



Our Lady's Catholic College, Lancaster

Careers Education Information and Guidance (CEIAG) Policy

Our Lady's Catholic College aspires to ensure that all its students, irrespective of ability and regardless of anyone's doubts, achieve their potential in full. The staff and governors recognised that an effective Across Curriculum the Careers programme is vital to contributing to the raising of aspirations and enabling learners to make realistic and informed choices about their future employment options.

Introduction

The Education Act 2011 places a statutory duty on maintained schools to secure access for pupils to impartial careers guidance that promotes the best interests of the pupils to whom it is given and includes information on all options available to them, including apprenticeships and other work-based learning. The DfE issued statutory guidance in March 2012 on how this should be implemented to which schools must have regard in carrying out the new duty.

Although it prescribes the basic ground rules that are to apply, the statutory guidance also states that "schools will be free to make arrangements for careers guidance that fit the needs and circumstances of their pupils."

From January 2018, a new legal requirement stated that maintained schools and academies will be legally required to give providers the opportunity to talk to all KS3, KS4 and KS5 pupils about technical education qualifications and apprenticeships. Schools must ensure that all pupils have opportunities to hear directly from providers of post-14, post-16 and post-18 options to inform their choices at important transition points.

Our Lady's Catholic College will continue to work collaboratively with internal and external providers to build a cohesive programme of careers education. The development of CEIAG has been a priority in the school's strategic development plan and in order to ensure that this vital area is given the priority it needs the school follows the Gatsby Benchmarking for good career guidance.



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Our Lady's Catholic College is strongly committed to achieving the Gatsby benchmarks <https://www.careersandenterprise.co.uk/schools-colleges/gatsby-benchmarks>

These benchmarks are:

Benchmark 1: A Stable Careers Programme

Benchmark 2: Learning from Career and Labour Market Information

Benchmark 3: Addressing the Needs of Each Pupil

Benchmark 4: Linking Curriculum Learning to Careers

Benchmark 5: Encounters with Employers and Employees

Benchmark 6: Experiences of Workplaces

Benchmark 7: Encounters with Further and Higher Education

Benchmark 8: Personal Guidance

In order to deliver a robust and sustainable Careers Education Information and Guidance Programme OLCC has committed;

- To have a member of the School Governing Board to take a strategic interest in careers education and guidance and encourages employer engagement.
- To make sure all students get a programme of advice and guidance that is stable, structured and delivered by individuals with the right skills and experience; by 2020 the CEIAG coordinator will be trained to Level 6 to deliver Personal Guidance interviews.
- To fulfil the school's legal duties: the existing duty to secure independent careers guidance and the new duty to provide opportunities to a range of providers of technical education and apprenticeships to access students to inform them about technical education qualifications or apprenticeships;



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- To improve careers provision by working towards meeting all eight of the Gatsby Benchmarks by the end of 2020 using the Compass self-evaluation tool to assess progress;
- To enable the students to develop self-awareness and an honest self-assessment;
- To encourage/develop the skills necessary for students to use a range of research resources in order to make sensible and well-informed decisions;
- To give students an insight into all aspects of the community and work, to encourage them to broaden their horizons;
- To ensure that staff are kept up to date with current careers and guidance information through updates and training;
- To provide destination data annually from the year cohort, to enable students, parents and staff to see which opportunities they have pursued.
- To publish this policy and CEIAG programme of study onto the Schools Website

How the Careers Education Information and Guidance will be structured working towards the 2020 Statutory Guidance:

1. Michelle Wood, School Governor and Juliet Duncan, Assistant Head teacher & Careers Leader, will oversee the CEIAG provision and encourage employer engagement.
2. The day to day coordination of the CEIAG programme will be undertaken by the CEIAG Coordinator, Mrs J Creer.
3. The CEIAG Leader and Coordinator are well supported by the Leadership Team, enabling attendance at relevant courses to keep up-to-date with current issues.
4. A structured CEIAG Programme is delivered to all Years in KS3, KS4 and KS5.
5. The school uses the Gatsby Benchmarks to develop and improve careers provision.
6. The school uses the Compass self-evaluation tool to audit existing provision, consider how to improve and track progress towards meeting the Gatsby Benchmarks.
7. The opportunity for students to go on a taster day at the local Further Education College. Students in Year 11 also have the opportunity to attend taster days at other FE establishments.
8. All Students by the age of 16 will have an opportunity for personal guidance interviews whenever significant study or career choices are being made



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9. An 'Options at 16+' careers event takes place in the Autumn Term for Year 11 where employers, the armed forces, further education colleges and higher education are invited to attend.
10. Further Education, Apprenticeship providers attend the Year 9 Options evening.
11. From the age of 11, pupils will participate in a meaningful encounter with an employer every year.
12. A record is kept of these encounters and will feature in a student's www.startpofile Progress Folder.
- 13.

Further Education

We have developed a wide network of links with our local FE provider and many other FE providers. The vast majority of students recognise the value of continuing their education well beyond 16 and over.

Apprenticeships

Students are kept up-to-date with current Local Labour Market information <https://www.lancashireskillshub.co.uk/about-us/evidence-base> to enable them to make informed decisions

Pupil entitlement

All 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;
- 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.



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Provider Access Statement

Introduction

This statement sets out the school's arrangements for managing the access of providers to students 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.

Management of provider access requests

A provider wishing to request access should contact Julie Creer CEIAG Coordinator

j.creer@olcc.lancs.sch.uk

Telephone: 01524 66689

Premises and facilities

The school will make the school hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will be discussed and agreed in advance of the visit with the careers coordinator.

Review date: 2020/2021

This policy has been written in accordance with and relates to the following legislation:

DfE: Careers strategy: making the most of everyone's skills and talents December 2017

DfE: Career guidance and access for education and training providers January 2018

Good Career guidance- Reaching the Gatsby Benchmarks April 2018

A copy of the policy is available to all interested parties upon request. Additionally this policy is available via the school website.

This policy should be read in conjunction with the school's policies on Child Protection, Safeguarding, SEN and Accessibility