Kidderminster College, Halesowen College, Heart of Worcester College and South Staffordshire College (Rodbaston Campus) for vocational and academic taster days.

Resources

Funding for careers education is allocated in the annual budget (within the PSHE budget) in the context of whole school priorities.

Staff Development

Staff training needs are identified yearly. Funding is provided from the CPD budget.

Parents/Carers

Parents/Carers play an integral part in pupils' understanding of career choices and are encouraged to attend a range of career events including parents' evenings, transition planning, work experience discussions and EHC Plan review.

Links with other Policies

This policy is underpinned by the school's policies for Teaching & Learning, Assessment, PSHE, Equal Opportunities, Health and Safety, Special Needs and EHC Plans.

Cambian New Elizabethan School Contacts

- Pathway to Adulthood Coordinator/Careers Lead – Sam Allen-Wiggin
Sam.allen-wiggin@cambianguroup.com
- Link Governor - Lisa Lyon
Lisa.Lyon@cambianguroup.com
- PSHE Coordinator - Katelyn McHugh
Katelyn.McHugh@cambianguroup.com

Policy Review Date

This policy was developed and is reviewed annually through discussions with staff, students, parents/carers, governors and other external agencies.

Created by:	Sam Allen-Wiggin
Adopted:	September 2021
Last Review:	February 2022
Next Review:	February 2023