



Notre Dame
Plymouth

Educating Head, Heart and Hands

Careers Education Information and Guidance policy statement

Notre Dame School aims to help all students fulfil their potential and experience success through an educational environment which responds to individual need and stimulates and challenges each and every student.

Notre Dame Plymouth is
an optimistic school promoting Christian attitudes
a school where every person belongs
a school which values learning and high aspiration
a school which rises to challenges and celebrates achievement

**Notre Dame educates the whole person;
head, heart and hands**

The processes of informing, advising and guiding students are accorded a high priority and are seen as crucial in preparing students to make decisions regarding the opportunities and challenges of adult and working life.

Introduction

Rationale

A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make 14-19 choices that are right for them and to be able to manage their careers throughout their lives. Schools have a statutory duty to provide careers education in Years 7 - 13 (1997 Education Act, 2003 Education Regulations, 2015 Careers Guidance and Inspiration for Young People in Schools) and to give students access to careers information and guidance. The Gatsby report and benchmarks guide our planning.

Commitment

Notre Dame is committed to providing a planned programme of careers education for all students in Years 7-13 and information, advice and guidance (IAG) in partnership with CSW (formerly Careers South West). Notre Dame endeavours to follow the National Framework for CEG 11-19 in England (DfES, 2001), Careers, WRL and Enterprise 11-19 (QCA 2008) and other relevant guidance from the DCSF, QCA and Ofsted. The school has achieved the First Level of the Investors in Careers Award. Notre Dame is also committed to providing independent advice and guidance and does this through its partnership with CSW. This ensures that the advice is impartial, offers a full range of options and is always student need focussed.

Development

This policy was developed and is reviewed through discussions with teaching staff, our CSW personal adviser, students, parents, governors, advisory staff and other external partners. Evaluations are carried out by the school staff and students and they are used to inform curriculum provision.

Links with other policies

It supports and is underpinned by key school policies including those for teaching and learning, assessment, recording and reporting achievement, citizenship, PSHE, equal opportunities and diversity, health and safety, gifted and talented, and special educational needs.

Objectives

Students' needs: The CEIAG programme is designed to meet the needs of students at Notre Dame. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

Entitlement: Students are entitled to CEIAG that meets professional standards of practice and is person-centred, impartial and, where appropriate, confidential. It will be integrated into students' experience of the whole curriculum and be based on a partnership with students and their parents or carers. The programme will promote equality of opportunity and be inclusive. Students and parents are invited into school to receive CEIAG at a number of points throughout the year which include:

- Parents' Evenings at which parents can discuss progress within specific subject areas (at least one a year for all students).
- KS4 and KS5 options/decision making evenings
- Essentials evenings for most year groups
- Attending HE open days, Skills Shows and other appropriate visits
- Attending UCAS/HEI led events

Implementation

Management:

- The IAG Manager co-ordinates the careers programme and is responsible to the Headteacher.
- The IAG Manager is line managed by the Deputy Headteacher.
- The IAG Manager line manages the work of the WRL Administrative Support worker and the Next Steps South West Co-ordinator.

The IAG Manager is responsible for:

- Planning the CEIAG programme
- Providing opportunities for students to attend WRL events organised outside of school.

Staffing:

All members of staff contribute to CEIAG through their roles as Form Tutors, subject teachers and support staff. Specialist sessions are delivered by the PSHE team in all year groups. The careers programme is planned, monitored and evaluated by the IAG Manager in consultation with the CSW personal adviser who provides specialist careers guidance. Careers information is available in the school library, which is maintained by the school librarian, and the CSW meeting room. Administrative support is available to the IAG Manager. Vertical Tutoring (VT) has given a number of opportunities for students to support and mentor each other. Form Tutors encourage students to share experiences at key times of the year so that students can learn from each other. Senior students also lead key events e.g. KS5 Open Evening and also lead workshops e.g. at the Year 10 RSE day.

Curriculum:

The CEIAG programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities (in the Library Resource Centre and on the school intranet), work-related learning (including one week work experience in Year 11), and individual learning planning/portfolio activities. Careers lessons are part of the school's Personal Development programme. Other focused events, e.g. a Higher Education Fair visit are provided from time to time. Work experience preparation and follow-up take place in PSHE lessons in Year 11 and other appropriate parts of the curriculum. Students are actively involved in the planning, delivery and evaluation of activities. Notre Dame staff also offer a series of collapsed timetable days each year (Dimension Days). They are used to support CEIAG and often have direct WRL links. Year 12 students experience a Learn to Live programme.

Assessment and accreditation:

Career learning is assessed using outcomes based on the National Framework and AfL techniques. All students' attitude to learning and behaviour are reported to parents in their termly Progress Reviews. In Year 11 successful Work Experience is rewarded with a certificate. There is also a prize for the best placements (awarded at the school's annual prize giving ceremony).

Partnerships:

- An annual Partnership Agreement is negotiated between the school and the CSW Service which identifies the contributions to the programme that each will make.
- Notre Dame is part of the TLP partnership of schools which supports learning in KS5 as well as organising other activities including those for G&T students and Enterprise Education.
- The school also works in partnership with local training providers in order to offer increased flexibility especially for those students with special learning and behaviour/social needs.
- Notre Dame has strong links with the Devon Education and Business Partnership. Their service is used each year to support the provision of work experience placements and making links to the business community.
- Notre Dame is building its network of alumni who volunteer to talk to groups of students about aspects of career and professional development. Former students support the school by volunteering to talk about careers choices. This is supported by the use of the Future First website.
- Notre Dame is a member of the Next Steps South West collaborative. This is a local project to support students in raising their aspirations. Our link HEI is Plymouth University.

Resources:

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the area of CEIAG. The IAG Manager is responsible for the effective deployment of resources. Sources of external funding are actively sought. There are currently three funding streams:

- Careers – this supports curriculum development
- WRL – This funds the annual WEX placements
- IAG – This funds the CSW partnership work (1:1 guidance meetings)

Staff development:

Staff training needs are identified as part of the Partnership Agreement process with the CSW and in conjunction with the school's CPD Co-ordinator. Each year members of the school staff attend a number of events which keep their personal knowledge up to date including:

- HE Fair (Exeter) with Y11
- Plymouth University open day with Y9
- HE Advisors Conferences
- PLT training day (CEIAG group)
- The IAG Manager is a member of the Plymouth CEIAG network and attends their meetings and events.

Monitoring, review and evaluation:

The Partnership Agreement with CSW is reviewed annually by the school's IAG leader and the CSW Personal Adviser. Local quality standards for CEIAG are used to identify desirable improvements. Students evaluate their CSW face to face meetings. Each year an evaluation is carried out on WEX placements. Comments from students, employers and visiting staff are used to make improvements for the following year. The PSHE programme is reviewed in line with the school's subject/department review policy.