



## **CIAG POLICY**

## **1. Rationale**

Careers education and guidance programmes play a major part in helping young people choose pathways that suit their interests, abilities and individual needs. A robust careers programme is essential for the following reasons:

- Avoiding disengagement
- Recognising the individual strengths and talents of all students
- Raising aspirations
- Putting the school experience into a wider and more relevant context for our students.
- Providing equal opportunities for all students
- Ensuring students choose the most appropriate pathways most suited to their interests, abilities and individual needs

The careers programme at Yavneh College has been developed in line with the eight Gatsby benchmarks for ensuring best practice and to meet the requirements of the Department for Education's statutory guidance 2018.

The Gatsby Benchmarks:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of work places
7. Encounters with further and higher education
8. Personal guidance

## **2. Aims**

To help students develop the skills and confidence to make realistic and informed decisions about their futures and to manage the transitions from one stage of their education, training and work to the next.

## **3. Objectives**

- To ensure students are aware of the range of pathways available to them (post 16 and 18).
- To develop a culture of high aspiration and motivation to succeed.
- To ensure students recognise their own skills, competencies and attitudes which relate to success in the working environment.
- To enable students to experience the world of work through work experience placement.
- To equip students to make successful university/apprenticeship applications.

- To foster links between the school, local businesses and higher education establishments.
- To ensure students are aware of the vast amount of higher education opportunities.
- To ensure students are well equipped to navigate through the decision making process at each stage of finalising future options choices from transition to GCSE, A Level and higher education.
- To promote equality of opportunity, celebrate diversity, challenge stereotypes and ensure all students are able to make informed choices allowing them to fulfil their individual potential.
- To ensure that (wherever possible), all students leave the school to enter employment or further (higher) education or training.

#### **4. Outcomes**

Students should be able to:

- Recognise the impact and value of their school activities in relation to the world of work.
- Recognise the impact and value of extra-curricular activities (both in/out of school).
- Evaluate their own strengths/areas to develop in relation to employability skills.
- Set realistic targets for themselves.
- Present information about themselves effectively (e.g. through a CV, personal statement, letter of application).
- Make informed choices about future pathways and careers (e.g. shortlisting).

#### **5. Implementation**

The current careers programme is delivered through a combination of methods, including PSCHE lessons from years 7-11, weekly form time sessions in years 12-13 and a range of other events, assemblies, work experience placement and various programmes that run throughout the year across the school. The careers element of PSCHE lessons is largely based around *Unifrog*, an online portal which Yavneh College has subscribed to which holds a large Careers Library providing up to date LMI on almost 1,000 career profiles along with access to the full range of post-16 and post-18 opportunities available to students.

**See Appendix for detailed summary of KS3 and KS4 PSCHE programme, KS5 tutorial programme and breakdown of activities for all year groups across the calendar year.**

## 6. Work Experience

### KS5

All students are offered the opportunity to undertake a one-week placement in July of year 12. It is ultimately the student's responsibility to ensure that they have secured a placement however, support in finding a placement will be offered by the school via the year 12 Form Time programme as well as support in building a CV and supporting letter of application.

The objective of work experience is to provide students with an opportunity to experience the world of work first-hand, and to develop their employability skills. Where possible, students are encouraged to seek a placement in an environment which is linked to a career which they are considering for their own future.

During the week, students will develop their communication skills, learn about the expectations of a workplace and possibly develop some skills which are specific to their placement role. All students are encouraged to complete a Log Book, which includes a daily diary as well as an opportunity for their employer to comment on their progress and performance.

On returning to school in year 13 students are encouraged to reflect and feedback on their work experience placement through the continued development of their Activity and Key Competency Log (using *Unifrog*) and to ensure that their experiences are references in their personal statements.

All Year 13 vocational students are also offered an additional week's work experience following the completion of their examined units in February. Preparation and feedback for this will be completed in lessons.

**See Work Experience Policy and Appendix for a more detailed breakdown of this process as well as the Log Book which students complete during their week of work.**

