



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

This policy has an inter-relationship with the school's Provider Access and Equal Opportunities Policy. All policies are reviewed on an annual basis by the Careers Leader and signed, approved and dated by the Head Teacher, Chair of Governors/Link Governor for CEIAG and Careers Lead.

### **Rationale**

Careers education, information, advice and guidance programmes provide a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned progressive programme 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**

Clifford Holroyde is committed to providing our students with a programme of careers education, information, advice and guidance for all students in years 7 – 11. We endeavour to follow the statutory Careers Guidance and Access for Education and Training Providers - DfES 2021 [Careers guidance and access for education and training providers \(publishing.service.gov.uk\)](https://publishing.service.gov.uk) and other relevant guidance from DCSF, QCA and Ofsted as it appears, including working towards the Gatsby Benchmarks (<http://www.gatsby.org.uk/uploads/education/good-career-guidance-handbook-digital.pdf>).

### **Aims**

Clifford Holroyde's Careers Education, Information, Advice 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

### **Management**

The Careers Lead is a member of the Leadership & Management team and oversees the Careers programme (including work experience placements) alongside the named Careers Governor and Headteacher.

### **Implementation of Careers Education**

At Clifford Holroyde we place a great emphasis on our students having a Careers programme in place that ensures that they are well equipped for the future and have the information needed to make realistic and informed decisions about further education, training and employment. This starts as soon as they arrive at school in Year 7 and builds significantly through Year 8 to Year 11. We make every effort to support all our students into a positive destination that utilises their skills and



interests. We do this through a rigorous Careers programme with the involvement of local employers, local careers hub, Talentino and Career Connect. We also participate in a range of activities (see below) to build up employability skills and allow students to use their creative talents. The Careers Education Programme is delivered at key points throughout the year by all staff, supported by the Careers Leader.

### 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.

Career Activities by Year Group	
<b>Years 7 and 8</b>	<p>Years 7 and 8 are all about developing self-awareness and discovering the types of careers that are out there in the big wide world.</p> <ul style="list-style-type: none"> <li>• Introduction to Careers – career anagrams to raise awareness of different jobs and discussion on the different job’s roles in our school.</li> <li>• Employer Talks</li> <li>• Introduction to the Careers Adviser and the ‘A-Z of Careers’</li> <li>• Timeline of key events in our life and identifying skills and qualities</li> </ul>
<b>Year 9</b>	<ul style="list-style-type: none"> <li>• Considering Options – introduction to the careers websites and linking subjects to careers</li> <li>• Local labour market information - ‘What Makes a good...’</li> <li>• Employer Talk</li> <li>• Individual guidance interviews</li> </ul>
<b>Year 10</b>	<ul style="list-style-type: none"> <li>• Raising aspirations and stereotyping</li> <li>• Employer Talk</li> <li>• ‘What Makes You Tick?’ - personality test and job values</li> <li>• Individual guidance interviews</li> </ul>
<b>Year 11</b>	<ul style="list-style-type: none"> <li>• Decision Making</li> <li>• Self-Awareness recap</li> <li>• Opportunity Awareness – apprenticeships, traineeships, supported internships and further education</li> <li>• CV Writing/updating and covering letters</li> <li>• Application forms and where to look for jobs</li> <li>• Interview Preparation including a mock interview with local employers</li> <li>• Financial Support for students</li> <li>• Careers Day, with visits from local employers, colleges and training providers.</li> <li>• Employer talk and visit</li> <li>• Visits to local employment environments</li> <li>• College and training provider Taster Days</li> <li>• Individual guidance interviews</li> <li>• Evaluation</li> </ul>



## Clifford Holroyde Specialist SEN College

Thingwall Lane, Liverpool L14 7NX  
Tel: 0151 228 9500  
Email: [Clifford-ao@cliffordholroyde.liverpool.sch.uk](mailto:Clifford-ao@cliffordholroyde.liverpool.sch.uk)  
[www.clifford-holroyde.co.uk](http://www.clifford-holroyde.co.uk)  
Headteacher: Mrs J Pepa, BA Hons, QTS, SENCO



### Students

By participating in the Clifford Holroyde CEIAG programme students will:

- Find out about different courses and qualifications they might need and opportunities there might be available
- Develop the skills needed 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 interview skills
- Improve confidence

### Parents and carers

Parental involvement is encouraged at all stages. Our school website includes information for parents, including a timetable to highlight key dates. Parents are kept up to date with careers related information through letters, the school website and calendar, newsletters and open evenings. Parents are welcome at careers interviews and play a crucial part in their child's career planning as part of the annual review process.

### Partnerships

Partnership working is encouraged to deliver a CEIAG programme that meets the holistic needs of students. We work in partnership with a range of local organisations including Job Centre Plus, LCR Colleges and training providers. We have also built-up excellent relationships with a number of local employers.

### Monitoring, Review and Evaluation

Careers Education is monitored, reviewed and evaluated annually by the Careers Lead, Careers governor and Headteacher. Annual discussion with key staff, students, parents and partners generates positive changes and improvements to the programme that ensure the programme delivers positive results and is of benefit to all of our young people.

## Careers Entitlement Statement

All students are entitled to independent and impartial careers guidance and at Clifford Holroyde. We will provide you with opportunities to develop your aspirations. Students need to use the activities in place to help them make well informed decisions about their future.

**It is your future, so you have a responsibility to:**

- make the most of the opportunities offered to you
- research your options
- attend careers interviews with the school Careers Adviser
- be prepared to be realistic when looking at post 16 opportunities
- be prepared to work hard to reach your full potential



## Clifford Holroyde Specialist SEN College

Thingwall Lane, Liverpool L14 7NX  
Tel: 0151 228 9500  
Email: [Clifford-ao@cliffordholroyde.liverpool.sch.uk](mailto:Clifford-ao@cliffordholroyde.liverpool.sch.uk)  
[www.clifford-holroyde.co.uk](http://www.clifford-holroyde.co.uk)  
Headteacher: Mrs J Pepa, BA Hons, QTS, SENCO



### While at school we will support you with:

- opportunities to access independent and impartial careers guidance
- opportunities to meet with different employers
- opportunities to learn about the world of work
- being treated with appropriate confidentiality

### At Key Stage 3 our aim is to support you with:

- thinking about your strengths and skills and how you can use these in a job
- developing confidence in yourself and your abilities
- helping you develop research skills to explore your ideas and explore the world of work.

### At Key Stage 4 our aim is to support you with:

- gaining access to information regarding different college courses and understanding Post-16 options
- providing access to 1:1 independent and impartial careers guidance
- being able to identify your skills and strengths needed to achieve your chosen career.
- developing an action plan to help you achieve your goals.
- providing you with a range of different speakers and workshops to help you with your career planning.
- providing you with up to date labour market information.

### Parent/Carer entitlement

Parent/Carers can access careers support for their child in a variety of ways including:

- careers section on the school website
- using the websites such as the national careers service website
- attending the annual review meetings and feeding into the Education Health and Care Plan
- communicating regularly with the school Careers Leader

Signed: \_\_\_\_\_ (Chair/Link Governor for CEIAG) date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Headteacher) date: \_\_\_\_\_

Signed: *Lisa Pover* (Careers Lead) date: 20/10/21

October 2021 – L. Pover  
This policy was adopted: September 2020  
This policy will be reviewed: October 2022