



## **CEIAG POLICY**

**Date of Last Review:** June 2017

**Date of Next Review:** May 2019

**Responsibility:** Mr B Rew

**Advisory Body Signature:**



The Ravensbourne School is committed to promoting high quality careers education and guidance as an integral part of every students' education. It will seek to ensure that the provision is appropriate to the age, ability and educational needs of students and is underpinned by equality of opportunity.

We strive to ensure that our students leave

The Ravensbourne School prepared for adult life in the fast changing landscape of the 21<sup>st</sup> Century. Our careers education supports the development of students' knowledge, understanding and experience of opportunities in education, training and employment. All students are given the chance to make informed decisions about their future and develop relevant skills to enable all to be the best that they can be.

This policy is also designed to ensure that careers education and guidance contributes to school effectiveness, and is responsive to the needs of the local community and the local economy as well as the wider economy and society.

### Aims

1. To develop transferrable skills which will enable students to succeed at school and be adaptable to future challenges in higher education and the world of work.
2. To investigate careers and future opportunities by equipping our students with a realistic vision of the challenges and rewards of future employment, including the changes in labour market conditions and an understanding of the importance of investing in lifelong education and training for themselves.

3. To provide an integrated programme of CEIAG activities and experiences for students as they move through the school which is adaptable to individual needs.

### **The contribution of the CEIAG programme to the school's overall objectives**

The planned programme of CEIAG contributes to the wider aims of the school by:

- Developing students' confidence and responsibility and making the most of their abilities
- Developing good relationships and respecting the differences between people
- Developing skills of enquiry and communication
- Developing skills of participation and responsible action
- Promoting the relevance of learning key skills in all subjects
- Helping students become effective learners by reviewing achievement and setting targets
- Developing financial capability by enabling students to recognise the financial implications of their choices
- Preparing students for a successful transition into working life via the work related curriculum

### **Roles and Responsibilities**

Ultimately, the responsibility of overseeing the progress of CEIAG at The Ravensbourne School lies with the Headteacher in terms of ensuring that its core principles are part of the school's improvement plan.

The Assistant Headteacher (STEM) oversees and contributes to careers education across the school, and is supported by a KS4/KS5 Coordinator and a KS3 Coordinator.

The Advisory Body will ensure that the effectiveness of the CEIAG programme is monitored and evaluated and that outcomes are reflected in future action plans.

### Opportunities within each Key Stage

Our core belief is that CEIAG provision should be “some for all, all for some”. Students will experience all of the elements below during their school career, however the level of input is differentiated depending on the student’s needs. The elements are as follow:

- Careers education programme during PSHCEE
- Work Related Learning
- Careers information
- Independent guidance
- Action planning

Student need is identified by input from the student, tutor, teachers, parents, year leader and other professionals.

### Key Stage 3

A key focus within Key Stage 3 is for students to develop key careers, stage related, understanding through a coordinated programme of lessons delivered during PSHCE time in Years 7 to 9.

Within Key Stage 3 students complete an online careers programme (Fast Tomato), are supported through the KS3->4 option choices, have academic and pastoral mentoring, receive a booklet regarding KS4 choices, can attend a careers event with speakers from a range of professions, and attend a progression evening with a completed progression file. Students also have access to Student Support for extra help where required.

Students are also encouraged to attend university taster days and residential courses, particularly within the STEM specialist field, where funding is available to support our students.

Professionals from the world of work visit the school to provide information on different careers through talks, workshops in lessons and activities.

#### Key Stage 4

Within Key Stage 4 students have the opportunity to visit University through taster days and residential courses in several different fields, including STEM. Groups of students are targeted to ensure that stereotypes are addressed including female representation in STEM related subjects and for students who do not have a family background of attending university through The Ravensbourne Investing In The Future programme.

Students also have access to the following opportunities and resources:

<ul style="list-style-type: none"> <li>• A regularly updated Careers section in the library</li> <li>• Employer talks</li> <li>• Employer, enterprise and team building activities</li> </ul>	<ul style="list-style-type: none"> <li>• Careers software (Fast Tomato and Unifrog)</li> <li>• All students receive a Post-16 options booklet</li> </ul>
---	--

<ul style="list-style-type: none"> <li>• Develop wider transferrable</li> <li>• Access to Student Support for extra help</li> <li>• WRL through subject areas</li> <li>• Attend a Russell group university, or Nuffield, summer schools</li> <li>• Attend independently run workshops on different progression routes from KS4 including work, apprenticeships and FE Colleges/other schools for Post 16 qualifications.</li> </ul>	<ul style="list-style-type: none"> <li>• Meetings about future choices with experienced members of staff</li> <li>• Support from senior staff through progression interviews to find the most appropriate programme of study at Post-16</li> <li>• Attend a careers evening hosting a wide range of professionals from a variety of fields</li> </ul>
---	---

### Key Stage 5

Within Key Stage 5 students have access to the following opportunities and resources:

<ul style="list-style-type: none"> <li>• A regularly updated Careers section in the library</li> <li>• Attend workshops on different progression routes from Post 16 including work, apprenticeships and university</li> <li>• Employer talks</li> <li>• Employer, enterprise and team building activities</li> </ul>	<ul style="list-style-type: none"> <li>• Careers software (Fast Tomato and Unifrog)</li> <li>• Meetings about future choices with experienced members of staff</li> <li>• Support from senior staff through progression interviews to find the most appropriate programme of study at Post-16</li> </ul>
---	--

<ul style="list-style-type: none"> <li>• Develop wider transferrable skills.</li> <li>• Access to Student Support for extra help</li> <li>• WRL through subject areas</li> <li>• In depth discussions with tutors and subject teachers about progression options</li> <li>• Oxford and Cambridge conferences</li> <li>• Visit a UCAS convention</li> <li>• Support with UCAS application online and personal statements</li> <li>• Create a personalised entry profile on UCAS</li> <li>• Attend a Year 13 UCAS progression evening with parents</li> <li>• CV design and advice</li> </ul>	<ul style="list-style-type: none"> <li>• Attend a careers evening hosting a wide range of professionals from a variety of fields</li> <li>• Receive independent advice and guidance on apprenticeships</li> <li>• Attend a Russell group university, or Nuffield, summer schools</li> <li>• Research courses using UCAS and university websites</li> <li>• Attend university open days</li> <li>• Visit employment fairs</li> <li>• Personalised WEX placements and opportunities for work shadowing</li> </ul>
---	---

### **Evaluation and assessment of careers education**

CEIAG provision will be reviewed annually, according to the 2013 Statutory Guidelines. An audit of provision will be completed resulting in a subsequent action plan to continue to develop provision. This will be available and presented to The Advisory Body and the Headteacher.

The process of evaluation includes the following elements:

- Student interviews
- Student reflection activities
- Student leadership / student voice
- Destination data on routes and choices made after Year 11 and post-16
- Careers Event evaluations
- Communication with senior staff
- Schemes of work review with HOYs
- Up-to-date resources in the careers library
- Student's assess their own progress through progress files and opportunity booklets