

Fairfield High School for Girls

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



Approved by:	Full Trust Board	Date: January 2022
Last reviewed:	July 2018	
Next review due by:	January 2024	
Person Responsible:	SLT responsible for CEIAG	

Outstanding progress for all

The Principles of CEIAG

Fairfield High School for Girls is committed to providing high quality careers education, information advice and guidance (CEIAG), in order to support the progression of all of our pupils. CEIAG is developed throughout a pupil's time at the school and is always supportive of their aspirations, strengths and skills.

A planned programme of activities supports pupils in making informed decisions, which are suitable and ambitious to them as an individual. All pupils are supported as they choose personalised pathways that enable them to –

- achieve academic success through the study of appropriate 14-16 programmes of study;
- make a sustained transition into further education or training post-16;
- make a sustained transition into higher education or employment post-18;
- manage their future careers and sustain employment;
- achieve personal and economic wellbeing throughout their lives.

Statutory requirements and recommendations

The CEIAG provision at Fairfield High School for Girls is in line with the statutory guidance developed by the Department for Education, which refers to Section 42A and 45A of the Education Act 1997. This states that all schools should provide independent careers guidance from Years 8-13 and that this guidance should:

- be impartial;
- include information on a range of pathways, including university options or apprenticeships;
- be adapted to the needs of the pupil.

In addition, the school is compliant with the careers guidance that the government set out for delivery from January 2018: 'Careers Guidance and Access for Education and Training Providers.' This states that all academies must give education and training providers the opportunity to talk to pupils about approved technical qualifications and apprenticeships. Further information relating to this is set out later in this document (Appendix 1: Access to Providers Statement).

The school is also committed to meeting the Gatsby Benchmarks introduced in January 2018:

- 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

The recommendations from the Ofsted Survey Report of 2011: 'Girls' Career Aspirations' are also used to guide our CEIAG provision. These recommendations include:

- To develop better, and more carefully planned opportunities for young women to meet professionals working in non-stereotypical roles, and to learn more about what such work entails.
- To strengthen the knowledge and understanding of staff about the wide range of progression routes available so that girls and young women can make informed choices.

Management of CEIAG

A member of the Trust Board has oversight of all aspects of CEIAG within school. Meetings will take place termly between this Trustee and the Assistant Headteacher (CEIAG).

The Headteacher assumes ultimate responsibility for all aspects of CEIAG within school.

The Senior Assistant Headteacher has oversight for the programme reporting to the Headteacher.

A CEIAG Lead manages all aspects of CEIAG on a day-to-day basis, and will report to the Senior Assistant Headteacher.

A Careers and Work Related Learning Coordinator has significant input into the planning and provision of CEIAG across the school, and coordinates activities related to this.

The Subject Leader for Life Skills works with other stakeholders to plan and implement a high quality and coherent taught curriculum for CEIAG.

A Careers and Progression Advisor is responsible for most of the one-to-one pupil interviews, which take place in school, for maintaining the Careers Library and for establishing good links with local colleges and universities.

There are regular 'Progression Team Meetings' which allow key colleagues identified above to come together to discuss CEIAG provision.

Independent and Impartial Advice

Currently, Tameside MBC provide an advisor from the company Positive Steps (0.1 FTE) to provide independent, impartial advice to targeted pupils.

School pays to increase the time allocation of this advisor to 0.2 FTE, with the Senior Assistant Headteacher (CEIAG) reviewing the Partnership and Service Agreements on an annual basis.

CEIAG Provision

All pupils have access to the following:

- A planned curriculum of CEIAG related lessons from Year 7 through to Year 10.
- A self-referral Drop-In Advice service, available to all pupils in school at lunchtime, and at Year 8-11 Parents' Evenings.
- A Careers Section of the school library.
- Assemblies on CEIAG related themes – presented, for example, by Senior Leaders, the Work Related Learning Coordinator, trained advisors and external agencies.
- A one-to-one meeting with a trained advisor in Year 9, to discuss progression and option choices.
- Opportunities to discuss post-16 pathways with local colleges at Progression Evening in Year 9. Academic, Vocational and Employment based pathways are all discussed.
- A one-to-one interview with a trained advisor in Year 10.
- One week's work related learning in Year 10.
- A one-to-one diagnostic interview with an independent, impartial advisor from Positive Steps at the start of Year 11.
- Further one-to-one interviews with trained advisors as required throughout Year 11.
- Information about College Open Evenings and application dates – collated by the CEIAG Lead.
- A Convention of Local Colleges in Year 11.
- An opportunity to meet inspiring women from a range of employment sectors in KS3.
- A Mock Interview, conducted by local employers, and representatives of local further education establishments.

Other opportunities to engage with CEIAG, which may not apply to the whole cohort, include:

- Subject specific CEIAG and WRL related activities and off-site visits. All staff contribute to CEIAG through their roles as tutors and subject teachers.
- Visits to workplaces and other educational providers targeted to particular groups of pupils or even individuals.
- Taster lessons for unfamiliar subjects provided by local colleges, for example.
- Attendance at Tameside Careers and Apprenticeships Exhibition.
- Alumni and inspiring women are invited to speak to pupils about their experiences at formal events such as Presentation Evenings.
- A Young Enterprise group of Year 10 pupils is overseen by the Careers and Work Related Learning Coordinator.

Inclusion

Pupils with Special Educational Needs or Disabilities (SEND), or who are looked after children, or who are at risk of becoming NEET, are prioritised for one-to-one appointments with an independent, impartial advisor.

This advisor attends Review Meetings and PEP Meetings as appropriate, and produces a Career Guidance Information report where needed.

Each vulnerable pupil is supported as individually required at each point in their progression through school, and beyond, by a team of colleagues including Senior Leaders, key pastoral staff, the SENCO, CEIAG advisors and external agencies.

Work Related Learning

The aim of work related learning is to provide an opportunity for all pupils to have first-hand experiences of the workplace through work visits, work shadowing and/ or work experience to help their exploration of career opportunities and expand their networks.

The overall organisation of work related learning is undertaken by the Careers and Work Related Learning Coordinator.

In June, during Year 10, all pupils take part in a work related learning week, “Welcome to your Future”. The events throughout the week are varied and meaningful including a combination of Immersive virtual tours or physical “business safaris” of an organisation; meeting staff and understanding their individual careers journeys, employability and transferable skill workshops and pathways at 16.

Monitoring, Review and Evaluation

The CEIAG programme is reviewed annually by the Senior Assistant Headteacher (CEIAG), working with other members of the Progression Team and other stakeholders.

The CEIAG programme is monitored on a termly basis by a Trustee assigned to this task.

Termly written reports are submitted to the Trust Board by the Assistant Headteacher, Careers and Work Related Learning Coordinator and the CEIAG Lead.

Appendix 1: Fairfield High School for Girls: Provider Access Statement

Introduction

This statement sets out the school's arrangements for managing the access of external providers to pupils 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 8-11 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 appropriate transition points;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and taster events;
- to understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

A provider wishing to request access should, in the first instance, contact:

Dr James Beckett
Senior Assistant Headteacher (CEIAG)
Telephone: 0161 370 1488
Email: jbeckett@fairfieldhighschool.co.uk

Opportunities for access

A number of events, delivered as part of the school's careers and progression programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers. Please speak to the Senior Assistant Headteacher (CEIAG) to identify the most suitable opportunity for you. Access to pupils and/or their parents/carers will be granted at the school's discretion, taking into account both the school's legal obligations and the best interests of the pupils.

Access will be granted on the understanding that the information and guidance offered by providers is related to technical courses, apprenticeship opportunities or other aspects of CEIAG as agreed, in advance, by the Assistant Headteacher (CEIAG).

Providers and/or their representatives will be expected to meet the school's safeguarding requirements.

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, 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 Senior Assistant Headteacher (CEIAG) or a member of their team.

Providers are welcome to request that a copy of their prospectus or other relevant course literature be added to Careers section of the school library. This resource is available to all pupils at lunch and break times.