



OAKLANDS CATHOLIC SCHOOL

AND

SIXTH FORM COLLEGE

With delegated responsibility from the

Edith Stein Catholic Academy Trust

CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG) POLICY

APPROVED BY TEACHING AND LEARNING COMMITTEE	JANUARY 2023
SCRUTINISED BY SENIOR LEADERSHIP TEAM	JANUARY 2023
DATE LAST REVIEWED	JANUARY 2023
MEMBER OF STAFF RESPONSIBLE	ASSISTANT HEAD
STATUTORY / NON-STATUTORY	NON-STATUTORY



Community

Unity



Opportunity

Policy Amendments

Version Date	Section / Page	Amendment
January 2023	Annex A A1.1	Addition of “ <i>and Provider Access Legislation January 2023</i> ” to meet new statutory guidelines.
November 2021	1.2 / Page 3	Addition of SMSC, PDC and Work Experience to list of inter-related policies
	3.1 / Page 3	Alumni name, Future First Proposed extension of work experience to the whole of Year 10 Addition of PHSE Framework to related documents
	4.3 / Page 4	Names of careers software, Unifrog and Eclips
	8.1.1 / Page 4	Addition of PHSE Framework
	8.1.3 / Page 5	Addition of Unifrog
	8.1.5 / Page 5	Careers Fair is a Federation event
	A2.1 / Page 7	Pupil Entitlement now includes Year 7
	Annex B	Removal of table of Summary of Activities in School and replaced with link to Careers page on school website

1.0 Policy Statement

- 1.1 The Oaklands Mission Statement is “Community, Unity, Opportunity” and within this the value that “no one gets left behind” is upheld within our CEIAG. We believe our CEIAG equips our students in order that they can make informed choices about their own education and training and manage transition to new roles and environments.
- 1.2 Careers Education, Information, Advice and Guidance (CEIAG) at Oaklands Catholic School is part of the curriculum for all students and is evaluated, reviewed and improved annually. The school’s CEIAG programme, including the quality of its material information, is monitored and evaluated by the Careers Leader, Assistant Headteacher, and Careers Service provider. The provision of CEIAG is set in the context of a combination of inter-related policies including spiritual, moral, social and cultural (SMSC), PDC and Work Experience.

2.0 Overall Aims

- 2.1 The school’s CEIAG programme is an integral part of its work to raise students’ aspirations and self-esteem. The programme is designed to help students make the most of themselves and their opportunities. In particular, it aims to help:
- inspire young people about their future prospects
 - help them to make progress and achieve
 - meet their career development needs
 - enables them to make realistic and well-informed career decisions and transitions.
 - Develop and use the skills they need to review achievements, plan future actions, make decisions, present themselves well and cope with change and transition

3.0 Commitment

- 3.1 The school governors and staff at Oaklands Catholic School and Sixth Form are committed to:
- providing a planned programme of activities to which all students are entitled and will have access
 - working in partnership with Hampshire Futures Careers and Employment Service to ensure that no student is disadvantaged in gaining access to education, training or work (see partnership agreement with Hampshire Futures Careers and Employment Service)
 - working in partnership with Hampshire Futures and our Alumni (Future First) to provide opportunities for students to meet role models from the world of work.
 - ensuring that, wherever possible, students’ progress to an opportunity in further education, training or employment
 - involving young people and their parents and carers in programme activities and further developments
 - to provide selected students with the opportunity to experience the world of work through work experience in Year 10, with an aim to extend this to the whole of Year 10 in the 2022/23 academic year
 - achieving the Investor in Careers Award (with lead Governor, Deborah Burroughs)
- 3.2 The School is also committed to achieving a range of outcomes for young people included in the Careers Strategy (2018) which relates to the Career Development Institute’s Framework for Careers, Employability and Enterprise Education (January 2020), the PSHE Framework and the Gatsby Benchmarks.

4.0 Provision

- 4.1 Provision of CEIAG at Oaklands Catholic School and Sixth Form School is line managed by a lead member of the SLT (currently Mr D Godwin). The Careers Leader (Mrs A McQuiston) oversees programme delivery through overlay lessons, PDC lessons and tutor sessions with years 7-11. The Careers Leader also liaises with programme contributors, manages the majority of the day-to-day administration and the provision of work experience placements.
- 4.2 The Library has relevant, up-to-date information in a range of formats.
- 4.3 Students have supervised access to ICT facilities, including careers software (Unifrog and Eclips, for example) and the internet. Specialist equipment and support are available for individuals with learning difficulties and/or disabilities. Additional information sources include participation in local events and activities such as the Federation Careers Fair, and work with Hampshire Futures Careers and Employment Service, employers, business and other organisations. The Careers Leader selects and maintains teaching resources appropriate to students' needs.

5.0 Guidance

- 5.1 Guidance is provided in partnership with Hampshire Futures Careers and Employment Service and includes individual and group activities. All staff should, when approached by students, respond with appropriate guidance and support.
- 5.2 All guidance aims to be impartial, confidential (within policy guidelines), responsive to students' needs and based on the principle of equality.

6.0 Training

- 6.1 Staff training needs are identified through the year and appropriate arrangements made. The schools Careers Leader attends the school federation where support and training needs can be provided.

7.0 Monitoring

- 7.1 All programme activities are monitored, reviewed and evaluated with active involvement of students. The development priorities identified form the basis of the Careers development plan.

8.0 CEIAG Overview

- 8.1 At Oaklands Catholic School and Sixth Form all students from Years 7-14 have access to careers education and guidance in a variety of ways.
 - 8.1.1 A planned programme of activities based on the national framework for CEIAG, PSHE Framework and Gatsby Benchmarks which is delivered by the Careers Co-ordinator, PDC teachers or tutors to years 7-11.

The learning objectives are to assist students to:

- Self-development through careers and work related education
- Finding out about careers and the world of work
- Developing skills for career wellbeing and employability
- Self-awareness
- Self-determination
- Self-improvement
- Exploring careers and career development
- Investigating work and working life
- Understanding business and industry
- Investigating jobs and labour market information (LMI)
- Valuing equality, diversity and inclusion (EDI)
- Learning about safe working practices and environments
- Making the most of careers information, advice and guidance (CEIAG)
- Preparing for employability
- Showing initiative and enterprise
- Developing personal financial capability
- Identifying choices and opportunities
- Planning and deciding
- Handling applications and selection
- Managing changes and transitions

8.1.2 Individual impartial guidance for all students at key stage 4 and 5. This is through a planned programme where Oaklands Catholic School and Sixth Form is working in partnership with Hampshire Futures Careers and Employment Service (careers advisors) in providing all students with individual interviews at key stage 4 and 5. Students can also drop in for support, before, during and after school in the Library Careers Room.

Action planning and recording of progression routes is seen as an essential part of effective guidance supplied by Careers Advisors, tutors and mentors especially within Year 10 and 11. Parental involvement is encouraged on subject and transition evenings alongside the opportunities to talk to independent careers advisers.

8.1.3 Access to resources in the Library and on the internet during careers lessons and at breaks and lunchtimes and before and after school when:

- Books and other information to be borrowed from the extensive range available, relevant to all interests and abilities.
- Information may be photocopied and 'browsing' is encouraged; considerable information is given to students to take away.
- Computers can be used to access information and to generate ideas using interactive programmes.
- Advice and assistance is available from Careers Leader and Careers Advisers alerting them to many diverse areas of Careers Education and Guidance.
- Allocated lesson time or appointments to use Unifrog, which students can access on and off site.

8.1.4 A commitment to provide knowledge and understanding of the world of work through both activities and work experience in Year 10/11 so those students:

- Develop a greater understanding of the workplace.
- Recognize the value of skills and qualifications.
- Extend their knowledge of careers and jobs.
- Accept responsibilities within a working environment.
- Develop positive personal qualities.

- 8.1.5 Working with the schools federation to give year 10 students the opportunity to attend the annual Federation 'Careers fair' in conjunction with local Colleges, employers and providers.
- 8.1.6 Working with our Alumni, local Colleges, Universities and apprenticeship providers to invite role models from the world of work and further/higher education to visit classes across the Key Stages.
- 8.1.7 Inviting colleges, employers and apprenticeship providers to the Post 16 Information evening for Years 10.
- 8.1.8 Working with SUN (Southern Universities Network) to increase participation in Level 4 education and training by identifying target students and providing opportunities for them to access further information and attend promotional events.
- 8.1.9 Through a negotiated contract with Hampshire Futures, which promotes links between the school and the world of work through various events and activities, using their many employer links.

Annex A: Policy Statement on Provider Access

A1.0 Introduction

A1.1 This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997 and Provider Access Legislation January 2023.

A2.0 Pupil Entitlement

A2.1 All pupils in Years 7-13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

A3.0 Management of Provider Access Requests

A3.1 Procedure

A provider wishing to request access should contact Angela McQuiston, Careers Leader
Telephone: 02392 259214; Email: a.mcquiston@oaklandscatholicschool.org

A3.2 Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers, which is shown in the table on the next page.

Please speak to our Careers Leader to identify the most suitable opportunity for you.

A3.3 Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

A3.4 Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Library, which is managed by the school librarian and Careers Leader. The Library is available to all students at lunch and break times.

Annex B: Summary of Activities in School

Information regarding the Careers Curriculum and activities in school is updated at least annually and can be found on the school website via the following link:

[Careers Implementation - Oaklands Catholic School and Sixth Form College](#)