



Roding Valley
HIGH SCHOOL

**Careers Education,
Information & Advice
Guidance (CEIAG)
2017-2018**

Reviewed: December 2017

Approved: January 2018



All students at Roding Valley High School are entitled to comprehensive, updated careers information – to include education, training and employment opportunities.

The advice and guidance that students receive is impartial and supportive, helping them to make their own appropriate careers decisions. Our aim is that all students understand the full range of opportunities available to them, to learn from employers about work and the skills that are valued in the work place and to have firsthand experience of the work place. We aim to challenge perceptions and raise aspirations. Parental involvement is important in this process as are the contributions of businesses and their employees and our teaching staff.

The Governors and Senior Managers of our school recognise the importance of helping students to reach their career potential and therefore give their full support to this statement. A member of the Governing body is linked to careers and takes a strategic interest in employer engagement and careers guidance.

We are pleased to have a close working relationship with other careers advisors in the Epping Forest Consortium¹ and local businesses. A planned delivery of individual and group consultations supports our students at key points in their school life, especially during transitions from KS3 to KS4 and for Post 16 and Post 18 Options.

The school employs a qualified level 6 careers advisor who is a member of the Careers Development Institute and on the national register of careers advisors, who adheres to their ethical code of conduct.

The school has achieved the national Recognition of Quality Award (RoQA) kite mark for CEIAG. This is an assurance that CEIAG is being delivered successfully and to a high standard.

The CEIAG programme is an integral part of the preparation of our students to develop skills, attitudes and abilities that will enable them to be equipped for the opportunities, responsibilities and experiences of adult life and the world of work. Its central concern is preparing students for the choices, changes and transitions affecting their future education, training and life as credible adult members of society.

CEIAG is an important and distinctive element of the whole curriculum, relating to all key stages and areas of learning and experiences –culminating in preparation for eventual employment at the end of both Post 16 and Post 18 education.

It is a planned element of the KS3 & KS4 curriculum and is delivered in KS3 during weekly tutor time, assemblies, information evenings and whole year group events, then via a careers programme during KS4. In Years 12 and 13 there will be careers workshops, university trips, a focus on Higher Level Apprenticeships, Employer engagement, School Leaver Programmes, UCAS and university applications

¹ *Epping Forest Consortium consists of: West Hatch High School, Roding Valley High School, St John's C of E VC School, Davenant Foundation School, Debden Park High School, King Harold Business & Enterprise Academy and Epping Forest College.*

The CEIAG programme is set against the Gatsby Charitable Foundation report of eight benchmarks for providing good careers guidance:

1. A Stable Careers Programme

The quality kite award RoQA for CEIAG has been achieved and awarded for the last 6 years evidencing a good quality stable careers programme in place. Specific career modules are taught and delivered by form tutors, subject tutors and the Careers Advisor. Teaching staff are provided with schemes of work and resources appropriate for the successful delivery of the subject. Computer careers matching programmes are delivered during specific curriculum days via ICT



lessons to help students develop their understanding of post 16 options and careers research skills. Outside Agencies and Guest Speakers are invited in to provide workshops and motivational talks to inspire. Form tutors have an active role in facilitating the learning element of careers education delivered through weekly form tutor time. The careers programme is a fully planned element of the KS3, KS4 and KS5 curriculum.

2. Learning from Careers and Labour Market Information

Every student and their parents have access to good quality information about future study options and labour market opportunities. The school website, Parentmail, JED, Higher Ideas and the annual careers fair are a key source of information as well as specific Information Books provided at key transition stages and an open door policy of access to the careers adviser with appointments available on request. All students in Years 7-13 have access to the careers advisor and the careers room. The Careers room is set up with computers and up to date resources for students to use when being interviewed, before school, after school and at break and lunch times. The Careers Advisor is in attendance to advise on appropriate reference materials in response to student requests. Individual Careers Action plans have specific links to LMI information.

3. Addressing The Needs Of Each Student

Students are offered specific careers guidance at different stages. Advice and support is tailored to the needs of each student and equality and diversity considered throughout. A personal action plan for each student is offered tailored to the student's individual needs and a copy sent home. Planned activities and trips are offered to meet the needs of all students including possible NEETs, disadvantaged students and SEN students.

4. Linking Curriculum Learning To Careers

Lessons are linked to careers and students are offered specific information regarding Science, Technology, Engineering and Maths (STEM) careers and their relevance for a wide range of future career paths. Specific curriculum activities, STEM trips and visiting guest speakers offer a full range of STEM opportunities. Curriculum audits are undertaken and specific opportunities offered via curriculum areas. Participation in Career of the Month Competition, National Careers Week, JED and Higher Ideas lessons and specific subject related careers elements link curriculum learning to careers.

5. Encounters With Employers And Employees

Students have multiple opportunities to learn from employers about work, employment and the skills that are valued in the work place. This is offered via the annual careers fair, work experience, mock interview programme, visiting guests, mentoring, assemblies, business breakfast and alumni students.

6. Experience Of Workplaces

During KS4 and KS5 students have the opportunity of work experience/work shadowing and work visits to help their exploration of career opportunities and to expand their networks.

7. Encounters with Further and Higher Education

All students have access to the annual consortium careers fair with Universities, Colleges, Sixth Forms, Apprenticeships and Employers in attendance to understand the full range of learning opportunities available to them. This includes both academic and vocational routes. As well as this, trips, visiting guest speakers and advice evenings provide a full range of information detailing opportunities available.

8. Personal Guidance

All students Years 7-13 and parents have access to impartial careers guidance interviews with the careers advisor who is fully qualified with a Level 6 Diploma in Career Guidance and Development. Support is offered at key transition stages with an open door policy in place for all



students and parents, appointments can be made on request. In Year 11 students will need to make some important decisions about their post 16 options regarding education, work or training. The school takes seriously the responsibility to provide personal support and guidance to young people making career decisions and therefore works to ensure that all students in year 11, 12 and 13 have the opportunity to see the Careers Advisor individually. An action plan is typed as the individual interview is taking place outlining career and educational goals, a copy of which is posted home. Students receive guidance on completing application forms for sixth form and college and they are offered workshops to show them how to search and apply for apprenticeships.