

Careers Education, Information, Advice and Guidance (CEIAG) Policy & Strategy 2018- 2019

Responsible: J Lawrence (Careers Leader)

Date: July 2018

Review Date: July 2019

Statement

At Melksham Oak Community School we are committed to providing a comprehensive programme of Careers Education, Information, Advice and Guidance (CEIAG) for all students in years 7 – 13. This will include Enterprise education and employability.

The effectiveness of the CEIAG provision is assessed using the Gatsby Benchmarks. It is our belief that each young person at Melksham Oak Community School should be prepared for the opportunities, responsibilities and experiences of adult life.

Our Careers Education, employability and enterprise Programme provides students with skills, knowledge, support and insight into the world of work to enable them to make informed choices for their future. Melksham Oak Community School also supports students in researching and identifying opportunities, raising aspirations and supporting progression to their next steps. In addition, parents and carers are encouraged to play an active role in exploring the options and choices which are best for their child.

(The chart below shows a summary of the programme for each year group)

AIMS & OBJECTIVES

- To ensure that every student will leave School prepared for life in modern Britain.
- To provide a structured programme of teaching and learning that allows each student to develop the necessary values, skills and behaviours for life.
- To ensure students will receive a rich provision of extra-curricular, employability, enterprise and work related learning activities that develop a range of character attributes, such as resilience and aspiration, which underpin success in education and employment.
- To provide access to high quality, independent careers guidance that helps pupils emerge from education as rounded individuals and ready for the world of work.
- To ensure all students will be well-informed when making subject and career decisions.
- To provide a variety of opportunities to all pupils for engaging with employers, universities, apprenticeship/training providers and colleges, and to experience the working environment during their time at Melksham Oak Community School.
- To provide resources and information that allows parents to support their children in making informed choices.

LINKS TO OTHER POLICIES

The policy for CEIAG supports and is itself underpinned by a range of key school policies/ action plans,

- Teaching and learning
- Assessment for Learning
- PSHE Education
- Disability Equality
- Safeguarding
- SEND

CURRICULUM

The careers programme includes a wide range of delivery methods including careers education sessions in tutor time, assemblies, individual 1:1 interviews, information and research activities using on line resources such as Career Pilot, visits and guest speakers. Other events are provided on an annual basis, including the careers fair and careers input on ACORNS day. Work experience preparation and evaluation occur in year 10 for all students and all year 11 have an interview with an employer. University visits happen and guest speakers from universities talk to students and parents.

PARTNERSHIPS

Work Experience administration is managed by an outside provider who supply a service to support the school and business in working together to achieve meaningful and safe work experience for our young people.

Many local and National employers, colleges and universities attend the careers fair(see list below for 2017)

Careers and Enterprise Company offer support with Gatsby and run events as CPD.

MONITORING, REVIEW AND EVALUATION

The CEIAG programme is reviewed by the Assistant Headteacher (Careers Leader) and Careers adviser. Reports are submitted to the senior leadership team and governors.

The overall effectiveness of the CEIAG programme is assessed using the Gatsby Benchmarks and the results are used to inform improvement priorities and plan developments year on year.

WORK EXPERIENCE

DfE Statement: Work experience can provide an important opportunity for a student to show an employer what he or she is capable of. In some cases it will be an important stepping stone to full- or part-time employment....” (Work Experience made simple – DfE,2012)

Melksham Oak Community School work experience programme seeks to assist the school in its joint aims of providing opportunities for all pupils to learn and achieve, and promoting pupils’ spiritual, moral, social and cultural development; preparing all pupils for the opportunities, responsibilities and experience of life. This is achieved by providing all pupils with the opportunity to learn about work, learn through work and learn for work. All pupils in Years 10 complete two week’s work experience placement. This takes place in the Summer Term. Student’s and their parent’s/carers are responsible for securing a placement and are supported by the school. Students in the sixth form are encouraged to undertake work experience as appropriate for their study programme.

Parents and students are informed on the importance of work experience and given an overview of the process in assembly and by letter.

Each student will have access to a database of employers who provide work experience.

Further support will be provided in school via the Form Tutor, Careers Adviser and work experience admin support staff.

All placements are subject to checks which are conducted by an outside provider to ensure they are suitably equipped and staffed to provide a full and safe work experience placement.

Supporting documents:

- Current careers across the curriculum.
- List of exhibitors to careers fair.

Summary of Careers ,employability and Enterprise education at Melksham Oak Community School

Year group	Summary of careers, employability and enterprise education across the curriculum.
7	Tutorial work, Careers Fair ,1:1 careers appointments, STEM lessons.
8	Tutorial work linked to careers and choices, careers fair, Pathways evening to discuss all subject choices for KS4, ACORNS day career based to research careers. 1:1 careers appointments, STEM lessons. PSHE lessons on employment including case studies on self-employment and entrepreneurs. History deliver women working in World War 1. Music – inclusion of music industry job roles in the recording studio and instrumental support
9	Careers appointments 1:1, Careers Fair, WIN programme for some students, some University visits, Mentoring scheme. PE: Highlight job opportunities in the sporting sector with new Cambridge National students. Music - looking at job roles concerned with health and safety within the Music industry
10	Careers fair, 1:1 careers appointments, 2 weeks work experience, WIN programme for some students. PE: We take on 1 or 2 work experience students in PE department. . Music – looking at the responsibilities of a sound engineer
11	Careers fair, 1:1 careers appointments, mock interviews with employers including CV and letter of application. Apprenticeship workshops, Assemblies by college, apprenticeship providers and Sixth form. Post 16 evening event, WIN programme for some students, National Citizenship Scheme.PE: Year 11 Sport students have discussions with class teachers about post 16 options. Music – an entire unit which is exam based looks at the music industry with all the job roles you are able to move into on leaving school
12	Careers fair, 1:1 careers appointments, visit to a university on ACORNS day1, HE options day with guest speakers ACORNS day 2. UCAS workshops including guest speakers, WIN programme for some students PE: Mock interviews take place as part of the sports course where students prepare presentations then present to a panel. Music – support with work experience in music industry Tutorial work about researching employers/jobs and employability skills and students review their skills then make plans to increase these. Local employers visit school to run assemblies and workshops on employment and skills needed for interviews and applications..
13	Careers fair, 1:1 careers appointments, post 18 parents evening, university visits, apprenticeship presentations, student finance presentation, WIN programme for some students. History deliver a unit on trade unionism. In PE students have personal statement support and subject specialism guidance when applying for post-18 options. Tutorial work about researching employers/jobs and employability skills and students review their skills then make plans to increase these. Mock interviews run by Ho6 and by local employers, includes telephone interviews. Local employers visit school to run assemblies and workshops on employment and skills needed for interviews and applications.

Careers Fair exhibitors academic year 2017-2018:

University/College
Name
Bath University
Cardiff Met University
UWE
Winchester University
Southampton University
South Wales University
Cardiff University
Portsmouth University
Plymouth University
Aberystwyth
Bournemouth Arts
Bournemouth University
Gloucestershire University
Southampton Solent
Swansea University
Royal Agricultural College
Wiltshire College
Bath College
Swindon New College
Business
Police
Somerset Care
Cooper Tyres

RAF
Army
Span
Siemens Rail Auto-motion
Atkins
National Trust
McDonalds
TH White
HHG Vets
Cultural Au Pair
Barclays
Coventry Building Society
Bath Vet Group
RUH
Goughs Solicitors
MG Cannon
Aldi