



## **CEIAG Policy**

**Approved by Governors:**

**Date:**

**Review Date:**

**Date:** February 2022



## Careers Education, Information, Advice and Guidance (CEIAG) Policy & Strategy 2020-2021

**Date of next review: July 2022**

This report should be read in conjunction with other policies:

- PSHE Policy
- Equality Policy

An exhaustive list of policies can be found on our website.

**Designated Governor for CEIAG: TBC**

**Designated SLT member: Stuart Sprague**

**Other key staff: Julie Bravo, Kirsty Harcourt-Poole,**

**Aims of this policy:**

- **Outline Queensway's commitment to CEIAG** - We aim to obtain a quality award for our CEIAG work to underline this commitment.
- **Set out a Student Entitlement Statement that our young people can expect to receive** - in order to ensure that each child is aware of and receives their CEIAG entitlement
- **Link to the School Improvement Plan** - demonstrating the important and significance of CEIAG to our organisation
- **Outline school commitment to ensuring access to a range of education and training providers** across years 8-11, informing them about approved technical education qualifications or apprenticeships, also known as the 'Baker Clause'. This will be met through at least one careers fair, along with invitations to attend school based events during the academic year.
- **Outline how we will raise aspirations, promote equality of opportunity, celebrate diversity and challenge stereotypes** - in order to meet the needs of our diverse school community
- **Abide by statutory and inspection requirements** - ensuring that our CEIAG policy and programme stand up to external scrutiny
- **Involve external partners** - to recognise the role that such partners play in enriching the offering we make to our young people

## Local Context

Queensway is a part of the Learning Community Trust (LCT) and is situated over two sites. Queensway South is a specialist setting for children with SEMH needs, the North site specialises in children with ASC. Queensway has enjoyed significant academic success over the previous two years, with outcomes increasing year on year. CEIAG however, has been identified as a development area for the school.

Our local LMI is significant to us to enable us to better consider the implications of career decision making, reinforcing lifelong learning and aiding the long term career planning of our young people.

**Construction** jobs are expected to boom in the West Midlands and Shropshire over the next 3 years due in part to the £500m regeneration of Birmingham City Centre and the £1.8bn investment into Midland's roads network. The **Cultural and Creative** industry is not expected to grow rapidly over the next 3 years, and so our strategy needs to take account of this.

**Engineering and Technology** remain set to achieve rapid growth with one million more workers required by 2020, to drive the 50% of UK exports that currently drive the UK economy. Wolverhampton and Telford has seen considerable investment in this industry, such as the i54 development off the M54. **The IT and Enterprise** industry continues to grow at 32% faster than the rest of the UK economy, with Wolverhampton and Telford seeing new start-ups encourage by projects such as the Science Park hub in Wolverhampton and positive investments across Telford and Wrekin have included Magna Cosma making the largest new overseas investment in the UK in the past ten years as well as other businesses that have either relocated to Telford or expanded their existing operations include Polytec, Rosewood Pet Products, Craemer UK, Filtermist, XYZ and Torus Group.

## Raising Achievement Plan

The CEIAG policy links to the RAP page 9, where the priority is as follows:

To develop a careers package that includes Information, Advice and Guidance that effectively supports the progression of students through and beyond Queensway School	<ul style="list-style-type: none"><li>• School website to be compliant and support students and families at key stages.</li><li>• Set out a Student Entitlement Statement that our young people can expect to receive.</li><li>• Students to have access to a range of education and training providers across years 8-11.</li><li>• Students will have opportunity to attend at least one careers fair, along with school based events during the academic year.</li><li>• Involve external partners - to recognise the role that such partners play in enriching the offering we make to our young people.</li></ul>
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## **Parental Involvement**

Parents will be consulted through regular questionnaires at parent consultation events, annual reviews and general meetings in school, letters home and a specifically dedicated part of the careers section on our main school website. Feedback will be used to improve practices. In working with our external partners we will provide special parent events such as IAG evenings that focus specifically on removing barriers to aspiration.

## **Student Voice**

Students will be involved in reviewing and contributing to the CEIAG policy through the vehicle of our Student Council. This involves student year representatives contributing fortnightly, where their views and feedback can be shared with SLT and as part of their annual review.

## **Involvement of Staff**

Whole school staff will be involved with implementing CEIAG at a department level, specialising in their own fields, and, also with the form tutor time programme, whereby form tutors act as careers coaches for our young people.

## **Work Experience**

All Year 10 and 11 students are offered the opportunity to attend a week-long placement in the world of work. This is co-ordinated by SLT and overseen by the Head teacher. The timeline and procedures are outlined in the careers programme. Due to the needs of our students, work experience is encouraged but not insisted upon.

## **Our CEIAG Student Entitlement in Year 8**

**Personal development and employability:** Through the 'Living in the wider world' strand of Queensway's PSHE Curriculum, students will investigate how they can develop their communication and teamwork skills, whilst learning key skills regarding finance linked to careers and enterprise.

## **Our CEIAG Student Entitlement in Year 9**

**Personal development and employability:** Through the 'Living in the wider world' strand of Queensway's PSHE Curriculum, students will explore employability skills so as to prepare them for (and applying to) the world of work and careers. The question will be asked "What other skills do we need to develop for the work environment?" so pupils can fully appreciate the essential and desirable personal skills needed in the world of work.

Students will explore what it means to be 'enterprising' and what is an 'enterprising personality?' as well as what can we learn from successful business people and entrepreneurs?

**Careers education & guidance:** as part of our commitment to careers we buy in to a full day a week package with Future Focus. Our named person attends annual reviews in KS4 and holds regular meeting with all pupils. They arrange visits and taster sessions for our pupils either 1:1 or in small groups.

Through the involvement in our diverse societies and visiting careers speakers and workshops, students will continue to clarify early aspirations. An immersion day will encourage entrepreneurial spirit and begin to develop financial capability through the use of cash flows, revenues, costs and profits, underpinned by the supporting tutorial programme. Subject specific careers information will be available at designated, accessible points around school.

### **Our CEIAG Student Entitlement in Year 10**

**Personal development and employability:** Students will identify their own strengths, interests, skills and qualities, through completion of a more specific and developed skills audit, reflecting on aptitude towards options choices at GCSE now undertaken. Through the “Living in the wider world” strand of the PSHE programme each child will investigate time management, self-organisation and presentation, project planning and teamwork.

**The world of work:** During (optional) work experience placements, students will learn about confidentiality in the workplace and rights and responsibilities at work. Visiting workplace representatives from local employers will also shape this process.

**Careers education & guidance:** The concept of the Curriculum Vitae will be introduced, allowing students to build their own with support from staff.

As part of our commitment to careers we buy in to a full day a week package with Future Focus. Our named person attends annual reviews in KS4 and holds regular meeting with all pupils. They arrange visits and taster sessions for our pupils either 1:1 or in small groups.

### **Our CEIAG Student Entitlement in Year 11**

**Personal development and employability:** Students will identify their personal online presence and be taught to cultivate this carefully as well as techniques and advice when preparing for an interview.

**The world of work:** All students will have the opportunity to attend the skills show, and potentially attend a specialist WEX placement if relevant to their preferred area of study. At an annual jobs fayre, students will have access to specialist careers speakers.

**Careers education & guidance:** The Apprenticeship, Employment and Skills Show involving employers, FE and HE provision, will further educate and develop student aspirations and career pathways. Specific support with applications to colleges and employers will be provided and mock interviews for other destinations. Parents will be invited in for a session advising and guiding their child on next steps along the career pathway.

As part of our commitment to careers we buy in to a full day a week package with Future Focus. Our named person attends annual reviews in KS4 and holds regular meeting with all pupils. They arrange visits and taster sessions for our pupils either 1:1 or in small groups.

## **Queensway's Commitment to Equality of Opportunity**

### **Groups of learners**

All careers routes and support will be available to all learners regardless of academic level. Queensway will actively seek to ensure that career aspirations are not capped for any learner, and whilst realistic, allow choice for all.

### **SEND Students**

As all our students have an EHCP and SEND they will receive specialist support from Future Focus, support staff and our pastoral team. This will be in addition to full participation in the careers programme available whole school. Extra support will be put in place to help harder to reach students identify aptitudes and interests throughout each Key Stage.

### **Pupil Premium**

Every effort will be made to ensure that cost does not prevent our PP students from accessing any opportunities available within our careers programme. Extensive tracking will be made available to measure the quantity and quality of experiences made available to both PP and non PP with comparisons drawn and addressed where necessary.