



**Bramfield House
School**

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

Date Approved: October 2023

Name: Leigh Bailey

Title: Head of School

Due for future review: October 2024

Careers Team

Leigh Bailey – Head of School
Michelle Woolnough – Careers Lead & Exams Officer
Mark Kinzel – Catering instructor & Careers Advisor
Chloe Smith – Upper School SENCO

l.bailey@bramfieldhouse.co.uk
m.woolnough@bramfieldhouse.co.uk
m.kinzel@bramfieldhouse.co.uk
c.smith@bramfieldhouse.co.uk

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

Mission Statement

Bramfield House School supports young people to raise their ability to manage their own behaviour, and develop their knowledge, skills and independence, enabling them to live as full and rich a life as possible. The Skills Builder program is run throughout the school developing essential employability/ life skills

Rationale

Careers Education and Guidance program can and will make a major contribution to preparing young people for the opportunities, responsibilities and experiences of future life. A planned progressive program of activities supports them in choosing 14 – 19 pathways that suit their interests and abilities and help them to follow a career path and sustain employability throughout their working lives.

Commitment

Bramfield House School is committed to providing our students with a program of careers education, information, advice and guidance (IAG) for all students in years 7 – 13. Bramfield House School will endeavour to follow the National Framework for CEG 11 – 19 in England (DfES, 2003) and other relevant guidance from DCSF, QCA and Ofsted as it appears.

Aims

Bramfield House School, Careers Education and Guidance policy has the following aims:-

- to contribute to strategies for raising achievement, especially by increasing motivation
- to support inclusion, challenge stereotyping and promote equality of opportunity
- to encourage participation in continued learning including higher education and further education
- to develop enterprise and employment skills
- to reduce drop out from and course switching in education and training
- to contribute to the economic prosperity of individuals and communities
- to meet the needs of all our students through appropriate differentiation
- to focus students on their future aspirations
- to involve parents and carers

Implementation of Careers Education

Careers Education is delivered during PSHE lessons and will be supported by staff during appropriate sessions.

Equality and Diversity

Careers education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

Key Stage 3

A careers, work related learning and enterprise program will be introduced by the school. Years 7 and 8 will investigate their skills, interests and work preferences to match against suitable occupations. They will also research into the labour market and their expectations of job availability. Year 9 will encompass an exploration of KS4 and KS5 future options with a focus on individual career paths.

Key Stage 4

Students in year 10 will have exposure to visits and external speakers to provide impartial careers advice and options. Students will visit various local employers to gain an insight into varying professions and will have the opportunity to complete one week of work experience during a careers activities week or at a set time period to be agreed between the school, employer, parent and pupil. All pupils within KS4 will have a Careers 1:1 interview with beacon East. Students in Year 11 will focus on post 16 personal statements and applications during PSHE lessons. Mock interviews for different pathways and institutions will be run throughout KS4. The focus is post-6 options and the application process.

Implementation of Careers Guidance

1. 1:1 careers advice and guidance
2. Extra support where appropriate
3. Students in Year 9, Year 10 and Year 11 are targeted for extra help by the Secondary SENCO and the onsite Careers Advisers

Parents and Carers

Parental involvement is encouraged at all stages. Parents are kept up to date with careers related information through regular telephone calls and emails.

Management

The careers team co-ordinate the Careers program and is responsible to their Senior Leadership Team / line manager. Currently Work Experience is the responsibility of the Careers Advisors. This policy will be reviewed annually as part of the whole-school self- assessment process and will be reviewed by the governors when any additions or amendments are made.

Staffing

All staff contribute to CEG through their roles as key workers and subject teachers. The Careers program is planned, monitored and evaluated by the Careers Lead. The Secondary SENCO and onsite Careers Advisers will liaise with external providers to ensure that specialist career guidance is available when required.

Curriculum

The Careers program includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work related learning and individual learning activities. Careers lessons are part of the schools PSHE curriculum. Other events and activities are planned and organised separately throughout the year.

Statement of entitlement

Pupils of Bramfield House School are entitled to receive Careers education, information, advice and guidance (CEIAG)

The CEIAG will help pupils to:

- Understand themselves, their interests, likes and dislikes, what they are good at and how this affects the choices they make.
- Find out about different courses, what qualifications they might need and what opportunities there might be
- Develop the skills they may need for working life
- Make realistic, but ambitious, choices about courses and jobs
- Develop a plan of action for the future
- Understand the different routes after Year 11 including training, further and higher education and jobs
- Be able to make effective applications for jobs, training and further and higher education
- Develop their interview skills
- Improve their confidence

Pupils will receive:

- Careers one to ones
- Guided advice from careers Advisers
- Interviews with the Beacon East Personal Adviser /Designated IAG
- Work experience
- Other subject lessons linked to careers (PHSE)

Pupils can expect to be:

- Given a life skills plan that will provide a future employment plan that will advise of my strengths and weaknesses
- Treated equally with others
- Given careers information and advice that is up to date and impartial
- Treated with respect by visitors to the school who are part of the careers program
- Given extra help if and when required

Work Experience

The objective of Work Experience in Y10/11 is to provide students with an opportunity to experience the world of work first-hand, and to develop their employability skills. Where possible, students should seek a placement in an environment linked to a career which they are considering for their own future. During the week, students will develop their communication skills, learn about the expectations of a workplace and possibly develop some skills which are specific to their placement role.

Most students will be offered the opportunity to undertake work placement in Year 10 or 11. This experience may be limited by the availability of suitable placements.

A Work Experience briefing will be held for students prior to their placements to ensure that they understand how to approach their placement, and the procedures to follow if there are any problems with the placement. Necessary and relevant health and safety information will also be covered.

Each student will be visited during their placement by a member of staff. On return to school there are Work Experience debrief sessions during form time where the students are given the opportunity to reflect upon and share their experiences with classmates and staff.

Students are not permitted to undertake placements outside of England and Wales, since the Health and Safety regulations outside of this area are not comparable to England and Wales, and so the school cannot ensure that students are working in a safe environment. Students may not request holiday from the school in order to undertake a work placement outside of England and Wales; in this circumstance the student should arrange the placement in their own time.

Safeguarding

In order to ensure that students are safe during Work Experience placements, the school will check that the organisation offering the placement hold valid 'Employers' Liability Insurance' (ELI) for the time of the placement. In addition, the school will also ensure that the placement meets national Health and Safety regulations. Any placement which does not hold ELI and which has not been Health and Safety checked for the period of the placement will not be approved for Work Experience, and the student seeking the placement will be advised to find an alternative. In addition, the school cannot support placements with sole traders or single employees.