



HILL VIEW SCHOOL

Policy Name:

Careers Education, Information, Advice and Guidance Policy

Policy reviewed and adopted by LSC	
Review Frequency	Annually
Last Reviewed	
Next Review	
Responsible	Headteacher

Careers Education, Information, Advice and Guidance Policy

Hill View School Careers Guidance Vision

At Hill View School, we envision a careers guidance program that aligns seamlessly with our commitment to empowering learners, building communities, and unlocking potential. We will provide a personalised and supportive environment where every learner feels confident exploring their future aspirations. Through collaborative partnerships with families, businesses, and the wider community, we will:

- **Nurture Self-Discovery:** Offer opportunities for learners to explore their interests, strengths, and values, igniting a passion for future pathways.
- **Build Knowledge and Skills:** Provide comprehensive information on careers, education, and training, empowering learners to make informed choices about their futures.
- **Create Connections:** Facilitate meaningful interactions between learners, potential employers, and educational institutions, fostering valuable networks.
- **Inspire Lifelong Learning:** Cultivate a mindset of continuous growth and adaptability, emphasizing the importance of ongoing career development.

We believe that every learner at Hill View School deserves access to the resources and support necessary to reach their full potential and live their best lives.

At Hill View School, the Careers Policy has been implemented to enable our young people and their families to make informed decisions about future opportunities. From Year 9 in the annual review process, the Education Health and Care Plans recognise the individual needs of each learner and the support that will be put in place to meet their needs and to equip them fully for their 'next steps'.

In addition to providing an extensive career programme within school the school also engage with external partners to develop future opportunities for our learners which will widen the opportunities for all SEND learners as they progress in the future.

Policy Scope

We offer a structured framework of support and work with national careers guidance to provide a careers programme which is inclusive, achievable and meaningful.

This policy covers Careers Education, Information, Advice and Guidance given to learners in all Key Stages across the school. The policy also applies to Year 11 after their potential leaving date in June of their final year and before they start at their next place of education, employment or training. This policy has been reviewed in line with the recently published DfE guidance document 'Careers guidance and access for education and training providers – Statutory guidance for governing bodies, school leaders and school staff. (DfE, January 2018)

We implement career activities to meet the 8 Gatsby Benchmarks. These benchmarks are a national framework to ensure that good quality career provision is embedded within education. They are:

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

This policy covers the legal duty of schools to ensure that a range of education and training providers can access learners in Year 7 to Year 11 for the purpose of informing them about approved technical education qualifications or apprenticeships. It refers to events and opportunities in both Key Stages and in all years and these events will impact upon all learners at the school.

All members of staff at Hill View School are expected to be aware of this policy and the importance of Careers Education, Information, Advice and Guidance (CEIAG) in the education of learners; CEIAG is not the sole responsibility of the Careers Lead.

It is important therefore that learners leave school aware of themselves as individuals, aware of the opportunities available to them and able to make some decisions about their own life. They should be prepared for the transition from full time education to the world beyond. It is to these aspects of personal and social development that this policy will contribute.

Objectives

The objectives of the Careers Education, Information, Advice and Guidance policy are as follows:

- To ensure that all learners at the school receive a stable careers programme
- To enable all learners to learn from information provided by the career and labour market
- The CEIAG programme should be individual and address the needs of each learner
- To link the curriculum learning to careers learning
- To provide learners with a series of encounters with employers and employees
- To provide learners with experiences of workplace(s)
- To ensure that learners have a series of encounters with further and higher education
- To provide each learner with the opportunity to receive personal guidance

Raising learners' achievements to their full potential is a key goal of the Careers Education and Guidance policy.

School Responsibilities

The school has a series of statutory duties:

- All registered learners at the school must receive independent careers advice in Years 7 to 11
- This careers advice must be represented in an impartial manner, showing no bias towards a particular institution, education or work option
- This advice must cover a range of education or training options
- This guidance must be in the best interests of the learner
- There must be an opportunity for education and training providers to access learners in Year 7 – Year 11 in order to inform them about approved technical qualifications or apprenticeships.

- The school must have a clear policy setting out the manner in which providers will be given access to learners.
- This policy and these arrangements must be published
- The school will base its careers provision around the Gatsby Benchmarks.

Hill View believes that good CEIAG connects learning to the future. It motivates young people by giving them a clearer idea of the routes to jobs and careers that they will find engaging and rewarding. Good CEIAG widens learners' horizons, challenges stereotypes and raises aspirations. It provides learners with the knowledge and skills necessary to make successful transitions to the next stage of their life. This supports social mobility by improving opportunities for all young people, especially those from disadvantaged backgrounds and those with special educational needs and disabilities.

The school will continuously monitor its CEIAG offer and seek further improvement. This will be done by the personnel involved in the design and delivery of the programme as well as by external stakeholders who assess the work of the school.

Governance

Governance will ensure that the School has a clear policy on Careers Education, Information and Guidance (CEIAG) and that this is clearly communicated to all stakeholders. They should ensure that this policy is:

- Based on the eight Gatsby Benchmarks
- Meeting the school's legal requirements
- The governing body will ensure that arrangements are in place to allow a range of educational and training providers to access learners in Years 7 – 11.
- There will be a member of the governing body who takes a strategic interest in CEIAG and encourages employer engagement

Provider Access

This policy statement sets out the school's arrangements for managing the access of providers to learners at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

At Hill View School we recognise the importance of supporting our learners in the next part of their journey into further education, volunteering, and / or employment, providing them with rich and meaningful experiences. We enable all learners to achieve the best possible educational and other outcomes, preparing them successfully for their 'Future'. To do this, we identify the importance of having in place a robust careers education programme for all secondary learners which centres upon our young people's individual interests and strengths in relation to their future, work and further education to gain positive careers outcomes. Through our careers programme we aim to improve the possibility and probability of paid work, raise the

level of work related skills to improve independence and enrich life experiences.

We work to ensure that young people choose pathways that are right for them and where possible, achieve paid employment, independent living, housing options, good health, friendships, relationships and community inclusion.

Entitlement

All learners from year 7 are entitled:

To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;

To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through careers events, assemblies and group discussions, class visits and taster events;

To understand how to make applications for the full range of academic and technical courses.

Years 7 – Year 9: Interests and Aspirations

The focus is on identifying specific interests learners have and providing them with a functional meaningful curriculum. This is heavily centred on personalised learning to support emotional wellbeing and social skills, giving learners the voice to contribute to their learning and future in a meaningful way.

During year 9, discussions will take place with learners and their family about future education or work opportunities they may wish to explore once they leave Hill View. This will form part of their year 9 annual review. Their EHCP outcomes and PLP focus area will move to preparing for adulthood outcomes. Learners within years 7 - 9 will have a minimum of two meaningful encounters with employers linked to a specific area of interest, these will be documented and evaluated using compass+.

Years 10 -11: Future planning

Within years 10 – 11 there is an increased focus on the skills required to be part of the world of work and / or wider community. A minimum of two specific meaningful encounters with employers will take place within years 10 – 11. Through bespoke Career Guidance learners and families will explore a range of pathways; this could be future college, education or training placements, volunteering and employment. All learners will continue to engage in a full curriculum and will gain qualifications to build their Record of Achievements. For those for whom it is appropriate, CV writing and interview skills as well as vocational profiling will form a big part of their curriculum and they will have many opportunities to develop the interpersonal skills required to make a positive contribution to their community in the most appropriate way for them.

Monitoring, Evaluation and Review

Learners and parents are welcome to give feedback on any aspects of the CEIAG programme through learner and parent voice or by contacting any of the Trust schools directly.

The CEIAG policy is reviewed regularly; this allows us to incorporate new initiatives. This review involves the children/young people in our schools, Senior Leadership, Careers Lead, Governors and any other stakeholders with interest or expertise.

Hill View also conducts a regular careers audit which is measured against the Gatsby benchmarks locally and nationally in partnership with the West of England enterprise project.

Management of provider access requests

A provider wishing to request access should contact:

xxxxxxx Careers Leader,

Telephone: xxxxxxxxxxxx;

Email: office@HV.oak.education.

Opportunities for access

A number of events, integrated into the schools careers programme, will offer providers an opportunity to come into school to speak to learners and/or their parents/carers.

The school will make the main hall, classrooms or private meetings rooms available for discussions between the provider and learners, as appropriate to the activity. The school will also make available audio, visual and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Leader who will make this accessible to learners, parents/carers and staff.