

## **CAREER EDUCATION, INFORMATION, ADVICE AND GUIDANCE POLICY**

### **1. Introduction**

- 1.1 The Two Counties Trust works in collaboration with different schools in the Nottinghamshire and Derbyshire area to provide a comprehensive Careers Service to years 7-13.

### **2. Aim**

- 2.1 Our aim is to provide an outstanding service to help prepare students in the local community for the next transition into Higher Education, Apprenticeship, Further Education or Employment.

### **3. Vision**

- 3.1 Our ultimate goal is to provide students with transferable skills and a good understanding of Employability. By 2020 we aim to ensure all students are prepared for the world of work, and have a good understanding of how they are able to achieve future Career goals. We will work with local companies and providers to ensure that all students will have at least 1 interaction with an employer for every year they are in education, they will receive at least 1 Careers Guidance appointment by the age of 16 and at least 2 by the age of 18'.

### **4. Careers Leaders**

- 4.1 Each school has two named Careers Leaders who are contactable to discuss the provision we have in place. Contact details are found at Appendix 1

### **5. Our Commitment**

- 5.1 The Two Counties Trust is committed to providing a planned programme of careers education for all students in years 7-13 and information, advice and guidance (IAG).
- 5.2 In a highly competitive employment market choices students make are taking on new levels of complexity. This requires a planned programme of careers education, information, advice and guidance (CEIAG) that allows students to develop the skills for employability; which develops their knowledge, skills and understanding to make well-informed and realistic decisions about their future in learning and work and which encourages young people to aspire and to make successful transitions and achieve positive progression
- 5.3 The Two Counties Trust Careers Team endeavours to follow the Careers Education framework 7-19 (DCSF 2010) and other relevant guidance from the DCSF, DfE and more recently The Gatsby Benchmark requirements.

### **6. Entitlement**

- 6.1 Students are entitled to careers education and IAG that meets professional standards of practice and is personalised and impartial.
- 6.2 Every student has an entitlement which sets out exactly what they receive in years 7-13 with regard to CEIAG.
- 6.3 This entitlement is publicised and shared with students and parents through the assemblies, consultation evenings and on the school website. It will be integrated into students' experience of the whole curriculum and based on a partnership with students and their parents or carers.

## 7. Raising Aspirations within the schools

- 7.1 The Careers team aims to raise aspirations of all students and sees CEIAG as playing a central role in this through:
- Dedicated curriculum time/PSHE/tutor time
  - One-one-one Guidance Interviews
  - Careers Awareness raising events/trips/workshops
  - Immersion Days
  - Progress and Guidance activities
  - Work Experience
  - Mock Interviews
  - Assemblies
  - Career Library Tours

## 8. Development

- 8.1 The Two Counties Trust is committed to working towards a matrix accreditation, the local quality award for careers education and IAG in recognition of its high quality CEIAG provision. This will review and QA our programme to ensure that we are providing the best service and guidance to students.
- 8.2 This policy is reviewed annually through discussions with teaching staff, the Trust's Impartial Careers Adviser, students, parents, governors, advisory staff and other external partners where appropriate.

## 9. Curriculum Delivery

- 9.1 Each school has a designated link on their own website which will identify the calendar of events for all year groups.
- 9.2 Each individual school website will also have the link of contact for each Careers Leader.
- 9.3 Under the Careers tab on the websites you will find access to different websites for each year groups to help them with next steps. Students, parents, staff and employers are able to also view the Providers Access Policy on each school website which will allow you to access the Careers programme.

## 10. Monitoring Review & Evaluation

- 10.1 Provision and delivery is evaluated with staff and students from appropriate year groups. The results of evaluation are used to inform, review, and develop CEIAG. A programme of ongoing monitoring is used as part of faculty monitoring. The results of evaluation are communicated to the team through discussion at Faculty meetings.
- 10.2 The overall CEIAG programme is evaluated annually by the Careers, IAG and Employment Pathways Coordinator and the PDE Coordinator using the evaluations and monitoring feedback throughout the year from the various activities and events held.
- 10.4 At the end of each topic/module/activity/event the lead members of staff, the PDE Coordinator or the Careers, IAG and Employment Pathways Coordinator reviews the activity. Evaluation methods include questionnaires, feedback forms and informal discussion. The results of evaluation are communicated to relevant staff by formal meeting and e-mail.
- 10.5 Joint activities and events held through the Trust are monitored and reviewed at the Two Counties Trust review meetings.

## 11. Student Involvement

- 11.1 Students are involved in the planning, delivery and evaluation of the programme at different schools. At the end of each scheme of work for PDE, students complete an evaluation to help inform future planning. Student evaluations are undertaken after specific careers events such as the Year 10 Enterprise week and Work experience.

## 12. Staff Development and Training

- 12.1 The training and support needs of staff involved in co-ordinating, delivering and supporting careers education and IAG are identified and met through a continuing professional development programme, as well as being identified via the monitoring, review and evaluation of the programme.
- 12.2 The Careers Team attend regular appraisal reviews and set targets to ensure CPD is being completed to meet identified training needs normally within a school year and links this to the Performance Management process.

## 13. Recording

- 13.1 Career learning is recorded based on curriculum delivery outcomes in accordance with the National Framework.
- 13.2 All interviews are held on a private record which has been agreed with all students. Only the Careers Team have access to this information, unless there is a breach of safety for an individual and only then will information discussed be passed on to the safeguarding teams.
- 13.3 All data within this policy will be processed in line with the requirements and protections set out in the General Data Protection Regulation.

## Document management

Review cycle:	Annually
Next review due:	September 2019
Policy owner	CIEAG Co-ordinator
Approving body:	CEO
Equality Analysis completed:	4 September 2018



**Appendix 1**

2018-2019 contacts

<b>Ashfield School</b>	Charlotte King and Linda Maguire
<b>Manor Academy</b>	Laura O'Connell and John Sully
<b>Heritage High School</b>	Jayne Drury and Emma Kingham
<b>Selston High School</b>	Jemma Barratt and Andrew
<b>Swanwick Hall School</b>	Jemma Barratt and Shane Worrall
<b>Springwell Community College</b>	Jemma Barratt and John Naylor
<b>Frederick Gent School</b>	Laura O'Connell and Tracie Jenkinson

Should you need to contact any of the Careers Leaders please find the email address and contact number below:

<b>Charlotte King</b>	<a href="mailto:Charlotte.king@twocountiestrust.co.uk">Charlotte.king@twocountiestrust.co.uk</a>	01623 455 000 ex 306
<b>Laura O'Connell</b>	<a href="mailto:Laura.oconnell@twocountiestrust.co.uk">Laura.oconnell@twocountiestrust.co.uk</a>	01623 455 008
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