

POLICY FOR CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG) & WORK RELATED LEARNING (WRL)

2017-2018



St Aloysius' College

Hornsey Lane,
Highgate,
London
N6 5LY



Person responsible	Mr Bill Lawrence
Review Frequency	Annual
Policy First Issued	February 2016
Last Reviewed	March 1 st 2018
This policy is communicated by the following means:	Staff Shared Area and Website



March 2012





INTRODUCTION

Rationale for WRL

A young person's career reflects the progress they make in learning and work. It is part of the vision and mission of the school that all learners need a planned programme of activities to help them choose 14-19 pathways that suit their interests, abilities and individual needs and which are right for them and to be able to manage their careers, sustain employability and achieve personal and economic wellbeing throughout their lives. A robust careers programme helps avoid disengagement, puts school learning into a wider and more relevant context, and helps to raise aspirations.

St. Aloysius' careers programme will help our pupils to plan and manage their careers effectively, which will ensure that progression is ambitious and aspirational. It will promote equality of opportunity,

Commitment

St. Aloysius' College recognises that it has a statutory duty to provide independent guidance in Years 7 - 13 ("Careers Guidance and Inspiration in Schools", April 2014. This guidance refers to section 42A 45A of the Education Act 1997) St. Aloysius' College policy is committed to providing a planned programme of impartial careers education and information, advice guidance (CEIAG) for all learners in Years 7 -13.

St. Aloysius' College endeavours to follow best practice guidance from the careers profession, from other expert bodies such as Ofsted and from Government departments that might appear from time to time. CEIAG is much about aspiration and inspiration as it is about advice. St. Aloysius' College believes in every student considering a broad ambitious range of careers and in developing high aspirations in line with 'Inspiration Vision Statement' published by the Government, September 2013. This policy is in line with the statutory guidance for Governing Bodies, school leader in 'Careers Guidance in inspiration in schools' DFE March 2015 and Ofsted inspection framework (The common inspection framework: education, skills and early years, 2015)

Development

This policy was developed and is reviewed annually in discussion with staff, learners, parents, and governors.

Links with Other policies



St Aloysius' College: CEIAG/WRL Policy

The policy for CEIAG supports and is itself underpinned by a range of key school policies especially those for Teaching and Learning and the Equality Plan.

AIMS

Learners' needs

The careers programme is designed to meet the needs of learners at St. Aloysius' College School. Activities are differentiated and personalised to ensure progression in their career learning and development, and to strengthen their motivation, aspirations and attainment at school.

Entitlement

Learners are entitled to CEIAG/WRL 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 WRL curriculum links to the Careers Development Institute outcomes.

IMPLEMENTATION

Management

The Work Related Learning Co-ordinator co-ordinates the careers and WRL programme and is responsible to the Headteacher. The Work Related Learning Co-ordinator is supported part time by a School Administrator. Work Experience/Shadowing is planned and implemented by the Work Related Learning Co-ordinator who works closely with external agencies and employers.

Staffing

All staff contribute to CEIAG through their roles as tutors and subject teachers. The CEIAG programme is planned, monitored and evaluated by the careers coordinator in consultation with the Senior Leadership Team.

Curriculum

The careers programme includes careers education sessions, career guidance activities (e.g. group work and individual interviews), information and research activities, work-related learning to learn through work and individual learning planning/portfolio activities. Visiting speakers and external visits. Focused events, e.g. Careers Day Careers Fair, and Presenting yourself Day are provided at different times of the year giving students the opportunity to 'Learn about Work'. Although the following list is not exhaustive, it includes:



St Aloysius' College: CEIAG/WRL Policy

- The 'STEPS' programme for Years 7-11
- The 'Into the World of Work: Labour Market Information' sessions for Years 7-10
- BT 'Moving on' Programme for Year 10.
- 1:1 Careers interviews for Years 10 and 11 and the use of 'Fast Tomato' website.

Work experience preparation and follow-up takes place within tutorial lessons and other appropriate parts of the curriculum. Outcomes are delivered according to the Careers Development Institute (CDI) and link to the overarching benchmarks of the Gatsby Framework to the CDI outcomes (Curriculum Development Institute Framework for careers, employability and enterprise education 7 - 19. November 2015). Learners are actively involved in the delivery and evaluation of activities.

Transition

The transition programme includes options choices for Key Stage 3 going into Key Stage 4 and for students at the end of Key Stage 4 an external careers adviser delivers impartial advice to whole year groups.

Partnerships

We are a part of the Islington Careers Cluster. St. Aloysius' College has a strong relationship with parents in supporting Careers/ WRL events e.g. Year 11 Presenting yourself Day, Careers Fair, and University Fair.

Resources

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the CEIAG/WRL area. The Work Related Learning Co-ordinator is responsible for the effective deployment of resources.

Staff Development

Both Careers Advisors at St. Aloysius' College hold formal CEIAG qualifications. Staff training (teaching and support staff) needs are identified in conjunction with the Assistant Headteacher in charge of Staff Development. Training needs are met through inset training sessions and the attendance of relevant external and internal courses.

Monitoring Review and Evaluation

CEIAG/WRL is reviewed with an annual audit by the London Borough of Islington.



St Aloysius' College: CEIAG/WRL Policy

WORK EXPERIENCE POLICY (Appendix 1 to CEIAG/WRL Policy)

The Work Experience Policy is in conjunction with St. Aloysius' College Policy for the CEIAG/WRL and the School Aims.

AIMS

Learners' Needs

The work experience programme is designed to meet the needs of learners at St. Aloysius' College.

Work Experience at St. Aloysius' College enhances the Careers/Work Related Learning Department 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

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. Careers guidance and inspiration in school. DFE March 2015

ENTITLEMENT

- Year 10 have two weeks on a Work Experience Placement
- Year 12 have a one week Work Experience Placement.

All students regardless of culture, gender, social background or physical ability have equal access to work experience and all available placements, though health considerations and disability may make some placements undesirable for some students.

This statement of equality is put into practice by:

- asking employers to check that their placement is free from both overt and covert stereotyping;
- Year 10 students participating in Careers lessons on equal opportunity and stereo-typing – see lesson plans;



St Aloysius' College: CEIAG/WRL Policy

- Work Related Co-ordinator is fully briefed by the Inclusion Manager on any considerations required before placing students with special needs, including Hearing Impaired students.

- The above aims are achieved by:

Preparing Imparting knowledge and skills to students in preparation for the world of work, the students e.g. letter writing, interview techniques, appreciating the significance of Health and Safety.

Students to have a range of traits, attributes that help to present themselves in the world of work.

Health & Safety

To ensure all placements are safe; the following procedures will take place:

The School will ensure:

- that all placements are age appropriate, i.e. not involving activities prohibited to under – 18's.
- all job descriptions are signed by parent and student and state level of risk (high, medium, low) and include details of main risk elements.
- high risk placements are visited by the School (School meaning any competent person employed by School, e.g. WRL Coordinator/Administrator) and a 'High Risk Audit' form is completed by the employer prior to confirmation of the placement with the student..
- all low and medium risks have a low risk audit form completed by post and parents sign disclaimer
- that both parents and employers are informed of any special health and safety requirements e.g. clothing, boots, vaccinations
- that St. Aloysius' College staff will explain procedures to students to follow in cases of concern such as child safeguarding
- that St. Aloysius' College staff visiting students whilst on placement observe health and safety compliance. Tutors have Inset sessions on visiting and filling in the Teachers report.
- that a session on health and safety at work is delivered pre-placement to ensure students are fully aware of health and safety issues
- that training is given to the Careers Administrator on health and safety visits for work experience. The Employer will ensure:
 - that they have employer and public liability covering students for work experience
 - that a health and safety induction is given to students on the first day and sign the students' work experience/ work shadowing diary to confirm that this has taken place
 - that a named supervisor is responsible for the student.



St Aloysius' College: CEIAG/WRL Policy

Parents will ensure:

- that they sign a consent form declaring any conditions that may pose a limitation to be disclosed to the employer. If so, the School informs the employer. Students will:
- follow health and safety instructions issued by the employer and School

The Experience

Providing students with the opportunity to participate in a work experience. This experience allows the student to participate in a fulltime work placement and achieve the following, although not exclusive, learner outcomes: keeping a diary, arranging their travel; punctuality; dress and behaviour, communication; co-operating with others; following instructions, and coping with the demands of a working environment.

Debriefing Students will have the opportunity for review and an evaluation of personal achievement and experience in the workplace. They will be able to share positive and negative experiences with other students and evaluate the preparation and administration of work experience.