



Ballyclare Secondary School

**Careers Education,
Information, Advice
and Guidance (CEIAG)**

POLICY FOR CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE. (CEIAG)

Ballyclare Secondary School.

Careers Education and Guidance Programmes make a significant contribution to preparing young people for the opportunities, responsibilities and experience of life. In particular they help young people make decisions and manage transitions from learners to workers. It is vital that all 11 –18 year olds have the knowledge and skills they need to make informed choices.

Rationale

The rationale for the provision of impartial careers information, advice and guidance for all stages has been clearly established in the European Union Resolution (May 2004) This resolution proposes that all European citizens should have access to high quality guidance provision at all stages of their lives to enable them to manage their learning and work pathways.

This is recognised in the Department of Education Entitlement Framework Circular 2005/18, which states that young people and their parents are provided with high quality CEIAG to inform their decisions, and this is further developed in the draft document “Preparing for Success”; which makes policy proposals for the future development of CEIAG. The centrality of CEIAG is also recognised in the introduction of the Entitlement Framework and it also identifies the relationship between CEIAG and Learning for Life and Work stating that *“Career Management will be embedded as a key concept in Learning for Life and Work through the contributory strand of Employability at Key stage 3 and 4, schools need to augment this provision to meet fully all the aims and objectives of a high quality CEIAG programme.”*

It is fundamental that the provision of education and training is such that all young people in Ballyclare Secondary School will develop the skills and confidence to make the most of their life choices and follow the career path which suits them best. A young person’s career path is the progress they make in learning and employment. All young people need a planned programme of activities to help them choose 11 – 18 pathways, and in particular at key transition points in Year 10, Year 12 and Year 13 and 14, - pathways that are right for them to be able to manage their careers and sustain employability throughout their lives.

Ballyclare Secondary School has a duty to provide CEIAG in years 8 – 14 and to give students access to careers information and impartial guidance.

Commitment

Ballyclare Secondary School is committed to providing a planned programme of careers education and information, advice and guidance for all students in years 8 – 14.

Ballyclare Secondary School endeavours to follow the framework for CEIAG from the Department of Education (DE) and DfE, and any other advice or guidance which may appear from any other interested agencies.

To demonstrate our commitment, we have embarked upon the Investor in Careers Quality Award. This is for the management of careers education, information, advice and guidance (CEIAG), recognised nationally across the country. The Investor in Careers (IiC) standard is about improving student's awareness of opportunities, raising their aspirations and working with them to ensure they achieve their full potential. Stage 1 was achieved in January 2016. Stage 2 was achieved 19th June 2017.

Management

The Career Department is headed up by Mrs V Beattie a member of the Senior Leadership Team.

Staffing

All staff will contribute to CEIAG through their roles as class teachers and subject teachers. Specialist sessions are offered through Learning for Life and Work (LLW), under the co-ordination of the LLW Development Officer. Specialist Careers Information and Guidance is provided in collaboration with Careers Advisers from DfE.

There are presently three members of staff with responsibility points for the delivery of CEIAG within Ballyclare Secondary School.

The areas of responsibility fall broadly into the following areas:

Miss J Russell	Mrs V Beattie (SLT)	Mr B Adams
Year 10 Careers Advice	Year 12 Careers Advice	Year 13/14 Careers Advice
Year 10 Careers Evening	Year 12 Careers evening	University visits
Year 10 Careers Convention	Year 12 Careers Convention	UCAS
STEM	Work Experience Administration Yr 12/13	Student Finances
Ballyclare High School Collaboration	Interview skills Year 12	DfE Liaison
Entitlement Framework	Study Skills Year 12-14	DfE Interviews schedule
	School/Business links	Progress Files
	SEN Transition Reviews	LLW Career content KS3 & KS4
	LVI & UVI Induction	
	Learning Styles Years 8-14	

Programme and Entitlement

The careers programme is designed to meet the needs of students at Ballyclare Secondary School. Whenever possible it is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. It will be integrated into students' experience of the whole curriculum and will also be based upon partnership with students and their parents or carers.

The implementation plan for "Preparing for Success" 2009-2014 ran alongside the implementation of the Northern Ireland Curriculum and Entitlement Framework, and is a long-term strategy as identified in the School Development Plan three year strategy.

The five main themes within the strategy were:

1. Improving Careers Education
2. Improving access to Careers Information
3. Improving the provision of Careers Advice and Guidance
4. Improving Quality
5. Improving Professional Development.

From the update of Preparing for Success Document, the overall aim of the 2015-2020 strategy is to support individuals to make appropriate decisions, through developing them as effective careers decision makers, leading to increased and appropriate participation in education and training and employment, and thereby contributing to both the fulfilment of the individuals' potential and to a rebalancing of labour market supply and demand.

All young people should:

- have access to good quality careers education provision, up-to-date LMI, and impartial careers information, advice and guidance, to assist them to make well informed career choices, to achieve their potential and prosper in employment
- be lifelong learners and be motivated to pursue continuous professional development to achieve their own potential, to become effective employees and to make a valuable contribution to the local economy;
- develop the skills to plan their career, and manage planned and unplanned career change; and
- have a clear understanding of the impact of their education, training and employment choices and make career choices which are informed and well thought through and based on self-awareness; understand the relevance of their education, skills and experience; and be aware of the opportunities and pathways available.

To ensure we are meeting the needs of all our pupils we have to provide a framework for delivering good CEIAG. The Gatsby Foundation Report described 8 Benchmarks for Good CEIAG which we felt complimented the Preparing for success aims. The 8 bench marks include:

1. A stable careers programme.
2. Learning from career and labour market information.
3. Addressing the needs of each student.
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

Students at Ballyclare Secondary School are entitled to CEIAG which meets professional standards of practice and which is individual, impartial and confidential. The school will also endeavour to meet Quality Assurance Framework as developed by ETI. - *Evaluating the Quality of CEIAG provided by Schools, Colleges and Training Organisations*.

Currently the school is embarking on the Investor in Careers Quality Award, to ensure we are meeting national standards for CEIAG.

The careers programme includes Career Education sessions, and Focused Individual Learning Activities, LMI and Work- Related Learning.

Career Education sessions include:

1. The requirement to deliver impartial careers education to all students in Years 8 –12. It is met through the careers education elements of the Learning for Life and Work programme. LLW classes deliver the taught elements of the CEIAG programme and use a variety of teaching methods. These include role play, group discussions and didactic and interactive teaching. DVD and other audio-visual aids are also used.
2. During LLW class time there is an opportunity to complete Application Forms electronically at KS4. To support this there is a workshop on Success Skills from the Young Enterprise Programme and a Barclay Life Skills programme.
3. During Year 10, to support their option choices, a taught programme for Careers is delivered through their LLW programme between January and February prior to their option choices information evening.
4. As part of the target setting programme, students learn to create action plans and keep records of their achievements throughout their time at school. This process starts during the LLW programme in Year 8. Students are encouraged to record all achievements both inside and outside school. During Year 12, students produce a personal statement and CV for their end of year progress report and in addition in Years 13 and 14, for their UCAS application.
5. Preparation for Work Experience includes a presentation to parents and pupils on their Year 11 and Year 13 induction evenings. This includes an explanation of the benefits of work placements as well as an awareness of Health and Safety in the work place.
6. Year 13 and 14 have designated careers periods, with the focus in Year 14 being the completion of UCAS application forms. UCAS applications are completed on-line in Year 14, following visits to local universities and career conventions. Careers staff guidance is available to all Year 14 applicants at this stage.

Focused events include:

1. Year 10 Careers Convention

This is held in collaboration with Ballyclare High School, rotating the venue each year. Local employers are encouraged to attend to address students and their parents. Opportunities are also given to meet local employers, employment agencies for guidance, universities, FE colleges and training agencies, before choices are made during Year 10. Prior to this event, pupils have an options assembly and small group interviews to help them with their option choices.

2. Interview Skills sessions

All Year 12 students attend an Interview Skills day. This is supported by local businesses and personal from FE. This is usually held during the Autumn Term.

3. Individual meetings with a Careers Service Advisor.

Following preliminary briefings in LLW and completion of "Getting Connected" materials, individual meetings are organised for each student in Year 12 to have a private and confidential meeting with a Career Adviser from the Department for the Economy (DfE). This process releases each student from normal timetable for up to 30 minutes to have an individual career interview with the DfE Adviser. Parents also have the opportunity to meet with the DfE Adviser on Year 10 and Year 12 Parent Evenings. SEN pupils have individual interviews with the DfE adviser prior to their Transition meeting.

4. Year 12 Parents' Guidance Evening

All Year 12 students and parents are invited to this evening in March, where they are addressed by the school and other agencies with regard to guidance for the next stage of their career pathway. This evening also highlights the entry requirements for returning to Year 13 in Ballyclare Secondary School. Prior to this evening they attend a Career convention held in collaboration with Ballyclare High School to help in making decisions on their future career routes.

3. Work Experience (See Work Experience Policy Document)

Work experience for all students in Year 12 takes place in October. One week placements are provided through contacts with local employers and parents. Students are encouraged to organise their own placements. Extended work experience is provided for Key Stage 5 students. The one Year Travel & Tourism students attend work placements from September to April one day per week. A Level students in LVI do their work experience in June after their exams. This is to give them additional work experience a requirement needed for university and employment. All work experience placements are checked for health and safety. A number of staff will endeavour to visit students who take part in work experience.

4. SEN Transition Interviews

To provide advice and support to pupils aged 14+ with a statement of special needs. The Transition Plan meeting aims to put in place all necessary measures to ensure a successful transition, identifying and overcoming barriers or

difficulties in the process. The Transition Plan will be reviewed along with their statement at each annual review meeting within their last years of school. (see SEN Policy document)

Professional Development

In order for CEAIG to be fully implemented there is a need for a clear qualification framework for continuous professional development. It is essential to ensure the delivery of an effective service, that all involved in CEIAG have an opportunity to access professional development, leading to a recognised, specialist qualification.

It is planned that all those involved directly in careers will complete a training programme “Preparing for Success – A Guide to Developing Effective Career Decision Makers”.

Partnerships

Key Public agencies, Employers of all sizes in the private, public and voluntary sectors, Schools, Colleges, Universities and Training organisations, Guidance Practitioners and individuals all have a specific and important role, individually and together in assisting with the promotion of CEIAG with Ballyclare Secondary School.

It is essential that CEAIG within Ballyclare Secondary school delivers coherent arrangements for education/industry links, highlighting the role of Science, Technology and Mathematics (STEM) and their potential contribution to our local economy.

An Annual Partnership Agreement will be negotiated between Ballyclare Secondary School and the Careers Service (DfE), which identifies the contributions to the Programme that each will make.

Monitoring and Evaluation

1. CEAIG is a major component of the three year School Development Plan and an annual audit will be conducted with staff.
2. The programme will be monitored and evaluated annually by the Careers department and reported to the Principal to identify areas for improvement. This review involves all key stakeholders, including school and DfE staff
3. Evaluation and review of different aspects of CEIAG will be regularly undertaken and will contribute to the School Development Plan.
4. Destination data will be collected and used to monitor the number of students who progress into various post-16 opportunities. This data will be taken into consideration when reviewing the programme annually.
5. Parents and pupils are invited to give feedback on any aspects of the CEIAG programme to the Careers Staff and DfE Careers Advisers — both Careers Staff and DfE Careers Advisers attend parents’ evenings when available.