



THE HARBOUR SCHOOL

Careers Education, Information, Advice and Guidance Policy

Date reviewed	14/12/2021
Date approved	26/01/2022
Approver	Carol Tompkins-Owen
Signature	<i>Carol Tompkins-Owen</i>
Next Review date	26/01/2024

Abbreviations:

CALS: Curriculum Area Leads
CEIAG: Careers, Education, Information, Advice and Guidance
LMI: Leading Market Information
NEET: Not in Education, Employment or Training
PALs: Pastoral Area Leads
QCA: The Qualifications and Curriculum Agency
RONI: Risk of NEET Indicator
RSHE: Relationships, sex, health education



Contents

.....	1
Contents	2
Section 1: Introduction	3
Section 2: Policy Statement	3
Section 3: Policy Scope	3
Section 4: Policy Aims and Objectives	3
Section 5: Policy Links	4
Section 6: Approach.....	4
Section 7: Careers guidance for students with special educational needs or disabilities (SEND).....	5
Section 8: Accountability and Quality	5
Section 9: Legal Duty for schools and academies: access to providers of technical education and apprenticeships (the 'Baker Clause').....	6
Section 10: Safeguarding.....	6
Section 11: Policy Review.....	6
Appendix 1: Careers Providers and Support.....	8
Appendix 2: Careers Curriculum Map	11

Section 1: Introduction

Careers Education Information, Advice and Guidance (CEIAG) has an important contribution to make to the education of all pupils in order to make an effective transition from school to adulthood and employment. Schools are obliged to give all pupils impartial information advice and guidance on careers education (Education Act 2011).

Section 2: Policy Statement

The Harbour School follows the guidance in The National Framework for CEIAG 11-19, the National Curriculum programmes of study for RHSE, Citizenship and the QCA guidance on Work Related Learning. The school provides a range of opportunities for pupils to learn about work, the world of work, the skills required for work and the qualification pathways available to them. Well thought-through decisions about learning and work informed by effective CEIAG can increase participation in learning and, in turn, raise attainment and support further progression.

Section 3: Policy Scope

This policy is for all staff, pupils, parents and carers, governors, visitors and partner agencies working within the school and provides guidelines and procedures for careers education, advice and guidance.

Section 4: Policy Aims and Objectives

The main purpose of CEIAG is to provide pupils with the opportunity to engage in a range of activities that will contribute to their knowledge and understanding of the world of work and the training and education pathways suitable for pupils' individual needs. The Harbour School is committed to not just fulfilling its statutory requirements in this area but also to helping pupils to recognise and overcome barriers enabling them to make a successful transition into post-16 options. The school recognises that a 'one size fits all' approach is not a suitable delivery method and aims to provide individually tailored support and guidance to meet the diverse range of needs our pupils have. The support offered by The Harbour School does not end once a pupil leaves us but is continued on to ensure a smooth transition onto their chosen pathway.

The aim of CEIAG is to enhance the provision made to prepare pupils for the transition to the next stage of education, training or employment through:

- Raising pupil aspirations
- Opening pathways based on aspiration rather than circumstance
- Offering a range of courses that are appropriate to the needs of our pupils
- Building strong connections with employers
- Improving understanding of the world of work
- Ensuring appropriate, comprehensive and impartial face-to-face provision and guidance through an independent adviser.
- Empowering pupils to plan and manage their own futures
- Actively promoting equality and challenging gender stereotypes

- Successful supported transitions

Section 5: Policy Links

This policy links with the following policies and procedures:

- RSHE Policy
- Equality Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Provider Access Policy
- Curriculum Maps
- External Provider Procedure

Section 6: Approach

The Harbour School recognises that career-related learning, exploration early and impartial high-quality careers education and guidance in school is critical to pupils' futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps pupils to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.

In line with the Gatsby Standards Statement, The Harbour School provides:

- A stable careers programme
- Learning from career and labour market information
- Addressing the needs of each pupil
- Linking curriculum learning to careers
- Encounters with employers and employees
- Experiences of workplaces
- Encounters with further and higher education
- Personal Guidance

The Harbour School will:

- Provide a range of opportunities that enhance the curriculum - facilitating provider access (Visitors into school, opportunity to attend college taster sessions and open events, shadowing days, careers days)
- Promote awareness of the national and local labour market (Contact with local employers, work experience, employer mentoring schemes, one-to-one guidance, case studies based on local businesses)
- Embed careers and enterprise education throughout the curriculum.
- Provide informed and impartial guidance and careers planning (both one-to-one and online) which helps pupils make considered decisions in regard to future choices and prepares them for transition to further education, employment or training.
- Promote a range of opportunities and provisions which assist in raising aspirations and achievement

- Promote awareness and understanding of work, industry, the economy and community
- Relate skills, attitudes and knowledge learned in school to the wider world
- Develop pupils' personal and social skills to relate to the world of work
- Maintain and develop effective links with key partners including the careers guidance service, local colleges, training providers, local industry and business leaders
- Include learning in Enterprise as part of our careers curriculum

The Harbour School will provide independent career advice to pupils through a number of on-going delivery methods including:

- Face to face independent and impartial careers guidance with a qualified level 6 careers adviser
- Information sharing via CEIAG display boards in school, the school website, mentoring, access to careers websites, careers fairs, employer visits & talks, college visits, prospectus & transition activities.
- Practical support such as application form writing and accompanying pupils to visits and careers outreach and engage visits
- Sharing information and liaising with post-16 providers to ensure pupil support needs are met
- Attending review meetings
- Work experience

Section 7: Careers guidance for students with special educational needs or disabilities (SEND)

Pupils at The Harbour School are supported with a careers programme that follows the Gatsby Benchmarks. Vocational profiling can be used to identify a pupil's interests, skills and talents and it is a way of opening doors to what is possible.

The Harbour School uses Compass for Special Schools to evaluate the careers provision against the Gatsby Benchmarks. This identifies areas for improvement and results contribute to developing our careers plan.

Pupils with an Education, Health and Care Plan will have a clear plan towards progress against outcomes for Education, Employment or Training. Targeted support and additional one-to-one guidance are given to ensure pupils overcome barriers (financial constraints, purchasing equipment, bursaries, travel funding) to help them accomplish their destination goals. Parents and carers support and engagement is key.

Section 8: Accountability and Quality

CEIAG is currently led by Curriculum Area Leads and supported by the careers mentor. The careers mentor works in collaboration with Pastoral Area Leads and Curriculum Area Leads to review and develop practices, approaches and opportunities. CEIAG is a thread throughout our curriculum map

Together they are responsible for:

- Organisation of work experience placements
- Careers education strategy and delivery
- Careers & Enterprise partnership
- Monitoring/evaluation
- Destination tracking and supporting leavers
- Pupil and parent feedback/analysis of career provision

Staff are responsible for identification of work-related learning elements within schemes of work and the implementation of these plans into learning opportunities.

Each academic year the coordinator of CEIAG will write an implementation plan in collaboration with CALs based on the priorities of the School Development Plan. There will be a yearly review of the school's progress against the Gatsby Benchmarks and a termly review using Compass Online.

A link governor has responsibility for this area and meets with staff. The link governor has completed the Careers & Enterprise Company - Governors Careers Awareness Training. The link governor would also be expected to ensure sufficient time and resources are allocated to CEIAG to fulfil the policy.

Section 9: Legal Duty for schools and academies: access to providers of technical education and apprenticeships (the 'Baker Clause')

This policy has been written with regard to the updated (July 2021) Duty on schools to provide independent and impartial Careers Guidance and Inspiration for pupils.

[Careers guidance and access for education and training providers \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

Section 10: Safeguarding

The Harbour School will monitor pupils at risk of Not in Employment, Education or Training (NEET) and plan early intervention and support. The Harbour School buys into the NEET prevention support programme provided by Portsmouth City Council. The careers mentor offers support to Year 11 leavers during transition to further education or training, linking with families and local colleges.

The Harbour School ensures robust safeguarding procedures are followed when using external providers for educational provision.

The Provider Access Policy Statement is shared and available on the school's website.

Section 11: Policy Review

The Harbour School's CEIAG Policy will be under a continuous review and will be amended when opportunities arise to generate new ways to articulate our approach.

To inform the School Self Evaluation Form (SEF) and Development Plan (SDP) the following will be used:

- Post 16 Pupil destinations
- Numbers of pupils at risk of NEET
- RONI risk of NEET indicator - data collection provided by Local Authority
- Review of the Gatsby Benchmarks
- Staff training requirements

All reviews of this policy will involve an ongoing cycle that involves reviewing approaches and opportunities with stakeholders, providers and independent advice.

Monitoring, Reviewing and Evaluation

Self-evaluation of the CEIAG programme and provision will be undertaken annually. All evidence will be used to support the school's progress towards meeting the Gatsby Benchmarks. This will include:

- monitoring and evaluation of destinations data used to identify improvements needed in CEIAG provision, as well as student attainment and progression into Further/Higher education, training and employment
- ensuring the budget provided for both careers and work experience is audited and monitored
- analysing the number, quality and impact of careers interviews through data, destinations data, observations and evaluating action plans
- seeking feedback using feedback forms, online questionnaires, evaluation forms and email. Careers provision and guidance is evaluated based on feedback from students, parents and teachers and developed accordingly
- recording progress towards Gatsby Benchmarks

Appendix 1: Careers Providers and Support

Gatsby Benchmarks

[Good Career Guidance | Education | Gatsby](#)

The Baker Clause

[Careers guidance and access for education and training providers \(publishing.service.gov.uk\)](#)

The Baker Clause ensures that students, regardless of background or ability, are given the chance to explore future pathways and prepare for the world of work in order to improve their life opportunities and contribute to a rewarding and prosperous economy.

ASK Apprenticeships in at Cosham: Emma Gotz & Claire Sutton presenting

- - Intro to Higher & Degree apprenticeships
- - Find an apprenticeship registration and application workshop
- - An Intro to T Levels presentation
- - Writing a winning application workshop

ASK monthly Parent Packs sent to families – All about Apprenticeships October 21 covering:

- - Apprenticeships
- - T Level courses starting in 2022
- - Health & Wellbeing
- - Relationships
- - Living in the wider world
- - Dyslexia & Dyspraxia Week
- - Understanding Apprenticeships in the Space Industry

Barclays Life Skills learning resource

‘Explore Your Future’

- Recorded and live Interviews focused on a different business sector, exploring a personal story & career journey – shared with staff

Fareham College

- Assembly Video – opportunities at Fareham College, tour of the campuses
- Outreach Booklet – Schools invited to take part in specific areas of choice & visit CEMAST & CETC sites
- T Level information shared with staff

Feed the British Army

- video for catering and public services

Get Inspired’ Portsmouth

In person event at Portsmouth Guildhall 26th January

Highbury College

- Open Events sent across the school and on school website
- Prospectus sent out to all campuses
- Engage programme

Portsmouth College

- Open Events sent across the school and on school website
- Prospectus sent to all campuses

Havant and South Downs College

- Open Events sent across the school and on school website
- Prospectus sent to all campuses

Chichester College & Brinsbury College (Countryside Campus)

- Open Events shared across the school and on school website
- Prospectus sent to all campuses

Job Centre Plus workshop:

- The benefits of working
- How employers use social media
- Budgeting and explaining pay slips

Network Rail – job opportunities & routes into rail

PETA (Portsmouth Engineering Training Association)

Presentation for apprenticeships at PETA, discussed LMi, vacancies and how to apply.

- IT & Digital Apprenticeships
- Engineering
- Welding & Toolmaking
- Business Apprenticeships

CEIAG from Portsmouth City Council at Cosham, Stamshaw & Bridge, Vanguard campuses & home visits arranged to give careers, education, information and advice. Parent drop-in sessions

LMi for all on school website - widgets, Careersometer & Skillsometer

Pompey in the Community - NCS linking with Sports for pupils to access their training grounds at Fratton Park

Portsmouth Careers Fair at Fratton Park – Website & booking information shared across the school

Navy Apprenticeships - presentation & slides

STEM Learning website resource

Talentino Virtual Demonstration at Tipner - careers programme

The Girls Network – Information shared across the school

The National Skills Academy – Jobs in the railway industry info sent

VW apprenticeship video – mechanics

Appendix 2: Careers Curriculum Map

Careers Coordinator

Activities & Plan

- ASK Apprenticeship Programme
- Get Inspired Portsmouth – Spring
- Parents CEIAG drop-in session @Vanguard 25th Nov
- CEIAG – Year 11 & home visits
- NHS Education Hub – Kat Vanguard, jobs in the NHS
- Work Exp EBP South – Ian Saynor
- Job Centre Plus @Cosham
- PETA – School Engagement Programme
- College Prospectus sent to all sites
- Feed the British Army resource
- LMI for all on school website
- Explore Your Future – Interviews
- Navy Apprenticeships – Sara Balls
- Portsmouth Careers Fair – Autumn

Future Events & Visitors

- Job Centre Plus – Yr9 Tipner
- ASK Apprenticeships
- Training – Careers
- Pompey in the Community
- Fratton Park visit - Vanguard
- Prison me no Way!
- Aspirations Week talks, Jan with Employers
- Make the Future Yours, magazine to pupils & families.
- NHS Education Hub, Careers in the NHS
- HTP College apprenticeships
- Easter Parent Careers drop-in session
- CEIAG at Tipner summer term



