



Careers Education, Information, Advice and Guidance Policy

Date Completed

January 2018

Review Period

Every Three Years

Date approved

Policy Statement

Aim

Manchester Federation of SEMH Schools is committed to providing an impartial and person centred programme of Careers Education, Information, Advice and Guidance (CEIAG) to all its pupils. By doing so we seek to ensure they develop the skills and knowledge necessary to make and implement informed and aspirational career decisions throughout their working life.

Objectives & Learning Outcomes

The CEIAG programme will:-

(1) Contribute to development of the pupil's life skills and personal qualities which help facilitate effective aspirational career decisions and the management of career change

Our pupils will develop their:-

- **Self awareness** - understand their personality, including strengths, weaknesses, thoughts, beliefs, motivation, and emotions
- **Self Determination**- ability to take control of their own lives as they transition to adulthood
- **Self Improvement** – ability to review and reflect and plan to enable to them to take responsibility for improving their lives

(2) Develop pupils understanding of the world of work in all its aspects

Our pupils will have an understanding of :-

- The types of and range of careers in the world of work
- The availability of different types of work
- The expectations of employees in the world of work,
- Where types of work fit into the bigger picture of our social and economic life,
- The importance of work in people's lives
- How to work alongside and accept different types of people and the benefits of doing so
- What makes a safe workplace and your role in staying safe in work

(3) Develop the key employability and practical career management knowledge and skills that will enable the pupils to secure and sustain employment and , adapt and progress in an ever changing world of work

Our pupils will develop their understanding of :-

- How and where to access trusted sources of Careers Information Advice and Guidance as and when they need to

Delivery

- The key employability skills needed for the workplace and be able to reflect on and plan the ongoing development of these skills

Our pupils will also develop their ability to

- Identify and weigh up their choices and opportunities
- Understand and undertake effective decision making and planning
- Complete quality applications and handle recruitment and selection processes
- Manage change and transitions in their working lives

The Federation`s CEIAG learning outcomes are reflective of the best practice recommendations made by the professional body for the Careers sector, the Career Development Institute.(Framework for careers, employability and enterprise education 7-19 - 2015) It also reflects the benchmarks of good practice that the government requests schools and colleges be guided by when developing their CEIAG provision. (Gatsby Charitable Foundation-Good Careers Guidance -2014).

The CEIAG is an integral part of our Personal Social Health Education (PSHE) curriculum from KS2 through to KS4 within the Federation. The aim of our PSHE curriculum is to enable our pupils to develop the skills and acquire the knowledge they need to make a successful transition to adulthood life and fulfil their potential

For full details please see the school`s CEIAG delivery plan.

The PSHE lead within the Federation, will coordinate the CEIAG and this work will be delivered through the PSHE core curriculum . Each site has a PHSE lead with responsibility for this .

Our professional, independent and impartial careers information, advice and guidance is provided by our professionally qualified Careers Adviser under arrangements negotiated annually with our external accredited service provider .

From year 9 onwards one to one interviews are offered to help our pupils develop realistic and informed career aspirations which can be then be considered as part of the annual review of the pupil`s preparation for adulthood that informs their Education Health and Care Plan.

Additional help is provided to manage all Year 11 pupil`s applications to colleges, training , apprenticeships or personal employment programmes and related transition activities to ensure a happy and settled progression into whatever they have chosen to do on leaving the Federation.

Input is also provided to assist with the review and development of the careers education programme.

