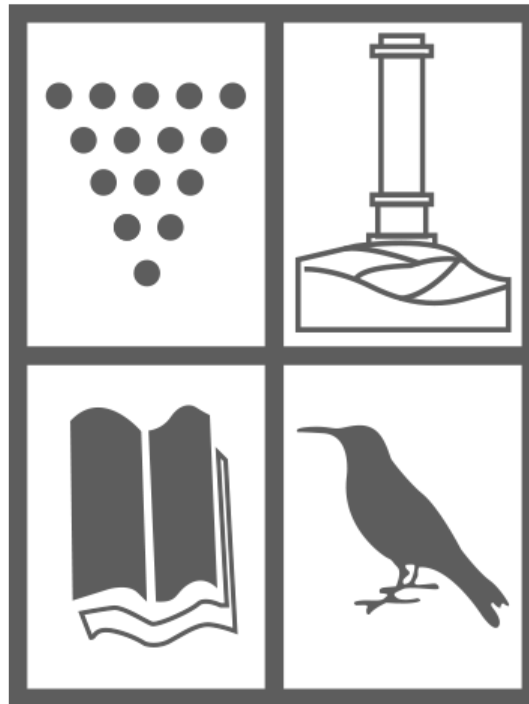


# Callington Community College



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

Last Review: January 2018 (with additions September 2018)

Next Review: January 2020

## **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**

Mr Alan Yendell (Associate Leader) and Mr Jonathon Plunkett (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 Jonathon Plunkett (who is working towards a Level 6 Careers Advisor qualification) works closely with Heads of Year, Year Team Tutors and other stake-holders. 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 entered into service agreements with Exeter University, Unifrog, Fast Tomato, Future First, EBP, Careers South West and other organisations and providers.

Unifrog is to be used across the college within the next two years but at present is a key tool within Key Stage 5 and, since January 2018, in Key Stage 4. Unifrog is being used to support students carry out purposeful research into Post 18 destinations, and successfully produce their Curriculum Vitae and personal statement.

A dedicated Careers Information space is currently (September 2018) under development and will provide a comprehensive and up-to-date selection of books, posters, magazines, college and university prospectuses, it will be open to all students at all 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**

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.

### **Training**

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 Unifrog as a way of creating clear, progressive pathway tools for students (CV building, personal statement gathering and achievement collating)

## **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 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
- 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 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

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## 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
- Asking Mr Plunkett and my tutor if I need guidance with my career ideas
- Participating in special careers events
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## 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 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 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
- Asking Mr Plunkett 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 Mr Plunkett 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
- National Citizen Service programme
- Asking Mr Plunkett 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)
- Individual access to Unifrog supported by personal tutor
- 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 Plunkett 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
<b>Year 7</b>	Local providers attend assembly.	Life skills – assembly, curriculum time and tutor group opportunities.	Local employers attend assembly.
<b>Year 8</b>	Local providers/employers attend assembly.  Unifrog introduction  Exeter university in assembly	KS4 options event attended by employers and providers.  Unifrog development  Careers research with local enterprise contacts	Future First event/careers fair with local employers and providers.  Unifrog development
<b>Year 9</b>	Local providers/employers attend assembly.	Employers engagement workshops in curriculum time.	Alumni event/careers fair with local employers and providers.



	Autumn Term	Spring Term	Summer Term
	Unifrog development Exeter university in assembly	Unifrog development Careers research with local enterprise contacts.	Work experience preparation. Unifrog development
<b>Year 10</b>	Life Skills – work experience preparation sessions. Unifrog development Exeter university in assembly	CV development workshops in curriculum time with local employers Unifrog development Careers research with local enterprise contacts.	Work experience Reflection sessions with employers and providers. Unifrog development Alumni workshops
<b>Year 11</b>	Life Skills – assembly on opportunities at 16 Unifrog development Careers fair	Post 16 evening Post 16 taster sessions Visits to local education providers. Visit to apprenticeship fair. Sixth form interviews.	
<b>Year 12</b>	Higher Education Fair Post 18 assembly – apprenticeships Exeter University Work experience preparation	Small group sessions: future education, training and employment options Mock interviews with employers, job centre plus and education providers.	Small group sessions: future education, training and employment options Work Experience.
<b>Year 13</b>	Workshops – HE and higher apprenticeship applications	Alumni lead assembly on GAP year and university life.	

Please speak to Jonathon Plunkett (jpl@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) 2018-2019

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.
Collapsed Curriculum Day	'My Careers Aspiration Model'	Date for 2018 TBC

In addition to the above opportunities all students have open access to The Careers Library situated in the Modern Foreign Languages corridor of the college 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](http://www.nationalcareersservice.direct.gov.uk) (job profiles)

[www.getingofar.gov.uk](http://www.getingofar.gov.uk) (apprenticeship info)

[www.ucas.com](http://www.ucas.com) (H.E information)

[www.fasttomato.com](http://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 Plunkett or Miss Wilbraham, the college's work experience co-ordinator can help.

### Future First

We have recently teamed up with an educational charity, Future First, to bring our ex-students back into the college as inspiration models to be involved in some of the above activities. If you attended the college as a student or have family and friends who did and you or they would like to be involved in the project then please sign up at [www.networks.futurefirst.org.uk/former-student/callington](http://www.networks.futurefirst.org.uk/former-student/callington)

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

[jplunkett@callingtoncc.net](mailto:jplunkett@callingtoncc.net) (Mr Plunkett Careers Development Co-ordinator)

Jonathon Plunkett

Careers Development Co-Ordinator Callington Community College.

