



**KEN STIMPSON
COMMUNITY
SCHOOL**

**CAREERS EDUCATION
INFORMATION ADVICE AND
GUIDANCE**

POLICY

Reviewed: January 2016

1. Vision

- 1.1. We, the staff and governors, aspire to ensure that all our students, irrespective of ability or background, achieve their potential in full. Our goal is to ensure, wherever possible that all students leave the school age in education, employment or training.

2. Statutory Guidance

- 2.1. A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make 14-19 choices that are right for them and to be able to manage their career throughout their working life. The Education Act 2011 inserts a duty, section 42A and 45A, into Part VII of the Education Act 1997, requiring schools to secure access to independent careers guidance for students in Years 9-11. Guidance must be presented in an impartial manner and promote the best interests of the students to whom it is given. Guidance should also include information on options available in respect of 16-18 education or training, including apprenticeships.
- 2.2. The school is committed to providing a planned programme of careers education for all students in Years 7-13, within a clear framework linked to outcomes for pupils (The ACEG Framework for Careers and Work Related Education: A Practical Guide, 2012) and information, advice and guidance (IAG) in partnership with the Capita Careers Service.
- 2.3. The school will follow guidance from the DfE, QCA and OFSTED, including statutory guidance on the Participation of Young People in Education Employment or Training.
- 2.4. The school aims to inspire every student through more exposure to local and business professionals who can help make balanced informed decisions regarding their future aspirations.
- 2.5. We will work with local authorities to support more vulnerable young people including those with special educational needs, and those who are disengaged or at risk of disengaging.

3. Objectives

3.1. The careers programme is designed to meet the needs of students at Ken Stimpson Community School. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. – **Please refer to appendix 1 for the holistic provision and CEIAG coverage**

3.2. Students are entitled to careers education and guidance that meets professional standards of practice and is person-centred, impartial and confidential. The programme will promote equality of opportunity and inclusion.

It will:

3.3. Develop a sense of self awareness and a knowledge of their skills, abilities and potential;

3.4. Develop a knowledge of the world of work and the opportunities for continuing education, training and employment;

3.5. Inform decisions about their continuing education, training and employment choices and be able to implement those decisions;

3.6. Develop a structured approach to vocational decision making using individual career action plans;

3.7. Help acquire and recognise transferable skills which will allow students to be effective in a variety of situations in adult and working life and overcome the overt and subtle barriers which they may encounter as they progress through school into working life.

3.8. The above may take many different forms, including information evenings, outside speakers in PSHE lessons, careers fairs, meetings with mentors, transition meetings for vulnerable and SEND/EAL pupils and advice given on work experience programmes as well as face-to-face interviews with an independent adviser.

4. Implementation

4.1. The programme to ensure all students are entitled to careers education and guidance that is impartial and confidential and promote equality of access involves a number of staff who both contribute and coordinate the CEIAG provision in Years 7-13. The members of staff involved are as follows:

4.1.1. The Vice Principal with overall oversight and responsibility for CEIAG

4.1.2. The SENCO and linked support staff

4.1.3. The International Business And Enterprise Coordinator

4.1.4. The Careers Coordinator in conjunction with the Head of PSHE and the member of the Leadership Team responsible for PSHE.

4.1.5. Learning Mentors

4.1.6. AFA and Pupil Premium Administrator and Coordinator in conjunction with the Assistant Principal with responsibility for Pupil Premium.

4.2. All staff contribute to careers education and guidance through their roles as tutors and subject teachers. The careers programme is planned, monitored and evaluated by the Careers and Progression Team in consultation with the Connexions Personal Advisor who provides specialist careers guidance.

- 4.3. Careers information is available in the Connexions Library, alongside a range of online resources used as an integral part of the PSHE programme of learning at Key Stage 3 and as part of collapsed events at Key Stage 4 +5. Administrative support is provided.
- 4.4. The careers programme includes careers education sessions, careers guidance activities (group work and individual interviews), information and research activities (using a wide range of stakeholders and also computer programmes), work-related learning (World of Work Day, targeted work experience in Key stage 4 and at Key stage 5), opportunities to meet and work with employers (Meet the Professionals on a half-termly basis), Business Mentors as well as education training providers and individual learning planning/portfolio activities.
- 4.5. Other focussed events e.g. Higher Education Fair are provided on an annual basis alongside attendance to local and national skills shows and open engagement with local college providers at Key Stage 4 and Post16 Opportunities Evenings and taster days.

5. Partnerships and resources

- 5.1. An annual Partnership Agreement is negotiated between the school, Capita Connexions Services and Peterborough Skills Vision identifying the contributions to the programme that each will make. The school also works closely with The Career Ready organisation to provide students in Post16 with Business Mentors, internships and a wide range of work related skills.
- 5.2. Funding for CEIAG is provided through the school's capitation.

6. Monitoring, Review and Evaluation of CEIAG provision

- 6.1. The Partnership Agreement with Capita Careers Service is reviewed termly. The programme is reviewed annually by the Careers and Progression Coordinator and the Personal Advisor, using the local quality standards for CEG to identify desirable improvements, and a report is submitted to the Leadership Team and Governors. Young people, staff, local employers and parents/carers will be actively encouraged to be involved in all aspects of the monitoring, evaluation and review of IAG provision.
- 6.2. Delivery of the careers programme is monitored as part of the role of all staff and quality assured through student voice and the schools' lesson monitoring process. The CEG programme is reviewed annually by the CEIAG Coordinator and the Personal Advisor.
- 6.3. As a school we are committed to work with local and national partners to ensure we meet the highest standards of CEIAG provision. We currently ensure we have high quality CEIAG provision at all of our transition events (Key Stage 4 Pathways and Post16) with an open door policy to invite local colleges and training providers.

- 6.4. We have pledged to complete the two year Essex LA ROQA (Record of Quality Achievement) programme with our local and neighbouring authority to ensure monitoring review and development of CEIAG meets a national quality standard mark.
- 6.5. The school will measure the effectiveness of our careers and inspiration activity by considering both the attainment and the destinations of our students. Success will be reflected in higher numbers progressing to apprenticeships, universities – including selective universities, traineeships, and other positive destinations such as employment or a further education college.
- 6.6. We aim to help to close the gap in destinations between young people from disadvantaged backgrounds and others.
- 6.7. As a school we will also use the Destination Measures data, published by the Department for Education, to assess how successfully our students make the next stage of education or training, or move into employment.
- 6.8. We will evaluate activities and plan to record CEIAG activities so that students can appreciate a development of CEIAG opportunities and readiness for the next stage of education, training, or employment. The school is currently evaluating the optimum system to achieve this objective.

Appendix 1 – KSCS CEIAG Provision Mapping January 2016

YEAR GROUP(number of students)		CEIAG ACTIVITY DESCRIPTION	DELIVERED BY	WHEN	FOCUS	Skill	Introduction	Intermediate	Advanced	Curriculum linkages
Yr 7	205	RAF PDT Day	RAF Personnel/AAE	September 2016	Personal Development training for all Yr 7 students focussing on team building, risk taking, problem solving, communication.	TW	x			Maths, science
						TS	x			
						I	x			
						PS	x			
						RT	x			
						C	x			
Yr 7	150	Bushcraft Residential, various outdoor activities delivered over a week's residential.	"Bushcraft"	September 2016	To bond new Yr 7 students at the beginning of the year. Focussing on team building, risk taking, problem solving and communication	TW	X			PE, Humanities, Maths and Science.
						TS	X			
						I	X			
						PS	X			
						RT	X			
						C	X			
Yr 7/8	50	Woodgreen workshop	Woodgreen	Summer 2016	A chance for students to engage with career skills needed at Woodgreen such as animal care and welfare responsibilities.	TW				PSHE, Employability, Humanities
						TS				
						I				
						PS				
						RT				
						C				
Yr 8	80	"Ducks" Enterprise Game	Peterborough Skills Service/AAE	Autumn Term	Delivered to a class at a time playing the game focussing on careers and matching skills to jobs.	TW				Employability, Business Studies, Maths and English.
						TS				
						I				
						PS				
						RT				
						C				
Yr 8	160	STEM workshop	BAE Systems and The RAF	November 2016	Whole of Year 8 attend a workshop based on STEM related careers, roadshow takes place in form of a science based show/performance.	TW				Science Engineering DT Maths Enterprise and Employability
						TS	X			
						I		X		
						PS	X			
						RT	X			
						C	X			

Yr 9		Launch Pad	ABT	From Summer 2016	Individual Learning Plan process during last term focussing on option choices, individual learning planning and career exploration	TW				PSHE, Employability, IT
						TS	X			
						I				
						PS	X			
						RT	X			
						C	X			
Yr 9	80	“ Meet the Professionals” x 6	The Skills Service	One each half term	Members of the business community talk to small groups of students about their career choices, pathways and skills development exposing students to all options available.	TW	X			PSHE, Enterprise and Employability, Business Studies
						TS	X			
						I				
						PS				
						RT	X			
						C		X		
Yr 9		ILP Interviews	Progression Mentor/LGG	Ongoing during the academic year.	One to one interviews focussing on personal development plans and GCSE options.	TW				PSHE, Employability, IT
						TS	X			
						I				
						PS	X			
						RT	X			
						C	X			
Yr 9		“World of Work Day”	ABT/The Skills Service	July 2016	Focussing on shadowing parents/friends in their workplace. Students not taking part will be invited to have a workplace visit organised through The Skills Service.	TW	X			Dependant on job shadowed, all curriculum areas will be covered.
						TS	X			
						I		X		
						PS	X			
						RT	X			
						C		X		
Yr 9	80	Build a Business Workshop	The Skills Service/British Sugar	November during GEW	Students work together in teams to improve a given object, they create and present their business plan to a panel of professionals, reward is a work place visit to British Sugar	TW		X		Maths, DT, Science Business Studies, Humanities
						TS	X			
						I	X			
						PS		X		
						RT	X			
						C		X		

Yr 9	80	CEIAG workshop	Future First and Business Reps from British Sugar, The Co-operative Group, Silver Spoon and Bakkavor	November 2016	Students take part in interactive sessions regarding "Making Informed Decisions" and "What My Skills and Strengths Are"	TW	X			All curriculum areas
						TS	X			
						I		X		
						PS	X			
						RT				
C	X									
Yr 9	80	ECITB Challenge	The Smallpiece Foundation deliver a STEM based challenge winning team then take part in regional finals.	November 2016	Students work in teams to provide a solution in transporting oil across the ocean, around an island.	TW		X		Science DT Maths Business Studies
						TS		X		
						I		X		
						PS		X		
						RT		X		
C		X								
Yr 9		ILP Mentoring	LGG	Throughout the academic year.	Suggested that LGG will train another mentor to share ILP process. Target to see all Yr 9 students before option choices are made	TW				PSHE, Employability, IT
						TS		X		
						I				
						PS				
						RT	X			
C	X									
Yr 10		Careers Lessons x 6	ABT	September to include Kudos from Summer 2016	Focussing on challenging stereotypes, GCSE options, work skills, career exploration.	TW				PSHE, Employability, IT
						TS	X			
						I				
						PS	X			
						RT				
C	X									
Yr 10/11 /Post-16		Step 1 " Group Desert Island Activity" Step 2"Workskills Breakfast" Step 3 " One to one interviews with a business partner"	RPN/AAE/Skills Service	Step 1 Autumn Term Step 2 Spring Term Step 3 Summer Term	The aim of this activity is to raise awareness of what is a good CV and the personal/life skills required not just during interviews but in whatever they choose to do after their education. By providing the opportunity to interact with different	TW				ICT, English Maths
						TS		X		
						I		X		

		Drop in Clinic Yr 10,11,Post 16			professionals it is hoped that this will raise aspirations and motivate pupils to work harder so as to achieve the steps necessary for later success, whilst increasing their own self-esteem and self-belief.	PS		X		
						RT		X		
						C		X		
Yr 10	40	National Skills Show	National Skills Service at the NEC Birmingham	November 2016	Students attend the exhibition at the NEC to raise their aspirations and expose them to various different apprenticeships and higher education opportunity available at a National level.	TW	X			Maths, Science, Design Technology, IT, English, Media, Business Studies, Employability
						TS		X		
						I		X		
						PS				
						RT		X		
						C		X		
Yr 10	40	Peterborough Careers Fair	Peterborough Skills Service	July	Students attend a local Careers Fair to raise their aspirations and expose them to apprenticeships/training opportunity at a local level.	TW		X		Maths, Science, Design Technology, IT, English, Media, Business Studies, Employability
						TS		X		
						I		X		
						PS				
						RT		X		
						C		X		
Yr 10		Planning Ahead Form	ABT	July	Students focus on their plans for the future.	TW				PSHE, Employability
						TS		X		
						I				
						PS		X		
						RT		X		
						C	X			

Yr 10		Planning our future	ABT	Collapsed morning/Autumn Term	Still to be discussed with Head of PSHE but will include introduction to PRC and Careers Adviser, completion of Planning Ahead form.	TW	X			PSHE, Employability
						TS		X		
						I				
						PS		X		
						RT		X		
						C		X		
Yr 10		1:1 IAG meetings	ABT	Wednesdays	Appointments for students identified as potential NEETS in Yr 11.	TW				PSHE, Employability and IT
						TS		X		
						I				
						PS	X			
						RT		X		
						C		X		
Yr 10		Apprenticeship Fair	Milton Keynes	Spring Term	Students attend an Apprenticeship Fair gaining knowledge of how and where apprenticeships are offered.	TW				Maths, Science, Design Technology, IT, English, Media, Business Studies, Employability
						TS		X		
						I		X		
						PS				
						RT				
						C		X		
Yr 11		Individual Interviews	LGG/LT	During the academic year.	Each student has an interview to discuss their future plans.	TW				PSHE, Employability and IT
						TS			X	
						I	X			
						PS		X		
						RT				
						C		X		
Yrs 11/12/13	150	Academic Mentoring		During the academic year	CV drop in assessments. Help with apprenticeship applications and UCAs progress. Support from the Skills Service Peterborough.	TW				IT, PSHE, Employability and English
						TS			X	
						I				
						PS		X		
						RT				
						C		X		
Yr 11	150	Post 16 Opportunities Evening	ABT	November	Information evening to discuss options available to include a Parent Information Event.	TW				English, Employability and Business Studies
						TS			X	
						I				
						PS				
						RT				
						C		X		

Yr 11	150	UCAS Progress	ABT	During the academic year	Guide and support students through UCAs progress and show them how to apply.	TW				IT, PSHE, Employability and English
						TS			X	
						I		X		
						PS		X		
						RT				
						C		X		
Yr 11		Individual IAG interviews	ABT/Independent Careers Adviser		Focussing on all Post 16 Options in and out of Ken Stimpson.	TW				PSHE, Employability and IT
						TS			X	
						I				
						PS		X		
						RT		X		
						C		X		
Post 16	10	National Skills Show	National Skills Service at the NEC Birmingham/AAE	November	Students attend the exhibition at the NEC to raise their aspirations and expose them to various different apprenticeships and higher education opportunity available at a National level.	TW		X		Maths, Science, Design Technology, IT, English, Media, Business Studies, Employability.
						TS				
						I			X	
						PS				
						RT		X		
						C		X		
Post 16	10	Peterborough Careers Fair	Peterborough Skills Service/AAE	July	Students focus on their plans for the future.	TW				Employability, English, PSHE, Media
						TS			X	
						I		X		
						PS				
						RT				
						C			X	

Yr 12	84	"Workskills Breakfast"	RPN/AAE/Skills Service	Autumn Term	The aim of this activity is to raise awareness of what is a good CV and the personal/life skills required not just during interviews but in whatever they choose to do after their education. By providing the opportunity to interact with different professionals it is hoped that this will raise aspirations and motivate students to work harder so as to achieve the steps necessary for later success, whilst increasing their own self-esteem and self-belief.	TW			X	Maths, Science, Design Technology, IT, English, Media, Business Studies, Employability.
						TS				
						I			X	
						PS				
						RT				
						C			X	
		Interviews with Connexions Staff	Connexions/LJS	During the academic year	Individual appointments with Careers Advisor from Connexions.	TW				PSHE, Employability and IT
						TS			X	
						I				
						PS			X	
						RT				
						C			X	

Yr12		Career Ready Programme Level 3	Career Ready/AAE	2 year programme	A programme based around employability skills and exploring career/higher education/skills where students are paired with a business mentor, they receive a four week sponsored internship and attend and organise employer network events. A "Capital Experience" where students visit a London based company.	TW			X	Business, English Maths
						TS			X	
						I			X	
						PS			X	
						RT				
						C			X	
Yr12		Career Ready Programme Level 2	AAE	1 or 2 Year programme	Students explore career/higher education options and take part in a number of work place visits.	TW				Business Studies, English, Media, IT and Employability.
						TS			X	
						I			X	
						PS				
						RT			X	
						C			X	
Yr 13		UCAS /Finance	NKC	During the academic year	Students explore UCAS and see the options available. Learn valuable finance guidance and support for their future e.g. loans, mortgages, cred and debit cards.	TW				IT, PSHE, Employability and English.
						TS			X	
						I				
						PS			X	
						RT			X	
						C			X	
Post-18		Non-UCAs group	NKC/ABT	During the academic year	Students view apprenticeships on Unifrog and see the alternate choices and options available to them.	TW				IT, Media, PSHE, Employability and English.
						TS			X	
						I			X	
						PS				
						RT			X	
						C			X	

Key CEIAG/Employability skills: Team Work (TW), Problem Solving (PS), Communication (C), Innovation (I), Target Setting (TS), Risk Taking (RT).