



Callington Community
College

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

September 2021

Version	Date	Review Date
September 2021	09/09/2021	September 2023
Originator: N Smith	Authorised by CCC Governors: 09/09/2021	

Callington Community College

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

Overall Aims

The aim of the Careers Education 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 aspirations.

A programme of activities will support 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 college. 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 Education activities for all students in the college, working in partnership with our wider college 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.

Parents are kept up to date on the latest CEIAG developments through the college's standard social media outlets, newsletters and parental letters.

Students are supported with their investigative and aspirational careers work in all subject areas. Informed careers choices are supported by specialist workshops, classes and activities in all curriculum areas. Students attend special events and assemblies in college with training and education providers as well as local and national employers. (See appendices 1 and 2) 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

Mrs Wendy Ainsworth (Principal) and Mr Neil Smith (CEIAG College lead) line-manage the Careers Education Information and Guidance programme at Callington Community College overseeing programme delivery and liaising with programme contributors.

Miss Louise Wilbraham is Work Experience Co-ordinator.

Mr Neil Smith works closely with Heads of Year, Year Team Tutors and other stakeholders. His responsibility is to successfully lead and manage the development of Careers Education at Callington Community College. He also advises senior leaders and governors, facilitates the contribution of colleagues and partners, develops the careers education programme, organises resources and secures high standards of careers teaching, education, learning and guidance.

Resources

Students have access to a wide range of resources.

The college has registered with Careerpilot, and works closely with Careers Hub Cornwall, Careers South West and other organisations and providers.

Careerpilot is to be used across the college at all key stages to support the raising of aspirations and career choices at key points and across all curriculum areas. Careerpilot is available to parents and carers to allow them to support students at home.

A dedicated Careers Information space provides a comprehensive and up-to-date selection of books, posters, magazines, college and university prospectuses, it will be open to all students at break times. Students have access to a number of online careers resources via the school's VLE. Miss Louise Wilbraham has developed a database of local business employers and works closely with the Education Business Partnership. A number of posters and displays are situated around the college site relating to careers education advice and guidance.

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

Guidance

A qualified Careers advisor is contracted to support students through individual and group meetings. All guidance aims to be impartial, confidential, responsive to students' needs and based on the principle of equality.

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 via Careerpilot.

Training

The Careers lead and Careers governor will complete Careers leader training facilitated by Cornwall Careers Hub.

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

The CEIAG and work experience lead and CEIAG and work experience coordinator attend conferences, workshops, careers fairs, meetings and seminars on a regular basis, to ensure their continuing professional development. Heads of Year and Tutors also receive training.

Monitoring, review & evaluation

The careers education programme activities are monitored, evaluated (with active involvement of students) and reviewed. Feedback is welcomed from all members of the college 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 website has links to a number of different careers websites, articles and advice pages.

The college is using Careerpilot as a way of creating clear, progressive pathway tools for students (skills identification, careers research and choices at key points)

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 Smith and my tutor if I need guidance with my career ideas
- Using the careers resources available to help me with my choices
- Participating in special careers events

Year 8

- Learning about the different routes I can take when I leave school
- 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 Smith and my tutor if I need guidance with my career ideas
- Using the careers resources available to help me with my choices
- Participating in special careers events

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
- 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
- Ensuring that the GCSE option subjects I choose will keep my options open later on when I leave school and choose a career route
- 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
- Asking Mr Smith and my tutor if I need guidance with my career ideas
- Participating in special careers events

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.
- 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).
- Finding out about STEM 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 Smith 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
- Asking Mr Smith and my tutor if I need guidance with my career ideas
- Participating in special careers events

Year 11

- Attending Careers and Apprenticeship Fairs
- Producing a Curriculum Vitae to use when I am applying for jobs and courses
- Careers interviews with a Careers advisor and Careers South West.
- Sixth Form application and interview process 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

- Asking Mr Smith and my tutor if I need guidance with my career ideas
- Participating in special careers events

Sixth Form

- Assembly programme in association with Exeter University and National Apprenticeship Programme (ASK)
- 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
- National Citizen Service programme
- 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
- Asking Mr Smith and my tutor if I need guidance with my career ideas
- Participating in special careers events
- 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 as part of the Sixth Form enrichment offer
- 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.

APPENDIX 1

PHSE PROVISION ACROSS KS3 AND 4

Year 7; a three week block on careers heroes and preparation for collapsed curriculum day.

Year 8; a four week block on options and decision making.

Year 9; a four week block on careers heroes and pathways.

Year 10; a three week block of preparation for work experience week and one feed of reflection.

Year 11; a three week block on options, cv writing and interview technique.

APPENDIX 2

	Autumn Term	Spring Term	Summer Term
Year 7	Local providers attend assembly. Careerpilot introduction.	Life skills – assembly, curriculum time and tutor group opportunities. Careerpilot development	Local employers attend assembly.
Year 8	Local providers/employers attend assembly. Careerpilot development Exeter university in assembly	Local providers/employers attend assembly. Careerpilot development. Careers research with local enterprise contacts	Careers fair with local employers and providers. Careerpilot development.
Year 9	KS4 options event attended by employers and providers. Careerpilot development Duchy College in assembly	Employers engagement workshops in curriculum time. Careerpilot development.	Careers fair with local employers and providers. Careerpilot development.
Year 10	Work experience preparation sessions. Careerpilot development. University in assembly	CV development workshops in curriculum time with local employers/providers. Careerpilot development. Careers research with local enterprise contacts.	Work experience Reflection sessions during tutor time. Careerpilot development.
Year 11	Assembly on opportunities Post 16 Careerpilot development. Careers fair Duchy College to attends Careers Fair Apprenticeship providers to attend Careers Fair	Post 16 evening Visits to local education providers. Visit to apprenticeship fair.	Post 16 taster sessions Sixth form interviews.

<p>Year 12</p>	<p>Higher Education Fair</p> <p>Post 18 assembly – apprenticeships</p> <p>University presentations</p> <p>Work experience preparation</p> <p>Duchy College to attends Careers Fair</p> <p>Apprenticeship providers to attend Careers Fair</p>	<p>Small group sessions: future education, training and employment options</p> <p>Mock interviews with employers, job centre plus and education providers.</p>	<p>Small group sessions: future education, training and employment options</p> <p>Work Experience.</p>
<p>Year 13</p>	<p>Workshops – HE and higher apprenticeship applications</p> <p>Duchy College to attends Careers Fair</p> <p>Apprenticeship providers to attend Careers Fair</p>	<p>Alumni lead assembly on GAP year and university life.</p>	

Please speak to Neil Smith (nsmith@callingtoncc.net) to identify the most suitable opportunity for you.

The list above is not definitive; we are always happy to discuss potential visits with any provider/employer or alumnus of the college

The school policy on safeguarding [\[link\]](#) sets out the school's approach to allowing providers into school as visitors to talk to our students.

APPENDIX 3

Example of school>home information letter.

Dear Parent/Carer

Careers Information Advice and Guidance (CEIAG) 2021-2022

I am writing to you to tell you about the range of CEIAG provision and opportunities open to your son or daughter at Callington Community College. We believe that careers education lies at the heart of the education we provide at the college and this is backed up and supported by a programme of information advice and guidance on the student's future pathways.

In **Year 9** this takes the form of the varied programme of events outlined below.

Activity	Detail	Time
Assemblies	Led by: Careers Department, Sixth Form students, Year 12 students and visiting speakers	Across the year.
KS4 options event.	Attended by employers and providers	Autumn 2021
Employers engagement workshops in curriculum time.	Workshops in lessons from relevant employers.	Spring 2022
Careers fair	Attended by employers and providers	Summer 2022

In addition to the above opportunities all students have open access to The Careers Library situated in the corridor between Maths and English which students are welcome to browse for further information on careers and the world of work. College, training provider and University prospectuses are also kept here.

Students and parents can also arrange for careers discussions with Mr Plunkett or, for advice on work experience, Miss Wilbraham. A member of the team will also be present at parents evenings this year to answer careers related questions.

As a starting point any of the websites listed below will provide useful careers and pathways information;

www.nationalcareersservice.direct.gov.uk (job profiles)

<https://careerpilot.org.uk/> (careers website)

www.getingofar.gov.uk (apprenticeship info) www.ucas.com (H.E information)

www.fasttomato.com (Careers diagnostics website)

How Can Carers and Parents Become Involved?

There are many ways that carers and parents can be involved in CEIAG related activities. These include:

- speaking in assemblies,
- offering a work experience placement (subject to checks by Cornwall County Council's Work Experience Team),
- acting as a mentor to students in a particular subject
- Conducting mock interviews with our Year 12 students.

Year 10 Work Experience

At the end of Year 10 all students have to complete a week's work experience. It is an idea to begin thinking about this soon. We will officially launch the process at the end of Year 9.

You or your children could start making some enquiries soon if your son/daughter is considering either a very popular placement or one out of county. We encourage the students to be as adventurous as possible in their choices; try to avoid work in the family business or a week at their former primary school.

Again, either Mr Smith or Miss Wilbraham, the college's work experience co-ordinator can help.

Please do not hesitate to contact the team directly by email or by telephone on the main college number if you have any questions

nsmith@callingtoncc.net (Mr N Smith Careers Development Co-ordinator)

Neil Smith

Careers Development Co-Ordinator Callington Community College.