

Callington Community College Careers Education, Information, Advice and Guidance (CEIAG) Policy

Last Review: January 2018 Next Review: January 2020

Overall Aims

The aim of the Careers & Employability Programme at Callington Community College is to provide students with the information they require to enable them to make an informed decision about their future learning and/or career.

A programme of activities will help them make choices that are right for them and will help them to manage their future careers. The programme will encourage the students to use self-assessment to understand the opportunities available to them and how to make the most of themselves. They will develop and use the skills they need to review their achievements, plan their future actions, make decisions, present themselves well and cope with change and transition.

All students will be encouraged to make good use of the information and impartial guidance available in the school. They will learn about the changing nature of work, career choices and other relevant information which will affect their decisions. All students will have an opportunity to participate in Work-Related Learning (WRL) experiences.

This policy should be read in conjunction with other relevant policies of the College.

Commitment

Governors and staff are committed to providing a planned programme of Careers and Employability activities for all students in the school, working in partnership with our wider school community and extensive number of local business contacts. The programme will promote equality of opportunity and no student will be disadvantaged in gaining access to education, training or work.

When students leave Callington they will have received the appropriate and relevant information to enable them to progress to an opportunity in further or higher education, training or employment, wherever possible.

Provision

Management

Paula Mathieson (Assistant Principal) and Jonathon Plunkett (CEIAG Development Officer) line-manage the Careers Education Information and Guidance programme at Callington Community College overseeing programme delivery and liaising with programme contributors.

Louise Wilbraham is responsible for Work Experience.

Jonathon Plunkett works closely with Head of Year, Year Team Assistants and other stake-holders. The Careers Co-ordinator (who is working towards a Level 6 qualification) leads and manages the development of Careers & Employability at Callington, advises senior managers and governors, facilitates the contribution of colleagues and partners, develops the careers programme, organises resources and secures high standards of careers teaching, learning and guidance.

Resources

Students have access to a wide range of resources. A dedicated Careers Information area in the Study Support Centre provides a comprehensive and up-to-date selection of books, posters, magazines, college and university prospectuses, and is open to all students at all times. Students have access to a number of online careers resources via the school's VLE. Louise Wilbraham has very good contacts with many local employers and works closely with the Education Business Partnership. A number of posters are situated around the College site relating to careers education advice and guidance.

Support is available for individuals with learning difficulties and/or disabilities. Additional information sources include participation in events and activities both in school and outside, working with our wider school community, including parents, governors, past students, staff and local businesses/organisations. The Careers Development Officer informs staff about useful teaching resources.

The College is working closely with Careers4U, Cornwall and Isles of Scilly Enterprise Network, Future First, Exeter University and Careers South West to provide a comprehensive careers programme.

Guidance

All guidance aims to be impartial, confidential, responsive to students' needs and based on the principle of equality.

The Careers Development Officer is working towards a Level 6 in Careers Advice.

It is to be expected that all staff make contributions to the CEIAG programme through their roles as tutors, subject teachers and support staff.

Staff respond to any careers-related queries that they may receive from students and know how to obtain more specialist advice when it is required. Staff also have access to on-line support materials.

Training

Staff training needs are identified and training is offered to all relevant staff as opportunities arise.

The Careers Development Officer and Work Experience Co-ordinator attend conferences, careers fairs and seminars on a regular basis, to ensure their continuing professional development. Heads of Year and Tutors also receive training.

Monitoring, review & evaluation

Careers & Employability programme activities are monitored, evaluated (with active involvement of students) and reviewed. Feedback is welcomed from all members of the school community who help with our programme. This provides the basis for the programme's development plan. The service offered by our external careers consultants is reviewed regularly.

College Website

The College web-site has links to a number of different careers web-sites, articles and advice pages.

Key Stage 3, 4 and 5

Student Entitlement Statements

(How Callington Community College will help me to make an informed decision about my future options and prepare me for the world of work)

Year 7

- Finding out about the careers resources available to me
- Presenting types of careers to my classmates
- Matching the careers I am interested in with my own strength areas
- Meeting business people in assemblies and in curriculum time
- Asking Mr Plunkett if I need guidance with my career ideas
- Using the careers resources available to help me with my choices

Year 8

- Learning about the different routes I can take when I leave school
- Ensuring that the GCSE option subjects I choose will keep my options open later on when I leave school and choose a career route
- Attending special assemblies and parents meetings to help me to choose the option subjects I will do best at
- Options discussions and Choices Evening
- Finding out about when I will need to make decisions about my future options through assembly, tutor discussion and in PHSE lessons
- Understanding the importance of developing my employability skills
- Using the careers resources in more detail to explore career areas and subjects I may be interested in
- Learning about my strengths
- Matching my interest areas to suitable careers
- Meeting business people in curriculum time and assemblies
- Asking Mr Plunkett if I need guidance with my career ideas
- Using the careers resources available to help me with my choices

Year 9

- Having the opportunity to attend a careers fair to chat to business people, colleges and universities about the options available to me in the future
- Meeting business people in assemblies and during curriculum time
- Work experience preparation and decision making process begun
- Using the careers resources available to help me with my choices

Year 10

- Work experience placement organisation and attendance
- Health and safety in the work place presentation
- Learning about the working environment, employment opportunities and to learn about the local labour market.
- Developing my entrepreneurial skills by participating in a business game, setting up my own company
- Exploring a number of different professions by speaking to local business people
- Exploring a number of different routes (university, apprenticeships, college, Oxbridge, Year in Industry, and less familiar routes like art, performing arts and music).
- Future First sessions with Callington Community College alumni to find out what routes they took and learn from their experiences
- Finding out about STEAM careers I may not know about yet
- Developing my personal skills in physical team-building activities provided by the army

- Learning about my personal finance – what I need to know now, about student finance, and what I will need to know when I go out to work
- Learning about where to find job opportunities
- Sampling A level subjects to help me to make my choices for the forthcoming year
- Meeting business people in lesson time
- Asking Mr Plunkett if I need guidance with my career ideas or future possible routes
- Asking Mrs Wilbraham if I need guidance and help with work experience
- Using the careers resources available to help me with my choices

Year 11

- Attending Careers and Apprenticeship Fairs
- Producing a Curriculum Vitae to use when I am applying for jobs and courses
- Careers interviews with Mr Plunkett and Careers4U.
- Sixth Form interviews with Sixth Form staff
- Learning about good interview technique and appropriate preparation with my tutor
- Attend open days at local colleges and FE providers.
- Using the careers resources available to help me with my choices

Sixth Form

- Assembly programme in association with Exeter University
- Mock interviews with employers and university representatives
- Working closely with my tutor to help me to make an informed choice for my 'next step'
- Attending an HE (higher education) convention to speak to university representatives first-hand and find out about the courses they can offer me
- Attending an apprenticeship convention
- Understanding how to make a university application on UCAS
- Developing my personal statement
- Finding out about alternative routes to university and how to apply to these
- Recognising how to make a good application
- Understanding student finance
- Hearing about the labour market – trends and jobs for the future
- Having a week's work experience in Year 12
- Having a work placement in certain subjects
- Having work shadowing opportunities in Year 13
- Attending open days and interviews in Year 13
- Using the careers resources available to help me with my choices
- Meeting business people in assembly and curriculum time.