

Sir Roger Manwood's School



Careers Education Information, Advice and Guidance Policy

Date of Approval: September 2021

Next Review: September 2024

Rationale for Careers Education Information Advice and Guidance (CEIAG)

Careers Education, Information Advice and Guidance makes a major contribution to preparing young people for the opportunities, responsibilities and experiences of life, in order to help them make a successful transition to adulthood by:

- Preparing students for the opportunities, responsibilities and experiences of life.
- Supporting young people to achieve their full potential, by making appropriate progression.
- Empowering young people to plan and manage their own futures.
- Providing comprehensive information on all options.
- Raising aspirations.
- Promoting equality, diversity, social mobility and challenging stereotypes.
- Enabling young people to access and sustain employability and achieve personal and economic wellbeing throughout their lives.
- Enabling young people to make well informed choices and decisions for their future.

Increasing student's awareness of the diverse range of opportunities available to them.

Purpose

Sir Roger Manwood's School is committed to career learning and development and it intends to fulfil its statutory obligations. CEIAG provision supports Sir Roger Manwood's School's overall vision and is linked to the School Improvement Plan. Governors and senior leaders have a key role in developing and approving the policy and this process ensures a high profile and a secure place for CEIAG within the school curriculum. This policy is linked to other policies including Equalities and Health & Safety.

Careers Lead

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Commitment

Sir Roger Manwood's School is committed to providing all its students with a planned programme of careers education activities throughout their school career, with opportunities at key transition points to access impartial information and expert advice and guidance.

It is also committed to maximise the benefits for students by using a whole school approach involving parents, carers, external Information and Guidance (IAG) providers, employers and other local agencies.

Opportunity

Sir Roger Manwood's School students regularly receive information about different career opportunities and how to apply for them. Students have the opportunity to find out about different areas of work through visiting speakers, lessons, a structured work experience programme and the opportunity to visit different work places. In addition, the use of an online CEIAG platform has become customary within Tutor Group lessons across all year groups.

Respect

Sir Roger Manwood's School respects all students' rights to choose the progression pathway they wish to follow and is committed to ensuring that students have necessary independent and impartial information advice and guidance to allow them to reflect and make good decisions.

Excellence

Sir Roger Manwood's School is committed to providing all students with the ability to make excellent career choices and to aspire to be the best that they can be through the provision of a planned programme of careers education activities that will enable them to achieve their potential.

Staffing

Careers, enterprise and work experience as an area is overseen by the senior Assistant Head Teacher who has strategic responsibility for CEIAG and oversight of the Careers and Enterprise Lead, who in turn liaises with the School's independent Careers Adviser.

Curriculum Provision

There is a planned programme of learning experiences with learning outcomes for Year 7 to Year 13 which enable young people to:

- Develop themselves through career and work-related education
- Learn about careers and the world of work
- Develop career management and employability skills

Sir Roger Manwood's School, alongside the governing body must ensure that the independent careers guidance provided:

- is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option;
- includes information on the range of education or training options, including apprenticeships and technical education routes;
- is guidance that the person giving it considers will promote the best interests of the students to whom it is given.

Provider Access Statement

Sir Roger Manwood's is committed to providing students with impartial transition advice, therefore the following guidelines have been put in place for all external educational providers.

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 and the statutory guidance set out in the DfE document "Careers guidance and access for education and training providers" (January 2018).

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

- 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
- understand how to make applications for the full range of academic and technical courses

Any educational provider wishing to access Sir Roger Manwood's School must email the School with specific details of their request. Any request received will be considered by the Careers and Enterprise Lead in conjunction with the Headteacher. The School's aim is to provide students with appropriate information about all potential pathways into other education, training or employment and will consider all requests for access.

The School reserves the right to refuse requests from any provider who does not have an accredited, appropriate, age related course or in circumstances where the provider fails to agree to comply with the School's safeguarding arrangements and any conditions stipulated by the School. A request may also be refused if the School does not have capacity to host the event during the period indicated by the provider.

The provider must also comply with any safeguarding regulations as stipulated by the school.

Premises and facilities

The school will make suitable facilities 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 all be discussed and agreed in advance of the visit with the Careers and Enterprise Lead or a member of their team. Each event will have a named member of careers staff to support.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is available to students.

Personal Provision

Elements of the above will require access to individual information advice and guidance through:

- internal staff, external visitors and mentors including alumni.
- external sources using email, telephone, and websites, the National Careers Service and specialist face to face careers guidance.

We will secure additional access to face to face external specialist careers guidance as stated in the Education Act 2011 for our vulnerable students as defined by Sir Roger Manwood's School's Governing Body.

Resources

Sir Roger Manwood's School will provide resources for the successful implementation of this policy through securing:

- an annual budget for the delivery of the careers programme.
- adequate staffing.
- student and staff access to information (both in electronic and hard copy forms).
- a designated space for Careers- the careers office and a section in the main library and the sixth form study centre.

Partnerships

The policy recognises the range of partners that support the CEIAG offer within our school. These include:

- formal arrangements with our external provider of careers guidance and others
- liaison with post 16 providers and higher education institutions
- employers and training providers
- parents and carers
- others specific to our school.

Measures of success

In accordance with government guidance, we work towards implementing the 8 non statutory Gatsby benchmarks for CEIAG, namely:

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.

Success of the SRMS CEIAG programme can be measured by the Year 11 and Year 13 destination figures published by the Department for Education in the school Performance Tables.

Student satisfaction with course choices can be measured by the number of students wishing to change courses in Years 10, 11, 12 and 13.

Monitoring

The Senior Assistant Head Teacher and the Careers and Enterprise Lead will review and evaluate the provision with all stakeholders including young people and the external IAG service, taking into account the school's destination measures.

APPENDIX A

The list below, which is not exhaustive, details some of the many ways in which students at Sir Roger Manwood's School are developed as young people who are well equipped for the world of employment.

Year Group	Activity *
Y7	<p>Computer Science lessons: How to deliver an effective presentation Visit by a practising author French trip to Lille Market Introduction to Unifrog Unifrog PSHE lessons Unifrog 'Frog Form Time' with Form Tutor SRMS Careers Booklet-updated annually</p>
Y8	<p>D&T visit to Monkton Nature Reserve Science visit to Big Bang at Discovery Park French trip to Boulogne Combined Cadet Force Unifrog Unifrog PSHE lessons Unifrog 'Frog Form Time' with Form Tutor SRMS Careers Booklet-updated annually</p>
Y9	<p>Introduction to the School's career resources by the independent Careers Adviser Individual meetings with the independent Careers Adviser (on request) German exchange to our partner school History trip to World War 1 Somme battlefields Bronze Duke of Edinburgh Award GCSE options evening Attendance of Independent Careers Adviser to Y9 Parents' Evening Combined Cadet Force Unifrog Unifrog PSHE lessons Unifrog 'Frog Form Time' with Form Tutor SRMS Careers Booklet-updated annually Business Enterprise Week</p>
Y10	<p>Geography trip to Naples Geography field trip to Sandwich Bay Spanish exchange to our partner school Silver Duke of Edinburgh Award Combined Cadet Force Unifrog Unifrog PSHE lessons Unifrog 'Frog Form Time' with Form Tutor SRMS Careers Booklet-updated annually Business Enterprise Week</p>
Y11	<p>Individual meetings with the independent Careers Adviser for all students Attendance of independent Careers Adviser to Y11 Parents' Evening Individual meetings post mocks with a member of SLT</p>

	<p>Presentation from the National Citizen Service A Level options evening Geography trip to Stratford Work experience Gold Duke of Edinburgh Award SRMS Careers Booklet-updated annually Combined Cadet Force Trip to local careers/job fairs in local area e.g. Dover, Margate Medical Conference Unifrog Unifrog PSHE/Tutor Group lessons Unifrog 'Frog Form Time' with Form Tutor Careers Booklet for leavers Presentations on apprenticeships by local providers Arkwright Scholarship programme for D&T students</p>
Y12 Y13	<p>Individual meetings with the independent Careers Adviser (on request) Enrichment lessons: how to write a CV and covering letter, common questions at interview; practice interview, how to write a personal statement, personal finance Geography fieldtrip to the Isle of Arran Gold Duke of Edinburgh Award Teaching at our partner schools in China, the Gambia and India UCAS Application Day Oxbridge information session Mock interviews Clubs and societies e.g. debating, dissection Sports Leaders' Award Young Enterprise competition Combined Cadet Force Extended Project Qualification/Enrichment programme Tutorial lessons Work Experience SRMS Careers Booklet-updated annually Unifrog Unifrog Tutor-group sessions</p>
Careers evenings	<p>2016: special effects and gaming industry 2016: engineering 2017: marketing and advertising 2017: pharmaceutical industry 2018: issues facing women in the workplace 2019: Covid 2020: Covid 2021: Whole school careers fair</p>

**The above is a selection of the activities that we endeavour to run – we cannot guarantee that it will be possible to run them on a yearly basis*