

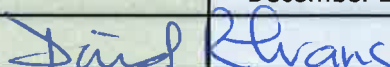


# Careers & Work Experience Policy

**St Aloysius' College**

Hornsey Lane,  
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London  
N6 5LY

## 2018-2019

Last Review Date:	December 2018
Next Review Date:	December 2021
Governor's Signature:	





# St Aloysius' College: Careers & Work Experience Policy

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## Introduction

Schools have a statutory duty to provide Careers Education, Information, Advice and Guidance to years 7-13. (Careers Guidance and Inspiration in Schools, 2015) At St Aloysius College, this is an objective which we take very seriously and believe that by doing so, it will assist the school in meeting the objectives of the school improvement plan and more importantly ensure that our students are given the tools to make a successful transition to their chosen pathway. The detail of this policy has been written with reference to the Government guidance on careers education in school, The Career Development Institute framework (The CDI, 2015) alongside Ofsted requirements for CEIAG. It has also been written with reference to additional policies within the school such as SEN, Safeguarding, Equality of Opportunities and the Health & Safety Policies. This policy has been written in consultation with the Careers Guidance Manager, Senior Leadership Team, SENCO, PSHE lead and students.

## Aims and Objectives

St Aloysius' College is fully committed to promoting CEIAG from the top down across the school. We believe that strong CEIAG is crucial to a young person developing their employability skills and resilience needed to cope in modern society which will ultimately have a positive impact on educational attainment. We have a member of staff who is qualified to Level 6 in Careers Guidance to provide outstanding and impartial guidance to our students. We also commission additional time from external organisations to provide independent guidance to targeted students. The programme will encapsulate all students from the gifted & talented to students with special educational needs, ensuring that students in alternative provision are supported through regular review. There will be particular emphasis placed on the impartiality of the guidance and focus on each student's individual needs. Our provision will include CEIAG being embed across our subject areas, alongside a range of aspirational extra-curricular activities and intensive one-to-one support from staff. We aim to give students the opportunity to engage with industries and educational establishments alongside local labour market information, which will subsequently allow them to make informed choices about their future career paths. We aim to meet requirements on destinations figures and use this data in an analytical manner to improve delivery of the programme. The impact of the policy will be measured through:

- Number of NEETS.
- Destinations including progression into Further Education, Higher Education and Apprenticeships.
- Diversity of destinations.

This policy was developed and is reviewed annually in discussion with staff, learners, parents/carers, and Governors. The policy for CEIAG supports and is itself underpinned by a range of key school policies especially those for Teaching and Learning, the Equality Plan and the SIP.

## Entitlement

Learners are entitled to CEIAG which meets professional standards of practice which is delivered by trained staff and which is person-centred, impartial and confidential. Activities are embedded in the curriculum and based on a partnership with learners and their parents/carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity. The CEIAG curriculum links to the Gatsby framework and the programme of activities are published on the school website.



## St Aloysius' College: Careers & Work Experience Policy

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### Delivery of CEIAG

The onus is on the delivery of CEIAG being carried out across the curriculum by all relevant staff. It will be based on the learning outcomes of The CDI learning outcomes and will be measured by the success in which these outcomes are met. Within the school though there is a structured arrangement within the school to deliver CEIAG in school:

- Assistant Headteacher with responsibility of Key Stage 5 and Teaching & Learning.
- Careers Guidance Manager with responsibility of delivery of CEIAG programme.
- Assistant Headteacher with responsibility for the PSHE programme which includes the delivery of CEIAG.
- Subject links within each curriculum area that is responsible for feeding updates across their subject areas.

### Curriculum

The careers programme includes careers education sessions, career guidance activities such as group work and individual interviews, information and research activities, work-related learning to learn through work and visiting speakers and external visits to employers and educational establishments.

Work experience at St. Aloysius' College enhances the student's curriculum with an aim of preparing students for the opportunities, responsibilities and experiences of adult life. Work experience is an important part of education for students in Key Stages 4 & 5 as it is regarded as a means of achieving the following learning outcomes:

- a) Developing students' employability and key skills.
- b) Careers education and guidance.
- c) Vocational/Apprenticeships courses.
- d) Personal and social education.
- e) National Curriculum and other subjects.
- f) Access to a network of employers is associated with better outcomes in confidence to compete in the Labour Market and develop attributes relevant for employment.

Work experience will take place at the following stages:

- Year 10 - One week long placement in summer term.
- Year 12 - One week long placement in the summer term.

### Evaluation

The CEIAG policy will be reviewed on an annual basis by the Assistant Headteacher with responsibility for CEIAG alongside the Career Guidance Manager with input from key staff and students. This will be measured by mapping the programme against the learning outcomes from The Gatsby benchmarks to ensure that the outcomes are being delivered. We also value the input of our staff and more importantly students, parents and they will be asked for the input of how to improve the CEIAG provision whilst ensuring this is in line with the schools School Improvement Plan and agreed priorities.

### Partnerships

We work with a number of different organisations to support our students to ensure they receive outstanding independent and impartial IAG alongside maintaining staff is well trained on current issues and developments. These include:



## St Aloysius' College: Careers & Work Experience Policy

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- Islington Council Careers Networking Group - a consortium of local secondary schools who work in partnership to improve the opportunities of our students.
- Islington Council Employment & Skills Team - work with students at risk of being NEET to improve attainment alongside support students with various employment opportunities. They also support students with Special Educational Needs to complete their Education Health Care Plans for safe transitions.
- Mentoring Works - pair students with industry specialists to motivate our students.
- City University - provide independent IAG to our students.
- London School of Economics - provide mentoring to students.

In addition, we aim to strengthen our links with local employers and educational providers. This includes ensuring that our students are able to access outstanding educational opportunities.

### Resources

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs to deliver the CEIAG programme to an effective level.

### Staff Development

The Deputy Headteacher responsible for CPD will ensure that staff who are involved in the delivery of the CEIAG programme are well trained and subsequently skilled to be able to carry out their role to a high standard. In particular, the Career Guidance Manager will be required to attend relevant CPD sessions to ensure they are up to date with developments within areas such as Further and Higher Education, Apprenticeships and Labour Market Information disseminated to form tutors. It will also be the responsibility of the Career Guidance Manager to ensure that all staff is kept up to date with developments within CEIAG by using internal communication methods to inform.

### Further Information

Career Development Institute (2015), Framework for careers, employability and enterprise education 7-19 [http://www.cegnet.co.uk/uploads/resources/CDI\\_Framework.pdf](http://www.cegnet.co.uk/uploads/resources/CDI_Framework.pdf)

Department of Education (2018), Careers guidance and access for education and training providers: Statutory guidance for governing bodies, school leaders and school staff

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/748474/181008\\_schools\\_statutory\\_guidance\\_final.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/748474/181008_schools_statutory_guidance_final.pdf)

Gatsby Foundation (2014), Good Career Guidance

<http://www.gatsby.org.uk/uploads/education/reports/pdf/gatsby-sir-john-holman-good-career-guidance-2014.pdf>