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CAREERS EDUCATION INFORMATION AND GUIDANCE POLICY (CEIAG)

Careers Lead Allen Hall

Careers Administrator Kimberley Barnard

Updated August 2020

Review date: August 2021

CEIAG Intent

Our careers education strategy is to connect pupil learning and experiences to aspirational career and academic opportunities. It motivates pupils by giving them a clearer idea of all the routes to jobs and careers that they will find engaging and rewarding. Good careers guidance widens pupils' horizons, challenges stereotypes and raises aspirations. It provides pupils with the knowledge and skills necessary to make successful transitions to the next stage of their life. This supports social mobility by improving the opportunities for all pupils, especially those from disadvantaged backgrounds and those with special educational needs and disabilities.

CEIAG Aims

We aim to ensure that our pupils:

- are supported to make effective choices about their future study and career options
- are provided with experiences which inspire and motivate the achieve highly
- are prepared for the transition to life beyond secondary school
- develop self-knowledge and confidence in making decisions and career choices which are suitable ambitious for them
- develop an understanding of the world of work and how to respond to changes in today's workplace
- develop characteristics which support high achieving pupils in the curriculum and in careers such as social skills, communication and resilience

Guiding Principles

The 8 Gatsby Benchmarks

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of the work place
7. Encounters with further education
8. Personal guidance

Our Career Pathway Promise of all Pupils

Year	Term 1	Term 2	Term 3
7	High Quality Teaching (1,4) Library visit – Career (1,7) Careers Assembly (1,2,4, 5,7) Parents' Evening – Post 16	High Quality Teaching (1,4) Careers Assembly (1,2,4, 5,7) Meet an employer (1,5)	High Quality Teaching (1,4) Careers Assembly (1,2,4, 5,7) 1-1 meeting with career advisor (1,3,8)

	spotlight (1,2,4,5,7) Communication workshop (1,3,8)		
8	High Quality Teaching (1,4) Careers Assembly (1,2,4, 5,7) Communication workshop (1,3,8)	High Quality Teaching (1,4) Careers Assembly (1,2,4, 5,7) Meet an employer (1,5) 1-1 Meeting with career advisor (1,3,8) Career Day (1,2,4,5,7,8)	High Quality Teaching (1,4) Careers Assembly (1,2,4, 5,7) Parents' Evening – Post 16 spotlight (1,2,4,5,7)
	AWS GetIT (Amazon) – Year 8 IT training/competition for all year 8 pupils, in particularly girls		
9	High Quality Teaching (1,4) Careers Assembly (1,2,4, 5,7) Communication workshop (1,3,8)	High Quality Teaching (1,4) Careers Assembly (1,2,4, 5,7) 1-1 Meeting with career advisor (1,3,8) Career Day (1,2,4,5,7,8) Parents' Evening – Post 16 spotlight (1,2,4,5,7)	High Quality Teaching (1,4) Careers Assembly (1,2,4, 5,7) Meet an employer (1,5)
10	High Quality Teaching (1,4) Careers Assembly (1,2,4, 5,7) Communication workshop (1,3,8)	High Quality Teaching (1,4) Careers Assembly (1,2,4, 5,7) Meet an employer (1,5) Mock interviews – feedback (1,3,5,8)	High Quality Teaching (1,4) Careers Assembly (1,2,4, 5,7) 1-1 Meeting with career advisor (1,3,8) Career Day (1,2,4,5,7,8) Parents' Evening – Post 16 spotlight (1,2,4,5,7) Work experience (1,5,6)
11	High Quality Teaching (1,4) Careers Assembly (1,2,4, 5,7) 1-1 Meeting with career advisor (1,3,8) Career Day (1,2,4,5,7,8) Parents' Evening – Post 16 spotlight (1,2,4,5,7) Mock interviews – feedback (1,3,5,8) College application support (1,3,8) Communication workshop (1,3,8)	High Quality Teaching (1,4) Careers Assembly (1,2,4, 5,7) Meet an employer (1,5)	High Quality Teaching (1,4) Careers Assembly (1,2,4, 5,7)

Monitoring and Evaluation

Each year a CEIAG action plan is created to ensure that a stable careers programme that is framed by the 8 Gatsby benchmarks is achieved. All actions that form the CEIAG action plan are monitored and evaluated by a range of evidence such as pupil and parent voice and employer feedback.

Specifically, its impact will be the outcome of our:

- Destination measure (shows the percentage of students continuing to a sustained education, apprenticeship or employment destination post GCSE).

- External moderation via Compass to demonstrate improved progress in providing a stable and effective CEIAG programme.

Roles and responsibilities

The CEIAG programme is planned, co-ordinated and evaluated by the Careers Lead Deputy Head Teacher Allen Hall and supported by the Careers Administrator Kimberley Barnard who is our Learning Manager and is also responsible for the maintaining and leading the Career Resource Centre.

The governor(s) link play(s) an integral part in the Careers Team:

- Providing clear advice to the head teacher on which he//she can base a strategy for careers education and guidance which meets the school's legal requirements
- Make sure arrangements are in place to allow a range of education and training providers to access all pupils in Years 8 – 11 to inform them about approved technical educational qualifications and apprenticeships – and that a policy statement setting out the arrangement is published.

We work very closely with our local partners and link personal advisers at Connexions and Positive Steps and members of the 14-19 Team in the Local Authority

Policy Statement on Provider Access

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Pupil Entitlement

All pupils in Years 8-11 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussion and taster events;
- To understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

A provider wishing to request access should contact Allen Hall, Deputy Headteacher

Telephone: 0161 773 8634

Email: ahall@parrenthorn.co.uk

Opportunities for access

There are many activities taking place in our school including careers fairs, careers cafes, careers assemblies and seminars, work experience, work placements and mock interviews. The statement above sets out how providers can access these events.