



Midsomer Norton Schools Partnership

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CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE POLICY

Introduction

All schools in the MNSP have a culture of high aspiration and high expectation. Careers Education, Information, Advice and Guidance (CEIAG) is recognised as playing an important role in motivating our children and young people, promoting equality of opportunity and maximising their academic and personal achievements. We are committed to providing a planned programme of careers education for all children and young people to help prepare them for the opportunities and challenges of adulthood.

Careers Education and Guidance has a high profile in the Trust and an independent Careers Coordinator is appointed to manage and develop delivery to ensure the needs of our children and young people are being met.

All children and young people have an equal entitlement to high quality careers education, information, advice and guidance that will provide them with an understanding of the world of work, help them to explore career options and support them in making decisions about opportunities open to them.

Aims

CEIAG is crucial in order to meet the skills, knowledge and understanding needed by each student. We fully subscribe to the Careers Education Framework 7-19 (2018) and the 6 principles of impartial careers education:

1. Empowers young people to plan and manage their own futures;
2. Responds to the needs of each learner;
3. Provides comprehensive information and advice;
4. Raises aspirations;
5. Actively promotes equality of opportunity and challenges stereotypes;
6. Helps young people to progress.

As well as the Careers Education Framework the Trust invest in the principles outlined in the Careers Strategy January 2018 which include inspiring encounters with further and higher education and with employers and workplaces, excellent advice and guidance, tailoring advice for individual needs and using data and technology to help make informed choices.

Trustees, governors and staff recognise that career planning is not limited to just one stage in life. For this reason careers education and guidance aims to develop career management skills which children and young people can draw on at each stage in their career planning. The CEIAG programme is continually evaluated to improve its effectiveness.

This policy is informed by the following documents:

- Careers Education Framework 7-19 (2018);
- Careers Strategy (2018);
- Careers guidance and access for education and training providers (2018);
- Gatsby Benchmarks .

Objectives

The CEIAG programme across MNSP Trust is integrated within each schools' curriculum and is designed to provide help at specific decision times. The Trust is committed to raising the aspirations of all learners. In line with the Trust's vision

statement, careers education and guidance aims to develop the skills, talents, understanding and aspirations of all our learners, enabling them to become responsible citizens who achieve personal success and fulfilment in life.

Our CEIAG programme will:

- Link effectively with the curriculum in order to maximise learning and avoid unhelpful repetition;
- Provide totally impartial and up to date information through close working with independent careers professionals, employers and FE and HE institutions;
- Challenge stereotyping, deal with prejudice and discrimination, use skills of assertiveness and negotiation and encourage children and young people to widen their career ideas;
- Reflect the true nature of today's and tomorrow's world of work;
- Support key Trust policies including those for teaching and learning, assessment, recording and reporting achievement, equality and diversity, health and safety, able and talented, and inclusion (special educational needs).

Raising students' achievements to their full potential is a key goal of the Careers Education and Guidance policy.

Delivery and Content

In our primary schools, careers education guidance is delivered through discrete units of work or via the core curriculum and topic work. Visiting speakers, careers events and other one-off activities.

In our Secondary Schools Careers Education is delivered through discrete lessons within the PSHE/Citizenship/Core studies programme. In addition to this Careers information, advice and guidance is provided through group workshops, individual interviews, enterprise events, college partnership courses, college/university visits, employer presentations, posters, leaflets and through subject teachers. See Appendix 1 for details of the current Careers Education Programme.

An independent Careers Advisor is available in the Trust each week to provide individual advice and guidance to students. All careers advice and guidance given is person-centred, impartial, unbiased and confidential (within legal confines) and also meets professional standards of practice. Careers advice is also available during Parents Evenings, Options Evenings and Open Evenings.

A Careers library is available at secondary schools in the Trust.

CEIAG programme

Children in our primary schools benefit from a wide variety of careers-focussed activities. These include:

- 1) Visits to local business to view different types of employment;
- 2) Listening to visiting speakers who help children find out about their jobs;
- 3) Learning about different jobs as part of topic work and through reading and writing activities;
- 4) Attending careers events held at certain schools to find out about different jobs and what those jobs involve;
- 5) Researching different jobs via the internet for presentations in assemblies.

Students in years 7-13 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.
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships.
- Understand how to make applications for the full range of academic and technical courses.
- Find out about different careers via our careers education programmes.
- Have access to impartial careers advisors to can help young people understand the options available to them.
- Access to online careers platforms to support them in researching a range of career sectors and pathways.
- Opportunities to work with the West of England Mentoring project and the West of England enterprise project.

At points across the school year, a variety of employers and external providers are invited into schools to talk about different careers. Please see [appendix 1](#) for details on Provider Access.

PSHE teaching staff and tutors are responsible for teaching and giving feedback on the taught aspects of the CEIAG programme.

Tutors and some teaching staff are also expected to lead a careers focused activity during tutor time fortnightly across all year groups.

Exemplar careers curriculum used as a basis for all secondary Trust schools:

	Autumn Term	Spring Term	Summer Term
Year 7		<ul style="list-style-type: none"> NHS Careers research 	
Year 8	<ul style="list-style-type: none"> STEM Careers Research 	<ul style="list-style-type: none"> Life skills – assembly and tutor group opportunities 	<ul style="list-style-type: none"> Life skills – assembly and tutor group opportunities
Year 9	<ul style="list-style-type: none"> Group sessions on career routes inc:- College/apprenticeship Use of career websites 	<ul style="list-style-type: none"> KS4 options event In-house careers fair 	
Year 10	<ul style="list-style-type: none"> Life Skills – work experience preparation sessions 	<ul style="list-style-type: none"> Group sessions on career routes inc:- college/apprenticeship Familiarisation with proprietary careers software World of work sessions with speakers from business In-house careers fair 	<ul style="list-style-type: none"> Life skills – assembly and tutor group opportunities Work experience
Year 11	<ul style="list-style-type: none"> 1:1 opportunities for Careers interviews with parents and an external Careers advisor Group sessions on career routes inc:- College/apprenticeship Familiarisation with proprietary careers software 	<ul style="list-style-type: none"> Post 16 evening Post 16 taster sessions World of work sessions with speakers from business In-house careers fair NCS assembly 	
Year 12	<ul style="list-style-type: none"> Higher Education Fair Post 18 assembly – apprenticeships Individual careers interviews on request NCS assembly 	<ul style="list-style-type: none"> In-house Careers Fair World of work sessions with speakers from business Interview Techniques sessions Individual careers interviews on request 	<ul style="list-style-type: none"> Work Experience Apprenticeship recruitment information delivered during tutor time Individual careers interviews on request
Year 13	<ul style="list-style-type: none"> Workshops – HE and higher apprenticeship applications Apprenticeship recruitment information delivered during tutor time Individual careers interviews on request 	<ul style="list-style-type: none"> World of work sessions with speakers from business In-house Careers Fair Individual careers interviews on request Apprenticeship recruitment information delivered during tutor time 	<ul style="list-style-type: none"> Apprenticeship recruitment information delivered during tutor time Individual careers interviews on request

Monitoring, Evaluating and Review

Students and parents are welcome to give feedback on any aspects of the CEIAG programme through student and parent voice or by contacting any of the Trust schools directly.

The CEIAG policy is reviewed regularly; this allows us to incorporate new initiatives. This review involves the children/young people in our schools, Senior Leadership, Careers Co-ordinators, Trustees, Governors and any other stakeholders with and

interest or expertise. Student Council and our independent Careers Advisor. The schools in the Trust also conduct an annual careers audit which is compared against the Gatsby benchmarks locally and nationally in partnership with the West of England enterprise project.

[Appendix 1 – Provider Access Statement](#)

PROVIDER ACCESS STATEMENT FOR MNSP TRUST

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 provided 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 and opportunities for access

Please see below secondary schools career policy statements:

[Beechen Cliff](#)

[Mendip Studio School](#)

[Norton Hill](#)

[Somervale](#)

[St Dunstan's](#)

[Writhlington](#)