



John Watson School

Careers Education Independent Advice and Guidance (CEIAG) Policy

Signed by *Lynn Wong*
Chair of Governors

Date: June 2022

This policy will be reviewed as per the review schedule set by the Governing body and will be reviewed every year

Careers Education Independent Advice and Guidance (CEIAG) Policy

At John Watson School (JWS), we recognise the importance of developing the skills and opportunities for all pupils as they move into adulthood. This respects our pupils' aspirations and interests, using their individual strengths and needs.

Our Core Values **SLICE** underpin all learning and ensures a whole school approach to improving the outcomes of pupils

Safety	Learning	Independence	Communication	Engagement
--------	----------	--------------	---------------	------------

The purpose of this policy statement is

- to outline the importance of pupils developing their understanding of Careers and the opportunities available as they move into adulthood
- to provide a summary of the JWS careers programme, including details of how pupils, parents, teachers and employers may access information about the careers programme

Statement of Intent

Our Careers Education Independent Advice and Guidance (CEIAG) Policy will:

- follow Careers advice as mandatory, including the Baker Clause (2018) stipulating that schools must allow colleges / training providers access to students Years 8 - 13, informing of approved qualifications / apprenticeships (Gov, 2017)

Careers

At JWS we aim to follow the eight Gatsby benchmarks of Good Career Guidance in a way that reflects the individual strengths and needs of our pupils. The Gatsby benchmarks consist of:

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 workplaces
7. Encounters with further and higher education
8. Personal guidance

As JWS pupils move into adulthood, we offer opportunities for pupils from Years 8 and above to access the services of a career provider experienced in differentiating work opportunities and experiences in a meaningful way. This is done as a key aspect of our curriculum pathways with the overarching core values of SLICE. This includes individual one-to-one careers advice for members of the Sixth form. Pupils and parents / carers are supported to access information regarding colleges, further education settings, vocational qualifications, including ASDAN, in an independent and meaningful way. As appropriate, pupils will access a range of workplaces to observe and engage with people who carry out different roles and responsibilities. These opportunities will be used as a basis for creating links to provide supported work experience, and meaningful engagement in careers based activities, such as through role play.

Vocational Opportunities

The school has a service level agreement with Activate Careers whose services are tailored to meet the individual Independent Advice and Guidance of our students. (The service level agreement meets the statutory requirements specified by the Department for Education.)

Our students benefit from the following activities:

- Group presentations covering self-awareness, choices and options, careers exploration, writing a CV/Application Form – covered in Sixth Form
- Face to face individual careers guidance with supporting written action plan – Sixth form
- Destinations support
- Group sessions led by consultants on topics which include, job search and interview skills
- Employment websites and resources
- Careers data
- Completing College application forms
- Group sessions for KS3 and KS4 students to explore a range vocational options
- Activities - see [Activate Learning Oxford](#)
- [Pupil friendly careers and college information sheet](#)

The school offers two Careers guidance interactive workshops each year to pupils in our two Key Stage 3 groups and a further two interactive workshops to pupils in Key Stage 4 and Key Stage 5, through Activate Learning. These workshops are planned to include self-awareness, choices and options at 16 and 19, careers exploration and the writing of CVs and Application Forms.

For those students in Year 14 there are three individual sessions offering careers advice and guidance with the compilation of related action plans as an outcome to these meetings.

Destination information is also made available annually for those students leaving the school at the end of Key Stage 4 and/or Key Stage 5.

We work closely with external professionals and services that support moving into adulthood and Careers:

- Activate Learning Oxford - Careers experiences and advice - [see Link](#)
- A range of professional workshops, including Virtual Lab and Farms2Ewe

Roles and responsibilities

- **The governing body** will hold the headteacher to account for, ensuring the school offers Careers advice and information. This will be done by opening our doors to other education and training providers, in line with its statutory responsibility under the 'Baker Clause', putting in place a range of opportunities for providers of technical education and apprenticeships to engage with all year 8 to 13 pupils about the education or training on offer.
- **The headteacher** is responsible for ensuring that Careers opportunities and information are provided through inviting external education and training providers to the school. Karen Fourie is the CEIAG lead.
- **Teachers / Staff** are supportive of independent Careers advice and responsible for supporting Careers opportunities, taking into account the pupils' age and stage of development as well as their barriers to learning, interests and the Curriculum Pathway they are following (Fundamental Pathway, Enhanced Pathway or Generalised Pathway).
- **Parents / Carers** will consider independent careers advice and take opportunities to view information and education settings for possible transitions post-16, e.g. colleges for post-Sixth Form placement. See links for [Activate Learning](#), [Further education, jobs and training for children and young people with SEN Oxfordshire County Council](#) and [Moving into Adulthood Oxfordshire County Council](#).
- **Pupils** are expected to engage fully in Careers activities. They may attend transition opportunities for post-16 and Sixth Form. [See information sheet.](#)

Measuring the impact of the JWS careers programme and monitoring arrangements

The delivery of Careers is monitored by Karen Fourie, Deputy Headteacher, through monitoring arrangements such as planning scrutinies, learning walks, moderation, curriculum pathway development, teacher appraisals and during team meetings / professional development meetings.

Pupils' development in Careers are monitored by class teachers as part of our internal Assess Plan Do assessment

systems and linked to individual learning plan outcomes, as agreed by parents/carers during annual reviews.

This policy will be reviewed every 3 years. At every review, the policy will be approved by the chair of governors.

This information is gathered and reported to meet OCC deadlines and is in keeping with DfE Requirements.

Reviewed by Trudi Rainsberry and Karen Fourie June 2022

Resources:

- JWS Careers Curriculum - [Enhanced](#) & [Generalised](#)
- [Pupil friendly careers and college Information Sheet](#)
- [Further education, jobs and training for children and young people with SEN Oxfordshire County Council](#)
- [Moving into Adulthood Oxfordshire County Council](#)
- [DfE Careers Strategy: making the most of everyone's skills and talents](#)
- [DfE Careers guidance and access for education and training providers](#)
- [8 Gatsby Benchmarks - Good Career Guidance](#)
- [Activate Learning - Careers advice/provider](#)
- [Governance handbook](#)

Relevant JWS Policies:

[Equality scheme](#)

The Legislative Background:

- [0-25 SEND Code of Practice 2014](#)
- [The Human Rights Act 1998 \(Easy read version\)](#)
- [Equality Act 2010](#)
- [Technical and Further Education Act 2017](#) (The Baker Clause)
- [Section 42A, 42B, 45 and 45A of the Education Act 1997](#)
- [Section 72 of the Education and Skills Act 2008](#)
- [Schedule 4 \(15\) of the School Information \(England\) Regulations 2008](#)