

The Abbey School Policy for Careers Information, Advice and Guidance (CIAG)

Ratified by Governors: November 2020

Subject Co-ordinator: KS4 Leader

Date of next review: December 2023

1 Introduction - Rationale for CIAG

A person's career is the pathway through learning and work in the progress through life. All young people benefit from a planned programme of activities to help them make choices that are right for them. The belief is that Careers Education and Guidance can enhance the motivation of pupils to learn and achieve. It can encourage them to pursue relevant and realistic goals for education, training and work. Schools have a statutory duty to provide careers education for years 7-11 (1997 Education Act, 2003 Education Regulations) and to give students access to careers information and guidance and this includes all Gatsby Benchmarks are met.

The CIAG programme provided by the school contributes to the learning outcomes set out in the National Framework. Students will gain an understanding of:

- The links between living, learning and earning
- How the working world functions and how it changes.
- What can affect a person's career
- What students can do to have the greatest chance of success
- How and where to get information
- How to make decisions and how to deal with the consequences

The CIAG programme will ensure students are able to:

- develop self-awareness in relation to strengths, limitations, skills, values and areas for development
- explore the range of careers available
- have an understanding of the qualifications offered by a range of institutions and how they contribute to a career pathway
- recognise and apply a number of key skills required in any work place, and continue to develop these skills through courses being followed at school
- be encouraged to take ownership of their learning, skills and career pathway
- have opportunities to learn about the world of work and career opportunities in a wide range of curriculum areas

2 Commitment

The Abbey School is committed to providing a planned programme of CIAG for all students and Information, Advice and Guidance (IAG) in partnership with the Surrey Post 16 Advisor.

3 Development

This Policy will be monitored annually to ensure it complies with new developments and reviewed every three years.

4 Objectives - Students' Needs and Entitlement

The careers programme is designed to meet the needs of students at The Abbey School. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

Students are entitled to CEG which meets professional standards of practice and which is impartial and confidential. It will be integrated into their experience of the whole curriculum, based on a partnership with students and their parents or carers. The programme will promote equality of opportunity, diversity and inclusion.

5 Implementation - Curriculum Provision

School (Curriculum)	School/CIAG Lead	Parents/Carers
Careers Lessons for Year 7 delivered through the PHSE programme	One week block work experience placement in year 10/Life skills programme	To be responsible for finding work experience placements.
Careers Lessons for year 8/9 delivered through PHSE and tutor time.	Support during work experience placements for some year 11 students	To take an active role in careers guidance.
Work skills lessons in year 10/11	Opportunities for discussion the Surrey Post 16 Advisor	To be kept informed of careers events and opportunities and staff communicate with parents around Post 16 choices, applications and the progress of these.
	A wide range of careers advice and learning resources to support careers advice	To be aware of career resources/education and training opportunities
	A work related learning programme	To visit as many specialist schools and sixth form as possible
	Work with outside businesses and agencies to ensure that students are aware of the wide range of opportunities.	To encourage your child to think carefully, about their skills, interests and hobbies.
	Life After The Abbey evening once a year to provide parents and students the opportunity to meet with a range of colleges/apprenticeships and a range of careers	
	Every student should have opportunities for guidance interview with a career adviser	

6 Management

The CIAG Co-ordinator plans the careers programme. This area is supported by a link governor. Work experience is planned and implemented by the CIAG Co-ordinator, who is supported by The Prospect Trust who provide Health and Safety risk assessments.

8 Staff Development

Staff training needs are identified in conjunction with the CPD co-ordinator.

9 Monitoring, Review and Evaluation

The programme is reviewed annually by the CIAG co-ordinator using the standards for CEG to identify areas for improvement. The school policy for CIAG will be monitored at various levels and at different times on an annual basis and reviewed every three years. The key priorities from this will be incorporated into the School Development Plan where appropriate.

10 Links with other policies

This policy is underpinned by the school's policies including those for Learning & Teaching; Assessment, Recording and Reporting; PSHSE (Personal Social, Health & Spiritual Education); Work Experience; Equalities; Health and Safety; and Special Educational Needs.