

## Coundon Court CEAG Policy and Strategy 2021/2022

Careers Leader	Miss A. O' Connor SD Personal Development
Coventry and Warwickshire Enterprise Coordinator	Ms E Carty
Local Careers and Enterprise Advisor	Mr D Lennox
Review Date:	July 2022

### **Rationale:**

From September 2012 the Education Act 2011 placed schools under a duty to secure access to independent and impartial careers guidance for their pupils in Years 9 to 11. The Careers Guidance in Schools Regulations 2013 has extended the age range to include pupils in Year 8 and Years 12 and 13 from September 2013.

From January 2018, the statutory guidance published by the Department of Education has suggested using the eight 'Gatsby Benchmarks' to confidently fulfil the requirements of careers education. It is the government's expectation that Coundon Court has met the requirements by September 2020.

We are committed to provide our students with a varied programme of careers education and guidance to equip and enable them to make informed decisions and choices at key transition points. We aim to deliver a successful CEAG programme which will give all of our students (Years 7 to 13) the ability to make informed decisions and raise their aspirations in an ever changing and challenging work and career environment. Our CEAG policy outlines a stable and structured careers programme which has the explicit backing of the Senior Leadership team.

### **Context**

#### **Pupil entitlement<sup>1</sup>**

All pupils in years 8 to 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.

Coundon Court is committed to providing all pupils in Years 7-13 with a careers programme which is embedded into the curriculum and includes a variety of enrichment activities. The programme has been developed in line with the eight Gatsby benchmarks for ensuring best practice and to meet the requirements of the Department for Education's statutory guidance 2018.

#### **The Gatsby Benchmarks**

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of workplaces
7. Encounters with further and higher education
8. Personal guidance

#### **Aims and Objectives:**

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<sup>1</sup> See separate Provider Access Policy Statement on the school website.

This policy aims to detail the procedures and guidelines for the delivery and availability of Careers Education and Information, Advice and Guidance (CEIAG). This complies with the school's legal obligations under Section 42B of the Education Act 1997.

The main aims of the policy are:

- To set out the procedures put into place to ensure that CEIAG is delivered to National Standards and beyond.
- To ensure academic rigour supported by excellent teaching, and developing in every young person the values, skills and behaviours they need to get on in life.
- To develop students' aspirations, self-awareness and participation in CEIAG
- To enable staff to explore the resources available so that they are able to support students with CEIAG throughout the school, in a number of roles
- To ensure children will receive a rich provision of classroom and extra-curricular activities that develop a range of character attributes, which underpin success in education and employment.
- To provide high quality, independent careers guidance to help pupils emerge from school more fully rounded and ready for the world of work.
- To ensure all students will be well-informed when making subject and career decisions.
- To create mechanisms for feedback from staff and students about the delivery and availability of CEG and IAG, so that the procedures and delivery can be continually evaluated and improved.

The CEIAG policy is underpinned by the School's provision for PSHE; Wider Learning, students identified as most at risk of becoming NEET, Looked after Children, students receiving Pupil Premium and students identified as having special educational needs.

## **Provision**

Careers provision is mapped against the Gatsby benchmarks. The current careers programme is delivered through a combination of methods, including explicit lessons provided within the Personal Development programme in Years 7 through to Year 13, which is delivered by the tutor. Careers links and transferable skills are also taught through the enrichment programme. The tutor programme includes regular lessons for students to learn about, and see examples of, LORIC skills (Leadership, Organisation, Resilience, Initiative, and Communication) and encourages students to employ and demonstrate these skills in their own practice.

During National Careers Week/ National Apprenticeship Week, designated subject areas are expected to promote careers in their specialist field. Subject leaders use their discretion to do this as a homework research task, classroom activity or with the aid of a virtual or visiting speaker.

Careers information is available both in the library and in digital format via Unifrog, a platform which provides access to information on apprenticeships, universities, the labour market, career pathways and UCAS applications. Career pathway displays are available all year in Phase 3 common areas and available for parents to see during Subject Information and Options Evenings. Careers literature is available for students and parents on the school's website.

## **Calendar of main activities and events for CEIAG 2020/2021**

### **National Awareness Days**

- **National Apprenticeship Week** – 7<sup>th</sup> to 13<sup>th</sup> February 2022
- **National Careers Week** - 7<sup>th</sup> to 13<sup>th</sup> February 2022
- **National Enterprise Week** – 12<sup>th</sup> – 19<sup>th</sup> February 2022

## **Phase 1 CEIAG Curriculum**

In Phase 1 (Years 7 and 8), students have the opportunity to attend a range of Co-curricular activities to nurture their passion for the subject and to explore it in depth and beyond the curriculum. The wide and exciting Co-curricular carousel offers a range of activities which allows students to develop subject-specific skills, transferable skills and make links between subjects and possible careers. In PD Week, Year 7 investigate their understanding of 'money personality' and Year 8 are first introduced to apprenticeships as a possible path in FE and HE.

	<b>Gatsby Benchmark</b>	<b>Activities include, but are not limited to:</b>
Year 7	GM1 GM4  GM4	<b>PD Week and PD Morning (Term 2a) Financial literacy</b> <b>Co-curricular carousel</b> <ul style="list-style-type: none"> <li>• <i>MiniSTEM</i></li> <li>• <i>Innovate Challenge 2022</i></li> <li>• <i>Jaguar Cars Challenge</i></li> <li>• <i>Robotics Club</i></li> </ul> <b>National Careers Week/ Apprenticeship Week</b> – ‘EBacc’ subjects to set homework and/or have pre-recorded video starter to allow students to hear from someone working in that sector.
Year 8	GM1/ GM7 GM1  GM4	<b>PD Week (Term 2a) Apprenticeships (Pt.1)</b> <b>PD Morning (Term 2a) Careers and Gender Stereotypes</b> <b>Assembly Breaking the Glass Ceiling</b> <b>National Careers Week/ Apprenticeship Week</b> – ‘STEM’ subjects to set homework and/or have pre-recorded video starter to allow students to hear from someone working in that sector.

## Phase 2 CEIAG Curriculum

In Phase 2 (Years 9 and 10), pupils focus on the importance of life in the world of work. During PD Week, students explore the value of having a part-time job, the relevance of Labour Market Information, and the importance of challenging gender stereotypes in the workplace. During tutor time, Year 10 have the opportunity to analyse a range of revision skills as part of a 'Prepare to Perform' programme.

Year 9 is a crucial time and students are given guidance by tutors and teachers and encouraged to attend the Subject Information Evenings with their parents to find out more about the new subjects available to choose for GCSE. Students are linked to a key member of the leadership or pastoral team to discuss their choices before submitting their final choices.

	<b>Gatsby Benchmark</b>	<b>Activities include, but are not limited to:</b>
Year 9	GM1/ GM2 GM1 GM7 GM	<b>PD Week (Term 2a) LMI and employability skills</b> <b>PD Morning (Term 2a) Become an entrepreneur!</b> <b>Assembly (Term 2a) NAW - Apprenticeship (1)</b> <b>House Competition - Enterprise Day Competition</b> <b>KS4 Choices programme</b> – Subject Open Evening <sup>2</sup> , personal guidance <b>Co-curricular - STEM Day</b> <b>National Careers Week/ Apprenticeship Week</b> – ‘Option’ subjects to set homework and/or have pre-recorded video starter to allow students to hear from someone working in that sector.
Year 10	GM1 GM1/ GM7 GM7	<b>PD Week (Term 2a) Financial planning (budgets)/ Work experience</b> <b>PD Morning (Term 2a) My next steps (FE and LMI)</b> <b>Assembly (Term 2a) NAW – Apprenticeship (2)</b> Showcasing Soft Skill Events Post-16 Action Planning

<sup>2</sup> A stand providing information about apprenticeships will be available for parents and students to refer to.

### Phase 3 CEIAG Curriculum

In Phase 3, students have the experienced and knowledgeable Phase 3 team who can guide them with the demands of preparation for the next phase of their journey. Students have the opportunity to research, discuss and then practice interview skills, CV building and application writing. The Coundon Careers Fayre invites a range of employers in once a year to enable students to consider the range of jobs available in the local area and to discuss the skills and results they may need to apply. Assemblies with visiting speakers from local universities, give students the opportunity to learn more about the courses available and the financial planning that is also required.

Until the recent pandemic, Year 12 students were expected to visit a place of work and complete one week's work experience to gain first-hand experience of the world of work. This is expected to be different to any part-time job students may already have.

	Gatsby Benchmark	Activities include, but are not limited to:
Year 11	GM1 GM1 GM1 GM7 GM1/ GM3 GM3/ GM8 GM5 GM7	<b>PD Week (Term 1b) Careers pathways</b> <b>PD Morning (Term 2b) Post-16 applications (preparation)</b> <b>PD Week (Term 2b) Financial planning (budgets)</b> <b>PD Morning (Term 2b) Risky Behaviours: Gambling Awareness</b> <b>Assembly (Term 2b) National Careers Week</b> <b>Tutor programme (weekly) access to Unifrog + 'Preparing to Perform'</b> <b>Phase 3 support</b> CV surgery, mock interviews <b>Coundon Court Careers Fayre</b> Pupils can meet different employers <b>KS5 Choices programme - Post-16 Subject Open Evening</b>
Year 12	GM1 GM1	<b>PD Week (Term 3) Careers pathways</b> <b>PD Morning (Term 3) My Next Steps applications (UCAS and apprenticeships)</b> Financial Literacy Showcasing Soft Skills and Higher Education Visits Work Experience <sup>3</sup> Exploring Post-18 Options and UCAS Higher Education Visit
Year 13		<b>Visiting Speakers (local providers for HE)</b> <ul style="list-style-type: none"> <li>• Coventry university</li> <li>• Warwick University</li> </ul> <b>Coundon Court Careers Fayre</b> Pupils can meet different employers Phase 3 support - Supporting Post-18 applications, personal guidance, mock interviews Students applying to university are encouraged to visit a minimum of two Open Days
Phase 3	GM7	Career Pathways, including University and Apprenticeship displays are in the Year 11 and Post-16 canteens for any students to access.

### Roles and responsibilities

All staff contribute to the implementation of this policy through their role as tutors and as subject specialists. Subject specialists embed careers into their subject area. A range of connections between Higher Education providers and employers are utilised to support the curriculum through Phase 1, 2 and 3.

### CEIAG Team

- Kay Harrison                      Head of Year 11
- Daren Ferris                      Year 12
- Dean Aldridge                    Head of Sixth Form
- Gail Hind                          Phase 3 Learning Mentor & Sixth Form Administrator
- Cathy Pallister                    Student Professional Development Mentor
- David Seedhouse                Destinations for Phase 3
- Amy O' Connor                 Director of Personal Development
- Claire Green                      Senior Assistant Headteacher (QA of Personal Development)

<sup>3</sup> Work experience has temporarily ceased as the Covid-19 global pandemic continues to be an unknown.

### **Premises and facilities**

The school will make the main 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 equipment to support provider presentations. 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 section of the school library and with the Sixth Form team, which is managed by the school librarian and Phase 3 team. These areas are available to all students at lunch and break times.

### **Monitoring, Recording and Evaluation of impact**

To ensure a high quality and effective CEAIG program, stakeholder feedback and evaluations are taken annually and recorded through Compass+ before the CEAIG policy is reviewed.

### **Approval and review**

Approved: November 2021

Next review: July 2022

Signed: Co Headteachers