



# 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 Provider Access Policy

### Rationale

Careers education, information, advice and guidance plays an important part in preparing students for the opportunities, responsibilities and experiences of life. A programme of relevant activities supports them at key decision-making points such as GCSE, post 16 and post 18 options. It equips 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 develop character 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 carers 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. All students can access their careers adviser at any point of their school journey.

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 work with the Careers and Enterprise company and the 10 key priority areas for our locality (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>) [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.

Cannock Chase High School is embedding enterprise, employability, quality careers guidance and inspiration into the school's 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 character education, soft skill development, workplace behaviours and exposure to the world of work to enable a successful integration into their first job on leaving education.

## **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. Cannock Chase High School also has a Deputy Headteacher (Mrs J Simpson) who line manages the Careers RPA and IAG manager. The Careers, RPA and IAG Manager sits within the wider pastoral team.

Cannock Chase High School has a dedicated Careers RPA and IAG manager who works five days a week and 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 Cannock Chase High School. 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 enables students to understand themselves, their interests, likes, dislikes, what they are good at and how this affects their choices and decision making.

The programme also ensures 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 Labour Market Information (LMI) and sector growth utilising the Careers and Enterprise company data

Students are encouraged to:

- find out about different options open to them at key decision-making points;
- identify 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 each student equally and as an individual;
- give each student the impartial and unbiased careers information, advice and guidance;
- ensure that each student see employers in school through pre-organised events;
- give each student any extra help that they 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. PHSE is overseen by the Lead Teacher of PHSE and Mrs G McAuley (Assistant Headteacher).

Themes by Year group:

Year 7 – Self Awareness

Year 8 – Career Exploration and LMI

Year 9 – Linking subjects to jobs

Year 10 – Employability Skills

Year 11 – Post 16 options, Interview Techniques and Application processes

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 become more informed regarding options and pathways. The Careers Manager, Mrs Allen, is available to speak to parents via email or phone and is also available at Open Evenings.

Parents are welcomed to attend careers appointments where appropriate, whether this is in person or via Microsoft Teams.

## Employer Partnerships

Cannock Chase High School 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.

Cannock Chase High School has a link Enterprise Adviser, Ruth Forster. Ruth Forster is the CEO of Wagstaff Recruitment based in Lichfield. Together with her business expertise and contacts, Ruth and Mrs Allen work together to ensure a broad range of employers work with the school. This is supported further by The Careers and Enterprise company who has assigned the School an Enterprise Co-ordinator.

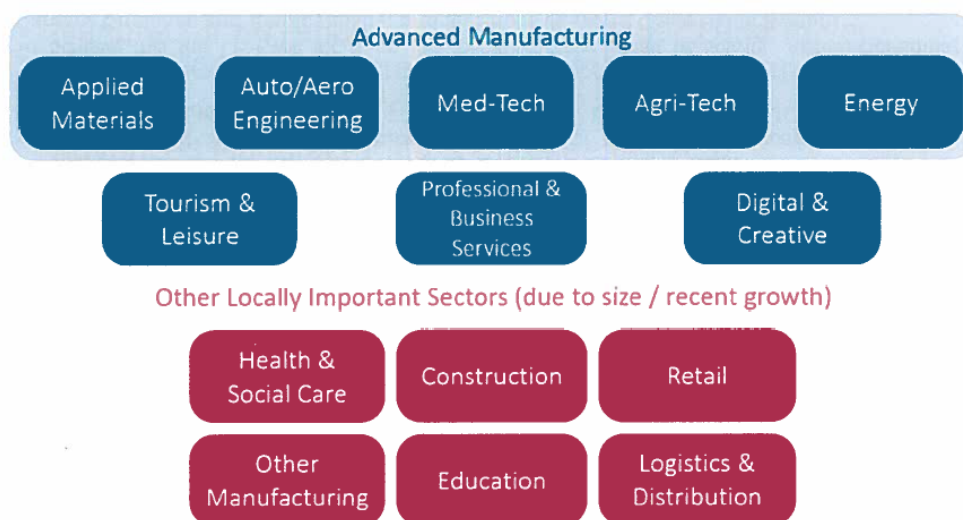
Moving forward with the local economic growth, Cannock Chase High School is proud of its partnership with Mid-Counties Co-operative. This company employs around 5,000 local people and has branches across:

- 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 CEIAG 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:



Cannock Chase High School works with companies on an individual level to ensure any offer meets the needs of both the school and businesses.

## Monitoring Review and Evaluation

All details of student one to one interviews, trips and tasters are recorded on Provision Map and Unifrog and, where appropriate, students 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 career advisers has been set up so peer observation can take place ensuring Cannock Chase High School's CEIAG interviews are of the highest standard.

As a member of the Careers and Enterprise Company's Hub School initiative, termly audits take place, ensuring the school is delivering a robust CEIAG programme. This is conducted alongside a representative from the Careers and Enterprise company and the Schools Enterprise Adviser.

In 2020, Cannock Chase High School was awarded the Quality in Careers Standard Award. This followed vigorous assessment by external CEIAG professionals.

## 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 careers and enterprise company, 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

A separate policy statement is available for any external organisation who may wish to work with students at Cannock Chase High School.

## Approval and Review

Signed:

Mrs N Westwood, Chair of Governors  
Mr I Turnbull, Headteacher

<b>Implementation date:</b>	January 2023
<b>Last review date:</b>	
<b>Next Review date:</b>	January 2024
<b>Statutory Policy:</b>	Yes