



# CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

## Careers Education Information Advice And Guidance (CEIAG) Employability and Employer Engagement Policy

### Rationale

Careers education, information, advice and guidance plays an important part in preparing students for the opportunities, responsibilities and experience of life. A programme of relevant activities supports them at key decision making points such as GCSE, post 16 and post 18 options. It will equip them to choose pathways that are right for them, to be able to manage their careers and aspire to career wellbeing and happiness. All students are able to achieve their potential only if they understand themselves; their abilities and opportunities open to them.

*“Every child should leave school prepared for life in modern Britain. This means ensuring academic rigour supported by excellent teaching, and developing in every young person the values, skills and behaviours they need to get on in life.”*

### Aims

Cannock Chase High School’s Careers Education, Information, Advice and Guidance (CEIAG) Policy has the following aims:

- To contribute to strategies for raising achievement through raising aspirations, motivation and confidence;
- To challenge stereotypes and promote the equality of opportunity;
- To reduce the number of students not in employment, education or training in line with local authority guidance;
- To reduce the number of students who drop out of courses or switch courses in education or training;
- To develop enterprise and employability skills;
- To contribute to economic prosperity of individuals and communities;
- To focus students on their future aspirations and goals through work with employers;
- To involve parents and careers throughout the delivery of CEIAG;
- To provide students with up to date Labour Market Intelligence (LMI) and key sector growth information.

### Commitment

Cannock Chase High School is committed to providing our students with a robust programme of CEIAG for all students from Year 7 – 13 and recognises our statutory requirements.

CCHS endeavours to follow the National Framework for CEG 11-19 in England (DfES, 2013) and other relevant guidance from DCSF, QCA and Ofsted as it is published.

As a school we strategically align with the Stoke and Staffordshire Local Enterprise Partnership (SSLEP) 10 key priority areas (see employer partnerships section) as well as ensuring a gold standard service to our students against the DFE statutory guidance, the Gatsby Benchmarks (<http://www.gatsby.org.uk/education/programmes/good-career-guidance>) and the SSLEP Education Trust Objectives.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/440795/Careers\\_Guidance\\_Schools\\_Guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/440795/Careers_Guidance_Schools_Guidance.pdf)

The Gatsby Benchmarks are:

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. Experiences of workplaces;
7. Encounters with further and higher education;
8. Personal guidance.

CCHS is looking to embed enterprise, employability and quality careers guidance and inspiration into the schools culture and curriculum with a focus on developing structured and sustainable employer partnerships increasing student exposure to the real world of work as part of their preparation for modern life. We are looking to develop the employability of students with a focus on soft skill development, workplace behaviours and exposure to the world of work to enable a successful integration on leaving education into their first job.

## **Development**

This Policy will be developed and reviewed annually in discussion with students, parents, Governors and advisory staff. We will also ensure any amendments to statutory guidance are reflected in our Policy and objectives.

## **Policy Links**

The Policy supports and is underpinned by other key school policies including those for Teaching and Learning, Recording and Reporting Achievement, Supporting Equality, Health and Safety. It also supports the School Improvement Plan, linking key priorities.

## **Staffing**

The Headteacher and Governors have overall responsibility for CEIAG provision. CCHS also has a member of the Leadership Team with a responsibility for aspirations.

Cannock Chase High School has a dedicated Careers RPA and IAG manager who supports implementation of CEIAG across the school.

All staff contribute to CEIAG through their roles as tutors and subject teachers.

## **Student Entitlement**

Students are entitled to CEIAG that meets professional and ethical standards of practice, which is young person centred, impartial and confidential. The Careers programme is designed to meet the needs of students at CCHS. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. The programme on offer will enable students to understand themselves, their interests, likes, dislikes and what they are good at and how this affects their choices and decision making.

The programme will also ensure students have a rounded careers experience ensuring their learning in school is relevant and linked to future prospects, connecting key areas of the curriculum to the world of work. The programme allows relevant exposure to employers and working life to develop employability and enterprise skills and also impact on decision making. Students will receive knowledge around LMI and sector growth utilising the Local Enterprise Partnership (LEP) identified priorities.

Students are encouraged to:

- Find out about different options open to them at key decision making points;
- What qualifications are needed for their chosen vocation;
- Develop skills they need for working life;
- Develop a clear plan of action for their future;
- Make effective applications for work, training and further and higher education.

Every student will have the opportunity and will understand how to access a one- to-one appointments with the Careers, RPA and IAG Manager through staff request, e-mail and face-to-face.

We will:

- Treat you equally and as an individual;
- Give you the impartial and unbiased careers information, advice and guidance;
- Ensure that you see employers in school through pre-organised events;
- Give you any extra help that you might need.

## **Curriculum**

The career programme covers careers education activities, including assemblies, guest speakers and taster sessions, alongside individual career guidance interviews, group sessions, trips and drop down days. Careers and work related learning tasks are also embedded into some subject areas. PHSE is delivered to all Year groups during tutor times and includes Careers modules.

Themes by Year group

Year 7 – Self Awareness

Year 8 – Linking subjects to job

Year 9 – Career Exploration

Year 10 – Employability Skills

Year 11 – Post 16 options

Sixth Form – Post 18 options and preparing for the world of work

## **Parents and Carers**

Parental involvement is encouraged at all stages.

There is a parent section on the school website which has been developed to help parents to become more involved. The Careers Manager, Mrs Allen, is available to speak to parents via e-mail or phone and is also available at Parents Evenings and Open Evenings.

Parents are welcomed to attend careers appointments where appropriate.

## **Employer Partnerships**

CCHS is currently working with a number of employers, some of which are working towards developing a more systematic and structured approach to ensure the school-employer partnership is powerful and purposeful.

The employers include but are not limited to:

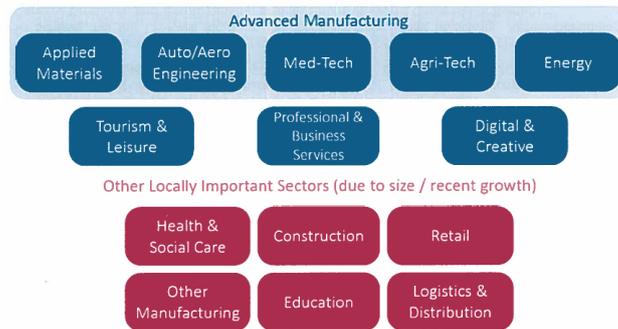
- Perkins Engines (Applied Materials);
- JCB (Automotive/Agricultural Engineering);
- Jaguar Land Rover (Automotive Engineering);
- Rolls Royce(Aero/Auto Engineering);
- Balfour Beatty (Construction);
- Staffordshire County Council and Entrust (education);
- Busy Bees Nursery (Education);
- St Giles Hospice (Health and Social Care);
- Armed Forces (Logistics/Engineering);
- Wagstaff Recruitment (Professional and Business Services).

Moving forward with the local economic growth, CCHS is proud to announce its partnership with Mid-Counties Co-operative. This company employs around 5000 local people and has branches across:

- Energy;
- Leisure and Tourism;
- Professional and Business Services;
- Digital and creative;
- Health and Social care;
- Retail;
- Logistics and Distribution;

Mid-Counties Co-operative will be continuing to support the delivery of CIAG across all Year groups and will also include provision of extracurricular activities through volunteering, awareness of sustainability and fair trade.

These links ensure that students are receiving relevant and up to date information about the local labour market. The growth areas identified are:



## **Monitoring Review and Evaluations**

All details of student one to one interviews, trips and tasters are recorded on SIMs and where appropriate will have individualised action plans. Destinations for students in year 11 and 13 are also recorded and their progress with applications checked and updated.

Careers guidance is monitored and evaluated on a regular basis throughout the year with key staff and students and via appropriate evaluation of activities. A forum of independent careers advisers has been set up so peer observation can take place ensuring Cannock Chase High School’s CEIAG interviews are of the highest standard.

An Audit of CEIAG provision is carried out annually to ensure suitable progress is being made.

A CIAG annual review document is published yearly outlining specific and detailed information about CEIAG work being carried out.

## **Careers, RPA and IAG Manager Development**

The Careers, RPA and IAG Manager remains up to date with the fast changing landscape with regular meetings with the LEP Education Trust Officer, specific employers and also links into other careers networks and the Chamber of Commerce. She attends regular line management meetings and also consults with students on their thoughts of CEIAG in school and will always feedback to relevant staff members or amend delivery to reflect any given Year group. Mrs Allen is now a member of the Southern Staffordshire Skills and Employment Board (part of Greater Birmingham and Solihull LEP) and is Deputy Chair of the Careers Adviser Forum in Staffordshire.

All development points are linked into whole School Improvement Plans.

Policy developed and reviewed by Mrs H Allen

## **Policy Statement on Provider Access**

### Introduction

This Policy 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.

### Student Entitlement

All students in Years 8-13 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.

### Management of Provider Access Requests Procedure

A provider wishing to request access should contact Harriet Allen, Careers RPA and IAG Manager  
Telephone: 01543 502450, E-mail: [h.allen@cannockchase-high.staffs.sch.uk](mailto:h.allen@cannockchase-high.staffs.sch.uk)

### Opportunities for Access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers which can be seen through the CEIAG Annual Review published on the school website. Please speak to the school's Careers Leader to identify the most appropriate opportunity for you.

### Premises and Facilities

The school will make halls, 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 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 for students to access.

### Approval and Review

Approved 13 March 2019 by Governors at the Pupil Related Matters Committee  
Next review: March 2020.

Signed:

Mr C Squire, Chair of Governors  
Mr I Turnbull, Head teacher