



HARROGATE  
GRAMMAR SCHOOL  
AN INDEPENDENT ACADEMY TRUST

## Policy: Career Education & Guidance

**Member of Staff Responsible**

**J Hinkins**

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**Governors' Committee:**

**Students**

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**Approved by Full Board on:**

**17.06.15**

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**Signed-off by:** *Committee Member*

*Chair of Governors*

*Date*

**Jim McHugh**

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**17.06.2015**

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# **Career Education & Guidance**

<b>CONTENTS</b>		<b>Page(s)</b>
<b>Item 1</b>	<b>Principles</b>	<b>3</b>
<b>Item 2</b>	<b>Aims of the CEIAG Programme</b>	<b>3</b>
<b>Item 3</b>	<b>Statutory Requirements</b>	<b>3-4</b>
<b>Item 4</b>	<b>Implementation of Careers Education and Guidance</b>	<b>4-5</b>
<b>Item 5</b>	<b>Glossary of abbreviations</b>	<b>5</b>

## 1. **Principles**

Harrogate Grammar School is committed to providing a comprehensive Careers Education Information and Guidance (CEIAG) programme. In this, the school:

- Recognises the requirement for equality of opportunity in respect of gender, race, disability, value placed on diversity and challenging stereotypes.
- Recognises the need for confidentiality and impartiality within the CEIAG programme.
- Recognises the school's commitment to CEIAG in line with statutory guidance.
- Recognises the importance of meeting the requirements of key stakeholders e.g. Governors, Senior Leadership Team, teachers, parents and students as well as the importance of continuous reflection and evaluation of the CEIAG programme to ensure that the needs of all stakeholders are met.

## 2. **Aims of the CEIAG programme**

- To enable students to understand themselves and the influences on them, their strengths, limitations, skills, motivation, values and personal qualities (Self Development).
- To enable students to investigate and raise aspirations for opportunities in learning and work, developing a knowledge and understanding of employment trends, society and the range of options and routes available to them (Career Exploration).
- To enable students to make and adjust plans to manage change and transition effectively from one stage of education, training or work to the next (Career Management).
- To establish best practice in line with statutory guidance for CEIAG.
- To work in close co-operation with an appropriate provider and other partners to further the objectives above.
- To recognise that those children with a range of additional needs require a more tailor-made approach. All careers guidance in the school treats youngsters as individuals and caters to their individual needs and aspirations. As a school we prioritise additional support as per the Additional Needs Register, the SEN Support Record and Pupil Premium. Liaison with North Yorkshire County Council Specialist provision to support students with Educational Health Care Plans.

## 3. **Statutory Requirements**

- The statutory requirements for Year 7 to 13 are delivered through and are part of the school's Personal Development Programme with designated curriculum time allocated. Details of the course content with accompanying learning outcomes are in the Practice/Content – see Section 4.1.
- Details of Learner and Parent/Carer entitlement are listed in Section 4.2.

- Impartial and independent Careers Guidance is accessed through external careers professionals via an appropriate provider – see Section 4.2. The school also works with other external agencies to provide quality CEIAG e.g. Local Networks, Aspire-Igen Group, NYBEP, Employers, Local Enterprise Partnership, National Careers Service, Universities and Colleges, Job Centre.
- The school has a designated post holder in charge of CEIAG and Work Experience.

#### **4. Implementation of Careers Education and Guidance**

##### **4.1 Personal Development**

CEIAG is delivered using curriculum time in Years 7 to 13. Material and courses are constructed by the Personal Development Co-ordinator in conjunction with the Careers Adviser and delivered by Form Tutors. The three areas, Self Development, Careers Exploration and Careers Management are included.

##### **4.2 External Careers Delivery is completed by an appropriate provider. This provides:**

- Opportunity for individual interviews with all Year 11 students.
- Individual interviews with Year 9, 10, 12 and 13 by school referral and self-referral.
- Group interviews with Year 12 and 13 by self-referral and students seeking employment opportunities. UCAS applications co-ordinated and supported by the Sixth Form Student Adviser.
- Group sessions and talks to year groups as arranged by the Personal Development Co-ordinator and Careers Adviser.
- Attendance at Parents/Carers' Consultation Evenings, guidance sessions, assembly presentations, open events, careers fair, super learning days, progression week.
- Recommending resources for the Learning Resource Centre
- Collating information on behalf of the school for reporting Destinations Measures data
- Support for students with additional needs and liaison with local specialist Careers Adviser NYCC, as appropriate.

##### **4.3 Learning Resource Centre (LRC)**

The Careers resources are situated in the Learning Resource Centre, which is open from 8.30am to 5pm. All students in Year 9 upwards are introduced to the Learning Resource Centre during Guidance lessons. Sixth Form students have access to the LRC every day and Years 7-11 students have access on specified days. All students have access to careers related software and website programmes such as Kudos, Eclips, Venture, Careerscape, Careers Menu and Planner. They are also given information and advice on a wide range of websites which help with careers information such as option choices, choosing higher education, applying for jobs etc.

##### **4.4 Personal Guidance**

Individual guidance interviews are available via self-referral for any student in years 7 to 13.

##### **4.5 Work Experience**

A 2 week optional programme is organised every year for year 11 and 12 students in July.

#### 4.6 Visiting Advisors

- Participation in activities such the Careers Fair, Super Learning Days and events during National Careers Week and National Apprenticeship Week.
- Individual access to guest speakers from universities, professions, armed services and voluntary organisations to increase awareness and knowledge in specific areas.

#### 4.7 Post 16

Students are provided with opportunities and strategies to enable them to develop greater knowledge and awareness of Higher/Further Education and alternative employment opportunities or options through:

- Aspects of the above points 4.1 to 4.6.
- Talks are provided for occupational areas, by package area, in the 6<sup>th</sup> form e.g. Engineering, STEM, Law, Business, Education, Health, Arts.
- Visits to Universities are arranged for Year 12 students.
- Open access to information in the LRC, including ICT facilities.
- Publication/handouts produced by the school and an appropriate external careers provider.
- All Year 12 students are offered a group guidance interview with an external Careers Adviser. Year 12 and 13 students can also self-refer for an individual interview. Year 12 and 13 are also supported by Sixth Form Student Adviser who also co-ordinates applications to UCAS, job search strategies, visiting guest speakers and progression week activities.
- Information provided on financial budgeting, planning and access to student loans.
- Destinations Measures data collated and reported.

#### 4.8 Transition

Specific strategies for providing information and advice at transition points such as Year 9 options, 16+ and 18+ choices:

- Talks, advice sessions to individuals, discrete groups and whole years by the Personal Development Co-ordinator and external careers advisers.
- A day of planned activities organised every year for Year 11 students on Sixth Form, employment and training options (Taster Day).
- A programme of activities organised every year for Year 12 students on higher education, employment (self/full), and voluntary options (Progression Week).
- Careers Fair held at Harrogate Grammar School every year for students and their parents in Years 7 – 13.
- Handouts, provided by national bodies and internally.

### 5. **Glossary of abbreviations:**

CEIAG	-	Careers Education Information and Guidance
Aspire-Igen Group	-	Company with the contract to deliver CEIAG at HGS
NYBEP	-	North Yorkshire Business and Enterprise Partnership
LRC	-	Learning Resource Centre