

Careers Education, Information, Advice and Guidance (CEIAG) Policy & Strategy 2021-2022

Responsible: M Peeling (Careers Leader)

Date: October 2021

Review Date: September 2022

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 as a guide)

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 delivered through the school by the Work Experience Manager, alongside undertaking the relevant Health and Safety checks. The school and businesses work together to achieve meaningful and safe work experience placements for our young people. Many local and National employers, colleges and universities attend the yearly careers fair where good working relationships have been established to support the CEIAG program within school. 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 a week’s work experience placement. This takes place in the Summer Term. Students and their parent’s/carers are responsible for securing a placement and are supported by the school. Students in the sixth form also undertake work experience as appropriate for their study programme and supports their Post 18 career planning. This is delivered over a 2-week period from term 3-6; decided by the Head Teacher and Head of Sixth.

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 GroFar where all work experience placements are set up and logged. They will be able to add employer details as well as be signposted opportunities as they become available to confirm their placement.

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

All placements are subject to checks which are conducted by work experience manager 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 previous careers fair exhibitors.

Summary of Careers , Employability and Enterprise education at Melksham Oak Community School:
Gatsby Benchmarks 1-8

Year group	Summary of careers, employability and enterprise education across the curriculum.
7	GroFar Tutorial work along with Kidzania program (incl on ACORNS day), Careers Fair ,1:1 careers appointments.
8	GroFar Tutorial work linked to careers and choices through pathways, careers fair, Pathways evening to discuss all subject choices for KS4, ACORNS day based on careers and pathways. 1:1 careers appointments.
9	GroFar Tutorial work, Careers appointments 1:1, Careers Fair, WIN programme for some students, some University visits, Mentoring scheme.
10	GroFar Tutorial work along with Work Experience program and mock interviews, Careers fair, 1:1 careers appointments, 2 weeks work experience, WIN programme for some students.
11	GroFar Tutorial work along with Post 16 options and choices, 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.
12	GroFar Tutorial work along with Introduction to Post 18 choices and employability skills, Careers fair, 1:1 careers appointments, visit to a university on ACORNS day, HE options day with guest speakers. UCAS workshops including guest speakers, WIN programme for some students, Local employers visit school to run assemblies and workshops on employment and skills needed for interviews and applications, 2 weeks work experience
13	GroFar Tutorial work along with Post 18 applications , Careers fair, 1:1 careers appointments, post 18 parents evening, university visits, apprenticeship presentations, student finance presentation, WIN programme for some students, Mock interviews run by Ho6 and by local employers this can include telephone/Teams interviews, Insight from local employers to run assemblies and workshops on employability, Support with UCAS, Employment, Apprenticeships and Gap Year programs.

Previous Careers Fair exhibitors 2019-21

University/College	Employers
Falmouth University	Wiltshire Police
Bath University	Somerset Care
Cardiff Met University	Cooper Tyres
UWE	RAF
Winchester University	Army
Southampton University	Span
South Wales University	Siemens Rail Auto-motion
Cardiff University	Atkins
Portsmouth University	National Trust
Plymouth University	McDonalds
Aberystwyth University	TH White
Bournemouth Arts University	Harris Hill Gibbons Veterinary Practice
Bournemouth University	Cultural Au Pair
Gloucestershire University	Barclays
Southampton Solent University	Coventry Building Society
Swansea University	Bath Vet Group
Royal Agricultural College	RUH
Wiltshire College	Goughs Solicitors
Bath College	MG Cannon
Swindon New College	Aldi
Oxbridge	Knorr Bremse
Loughborough	Waitrose