



CEIAG POLICY

CRAVEN PUPIL REFERRAL SERVICE

THE SNAYGILL CENTRE
Keighley Road, Skipton, North Yorkshire, BD23 2QS

Last Reviewed: January 2018

Next Review Date: January 2020

Careers Education, Information, Advice and Guidance (CEIAG) Policy

AIMS

Craven Pupil Referral Service has high quality careers advice and guidance, to support our students. We are committed to providing a planned programme of careers education and information, advice and guidance (CEIAG) for all PRS students in years 7 -11 and we seek to ensure we adhere to the guidelines as outlined in 'Careers guidance and access for education and training providers: Statutory guidance for governing bodies, school leaders and school staff', January 2018.

In line with the statutory guidance above, we firmly believe that every child should leave school prepared for life in today's society. High quality, independent careers guidance is crucial in helping pupils emerge from school more fully rounded and ready for the world of work. Young people want and need to be well-informed when making subject and career decisions. We can demonstrate that we fulfil this obligation and ensure our students develop high aspirations and consider a broad range of career options.

We aim to ensure all our students:

- develop the skills required to review achievements, plan future actions, make decisions and handle the transition process to life beyond secondary school (further education and the world of work)
- develop self-knowledge and are confident in making decisions and career choices which are suitable and ambitious for them
- develop an understanding of the world of work and how to respond to changes in today's workplace
- develop research skills to full utilise information, advice and guidance
- develop characteristics e.g. social skills, communication, innovative, resilience, which support students in the curriculum and in careers
- are provided with well-rounded experiences which inspire and motivate them to develop their aspirations

COMMITMENT

The school Governors and Senior Leadership Team are committed to CEIAG and this is demonstrated in the staffing and funding resources available:

- Assistant Headteacher (**Carol Robertson**) with responsibility for CEIAG.
- A planned careers programme as part of the compulsory curriculum.
- Pastoral Manager (**Tom Midgley**) who provides in-school initial and ongoing CEIAG on an individual and highly supportive basis. He is a level 4 trained and highly experienced careers adviser.
- Independent Careers Adviser (**Joanne Meeghan**) who is employed on a freelance basis and further meets our statutory duty. Dedicated to offering independent and impartial careers information, advice and guidance to students on all the options available to them.

- Continuous Professional Development for all staff– identifying training needs to ensure knowledge and skills up to date.
- Careers Education is provided for from Year 7 upwards and is very much tailored and personalised to the needs of the individual student.

Working with students

- Our aim is inspire and motivate students by working closely with local employers and providers of apprenticeships and post 16 providers to ensure students have access to all opportunities available
- A comprehensive career education programme is accessible at key transition points and is delivered by Career Advisers, the Pastoral Manager, PSHE and subject staff, Keyworkers and SLT.
- Individual careers guidance is a key element of our CEIAG programme and all students (and where appropriate parents) have access to face to face guidance at individual point of need.
- Students are informed of all options available to them and receive impartial careers advice and guidance.
- An inclusive service for all students
- For all students to ensure they can access all opportunities available and to fulfil their full potential.
- Invites to external speakers from business and education to talk to students about employment and education locally, regionally and nationally.

WORKING WITH PARENTS/CARERS

Contact with parents is maintained in a variety of ways, including:

- Weekly phone calls and regular review meetings
- News, information and opportunities shared on the website and in the school newsletter.
- Presence at pupil progress meetings
- Response to ad-hoc requests for advice and information, including appointments in school.

WORKING WITH OTHER ORGANISATIONS

We are committed to working effectively with a range of other organisations to support our students with transition, including:

- Post 16 learning providers (e.g. Craven College)
- Local employers
- NYBEP
- The Careers Enterprise Company

EQUAL OPPORTUNITIES

We are committed to promoting equal opportunities and seek to challenge stereotypes and ensure our students achieve their full potential.

EVALUATION, MONITORING and REVIEW

The CEIAG policy is developed by the CEIAG team and reviewed and evaluated to ensure it fits in with the aims and objectives of the school development plan. We also have an ongoing SEF (self-evaluation form) as a tool to monitor and ensure best practice. Destination data enables us to monitor the progression of our students and the impact of the CEIAG provision. Ongoing feedback

and evaluations from students contribute to the review of career programmes and that they meet the needs of students.

Updated: January 2018

Policy Review Cycle: 2 years