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| School Careers Education, Information, Advice and Guidance Policy - School |

**Policy application: - Education and Life Skills – School**

**Job title of the author: - Kirsty Stanley – Careers & Pathway Manager**

**Responsibilities for implementation: - Head of School/Director of Education**

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| **Approved by the David Lewis Senior Management Team:** | April 24 |
| **Approved by the David Lewis Governors** | April 24 |
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| **Department issuing the document:** | School |

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At David Lewis School, we are committed to supporting the development of student life after School. Independent Careers Advice and Guidance and Careers development is a responsibility that the School is invested in.

**1. Aims**

This policy aims to set out our School’s provision of impartial and informed careers guidance for our students. This includes the ways in which students, parents, teachers and employers can access information about our careers programme.

High-quality careers guidance is important for our students’ futures, and our provision aims to:

* Help students prepare for the workplace, by building self-development and career management skills
* Provide experience and a clear understanding of the working world
* Develop students’ awareness of the variety of education, training and careers opportunities available to them
* Help students to understand routes to careers that they’re interested in, and to make informed choices about their next step in education or training
* Promote a culture of high aspirations and equality of opportunity

**2. Statutory Guidance**

‘The statutory guidance reflects policy changes announced in the Government’s Careers Strategy: Making the most of everyone’s skills and talents (DfE, 4th December 2017).  It updates and replaces the statutory guidance issued in March 2015 and re-issued in April 2017.

This is ‘framed’ around the eight Gatsby Charitable Foundation’s Benchmarks of good practice in careers provision, with information about what Schools need to meet each one’.

This policy will be guided by the Gatsby benchmarks and conform to statutory requirements, in particular the DfE’s Careers Strategy and the revised statutory guidance.

This policy is interwoven with the School’s Work Experience Policy, Policy Statement on Provider Access and Equal Opportunities Policy.

**3 Roles & Responsibilities**

**3.1 Careers leader**

Our careers leader is **Kirsty Stanley**, and they can be contacted by phoning **01565 640000 or emailing Kirsty.Stanley@DavidLewis.org.uk.** Our careers leader works closely with the senior leadership team (SLT) and will:

* Take responsibility for developing, running and reporting on the School’s career programme
* Plan and manage careers activities
* Manage the budget for the careers programme
* Support teachers to build careers education and guidance into subjects across the curriculum
* Establish and develop links with employers, education and training providers, and careers organisations
* Work closely with relevant staff to identify the guidance needs of all of our students and put in place personalised support and transition plans
* Review our School's provider access policy statement at least annually.

**3.2 Senior leadership team (SLT)**

Our SLT will:

* Support the careers programme
* Support the careers leader in developing their strategic careers plan
* Make sure our School’s careers leader is allocated sufficient time, and has the appropriate training, to perform their duties to a high standard
* Allow training providers access to talk to students about options available to them when they leave education
* Network with employers, education and training providers, and other careers organisations

**3.3 The governing board**

The governing board will:

* Provide clear advice and guidance on which the School can base a strategic careers plan which meets legal and contractual requirements
* Appoint a member of the governing board who will take a strategic interest in careers education and encourage employer engagement
* Make sure independent careers guidance is provided to all students throughout their education and that the information is presented impartially, includes a range of educational or training options and promotes the best interests of students
* Make sure that a range of education and training providers are invited into the School to meet with student
* Make sure that details of our School’s careers programme and the name of the careers leader are published on the School’s website
* Make sure that all arrangements are in place for the School to meet the legal requirements of the ‘Baker Clause’ where appropriate and dependent on student need. *The Baker Clause states that schools must allow colleges and training providers access to every student in years 8 to 13 to discuss non-academic routes*

**4. Our Careers Programme**

David Lewis School believes that every young person needs high quality career guidance to make informed decisions about their future.

As an education provider David Lewis School has a statutory obligation to meet the eight Gatsby Benchmarks as defined by Sir John Holman in 2013 and supported by The Careers and Enterprise Company.

The careers programme incorporates the national framework for implementing IAG in England and meets the 8 Gatsby Benchmarks, which are used as part of the monitoring, review and evaluation process: -

1. A stable career programme
2. Learning from careers and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with Employers and Employees
6. Experiences of Workplaces
7. Encounters with F.E. and H.E
8. Personal Guidance

**Intent**

David Lewis School aims to embed a CEIAG programme across all areas of the curriculum, signposted against the relevant Gatsby Benchmark.  There is a comprehensive timetable of activities and events for students to access both within and outside of curriculum lessons.

All students are provided with access to high quality, impartial and unbiased careers information and adhere to equal opportunities whilst undertaking work-based learning.

David Lewis School adopts a flexible approach in order to provide for the wide range of special educational needs of its students, alongside involving parents and guardians in:

* Assisting students in making informed career and lifestyle choices
* Ensuring students have access to a wide range of meaningful work experience and work and life skills opportunities.
* As part of the Transition process – The annual ‘Next Steps event’ provides students, parents and guardians with the opportunity to meet with adult placement providers, supported employment sector, further education Schools, local service providers, apprenticeship and volunteering sectors and supported internships who will provide information regarding the next steps into Adulthood.

The Careers Education, Information Advice and Guidance (CEIAG) programme is robust and helps to avoid disengagement.  Placing School learning into a wider and more relevant context and helping to raise student aspirations.  All students who attend David Lewis School, have an Education Health Care Plan (EHCP) Our aim is to equip students with life skills to support their independence and where appropriate qualifications, to enable them to make a successful transition into adulthood and achieve their outcomes.

**Implementation**

At David Lewis School, we use a person-centred approach.

We are committed to: -

* Providing work skills opportunities through the Career, Advice and Transition Team – internally within School and externally through the extensive range of partnerships with local business, voluntary and adult social care providers across the Merseyside region
* Delivering economic and business understanding through creative enterprise projects and Career Building sessions
* School careers leads working closely with the Careers and Enterprise company to plan and deliver a bespoke careers programme.
* Equipping students with skills essential for adulthood and lifelong learning
* Fostering links between David Lewis School, local business, volunteering and adult social services and further education establishments
* Working with Parents and Guardians to develop the David Lewis Parents Enterprise (APE)
* Developing a Student Alumni

**Impact**

By providing a clear pathway to Adulthood through independent impartial careers advice and guidance, a robust careers programme which is tailored to the individuals, work skills and work experience placements, to ensure EHCP outcomes are achieved and preparing students the next stages of their lives into Adulthood.

**David Lewis School Career Path**

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| 1. A stable careers programme   | * Curriculum area work-skills experiences
* Support-internal work-skills and external work experience placements
* Employer encounters
* Employee talks
* Careers week
* Annual EHCP reviews
* Input by external Careers, Advice Team
* Careers and further education events afternoons
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| 2. Learning from career and labour market information  | * Employer visits
* Past student’s journeys
* Notice boards
* Up to date information on our website
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| 3. Addressing the needs of each student  | * Information advice and guidance interviews
* Input by The Careers, Advice Team
* Bespoke careers advice from a Level 6 qualified Careers Lead – External link (Macclesfield School)
* Annual EHCP reviews
* Student tutorials
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| 4. Linking the curriculum to careers  | * Independent Living Skills and PSHE -  Personal, Social, Health Education form part of the curriculum pathways
* Bespoke career building sessions
* Employer visits
* Work experience sessions
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| 5. Encounters with employers and employees  | * Bespoke work experience placements
* Career Building sessions
* Careers week
* Next Step Transition event
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| 6. Experience of workplaces  | * Workplace visits
* Bespoke work experience placements
* Careers week
* Employer/Employee visits
* Taster Sessions
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| 7. Encounters with further and higher education   | * Visits to future providers
* Transition Events
* Workplace visits
* Individual support from experienced staff
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| 8. Personal guidance  | * Information Advice and Guidance interviews
* Dedicated support staff whilst on work-skills/work experience placement
* Bespoke Career Building sessions
* Input from Career, Advice and Transition Team
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We assess the quality of our practice through the ‘Quality in Careers’ standard award and professional membership of the Career Development Institute.

The Senior Management Team are responsible for monitoring, reviewing and evaluating the programme of activities through a range of methods: -

* Regular meetings for discussion and informal feedback with the Head of Education and Senior Management Team
* Career guidance interviews/IAG’s/Annual Reviews/Initial Assessment
* Analysis of the destination data
* Formal meetings with external agencies – Employers and other School contributors
* Evaluation process which enables students and Employers to review and comment

The CEIAG policy will be reviewed annually by the Senior Leader responsible for Careers in accordance with the School policy and will reflect future statutory requirements and recommendations.

**Equality Impact Assessment**

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010.

Under the Equality Act 2010, we have a duty not to discriminate against people because of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexuality.

**Parents and Guardians**

Parental involvement is encouraged at all stages. Parents/Guardians are kept up to date with careers related information through letters, phone calls, emails, website, and open evenings. Both Parents and Guardians play a crucial part in their Young Person’s career planning and transition as part of the annual review process.

**Partnership working**

David Lewis works collaboratively with the following organisations: -

* Local Authorities – Cheshire East, Manchester, Halton. Warrington
* NATSPEC
* Employers
* Careers Enterprise Company and Career Development Institute

**5. Links to other policies**

This policy links to the following policies:

* Provider access policy statement
* School & School Child Protection & Safeguarding Policy
* School Curriculum policy

**6. Monitoring and review**

This policy, the information included, and its implementation will be monitored by the SLT/governing board/a committee of the governing body] and reviewed annually.

The next review date is: January 25

Signed: (Director of Education)

Signed: K Stanley   - Careers Lead School & School

Date: January 2024

Date for Review: January 2025