

Siddal Moor  
Newhouse Road  
Heywood  
Lancashire  
OL10 2NT  
Tel: 01706 369436  
Email: [office@siddalmoor.uk](mailto:office@siddalmoor.uk)  
web: [www.siddalmoor.uk](http://www.siddalmoor.uk)

# CEIAG Policy

Careers Education, Information,  
Advice and Guidance

Policy updated March 2017  
Ratified by Governors at a meeting of the  
Resources Committee on  
Wednesday 3<sup>rd</sup> May 2017



**SIDDAL**  
**MOOR**

Where students *fly high* through the  
expectation of *excellence* in *everything* we do

## **1. Introduction**

Siddal Moor Sports College is committed to providing Careers Education, Advice and Guidance to all students through the curriculum and organised activities. It is presently working towards the Inspiring IAG Gold Award - The Careers Education, Information, Advice and Guidance Quality Award.

CEIAG is accorded a high priority in preparing students for the opportunities and challenges of adult working life. CEIAG is seen as playing an important role in motivating our students to maximise their academic and personal achievement.

## **2. Aim**

Our aim is that all students will leave the school with the skills and knowledge required to support their entry to higher education or employment.

## **3. Commitment**

The whole school is committed to providing a planned programme of CEIAG for all students in Years 7 to 11, in partnership with Positive Steps. All students will leave the school with the skills and knowledge required to support their entry into higher education or employment. The school actively promotes parent/carer involvement through events, a careers dedicated website and social media page and by ensuring access to information throughout the year.

## **4. Development**

This policy will be developed and reviewed annually in discussion with teaching and associate staff; students, parents, governors, advisory staff and other external partners.

## **5. Links with other policies**

The policy for CEIAG supports and is itself underpinned by a range of key school policies, such as those for Teaching and Learning, Assessment Recording and Reporting, Child Protection, Anti Bullying, Inclusion and Special Educational Needs.

## **6. Student Needs**

The Career programme is designed to meet the needs of students at Siddal Moor Sports College. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

## **7. Entitlement**

Students are entitled to CEIAG which meets professional standards of practice and which is person-centred, impartial and confidential. It will be integrated into students' experience of the whole curriculum, particularly PSHE and will be based on a partnership with students and their parents or carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

## **8. Staffing**

All staff contribute to CEIAG through their roles as form tutors and subject teachers. Specialist careers advice and impartial careers guidance is provided by the Positive Steps Advisor. Specialist sessions are delivered by outside agencies.

## **9. Key Stage 3 Provision**

- Careers education is delivered through PSHE lessons focusing on lifestyle and progression
- Access to online IAG careers software solutions
- Options evening
- Assemblies, drop in sessions and other information on KS4 courses
- Specialised sessions; delivered by post 16 educational training providers
- Representatives from Post-16 providers in attendance at parents evening
- Future Foundations careers event and university visits
- Access to a dedicated careers website with information, links and CEIAG staff contact details
- Social media page dedicated to sharing posts from Post-16 providers, local employers and other careers information sources

By the end of key stage 3 all students will have:

- A better understanding of their strengths, achievements and weaknesses, to support how they might inform future choices in learning and work;
- A better understanding of the full range of 14-19 opportunities for progression;
- An understanding of some of the qualities, attitudes and skills needed for employability;
- Used online career resources to research information about opportunities and apply their findings to help to make informed choices for Key Stage 4 options;
- Received appropriate advice and guidance on Key Stage 4 options, and prepared an individual learning plan that sets broad learning goals for the 14-19 phase.

## **10. Key Stage 4 Provision**

- Careers lessons delivered through PSHE and aspects of preparation for working life
- Mock interviews
- A one week block of work experience
- Post-16 pathways evening
- Access to online IAG careers software solutions
- Access to a dedicated careers website with information, links and CEIAG staff contact details
- Social media page dedicated to sharing posts from Post-16 providers, local employers and other careers information sources
- Future Foundations careers event and The Greater Manchester Skills, Careers and Apprenticeships show
- Taster days
- College presentations
- Careers interviews
- CV writing, letters of application, interview preparation and portfolio presentation
- Participation in The Rochdale Talent Pool Apprenticeship programme

By the end of Key Stage 4, all students will have:

- Enhanced their self-knowledge, career management and employability skills;
- Used ICT software and other sources of advice to investigate and explore future choices and progression routes;
- Experienced the world of work through a work placement if they required one;
- Been given direct access to employers, colleges and other training providers;
- Been given guidance to help identify a range of post -16 pathways and careers advice and support networks that they can use to plan and negotiate their career pathways;
- Been provided with the resources to complete the post-16 application procedures, including CVs, personal statements and preparation for interviews;
- Produced a challenging but realistic plan for their future learning and work, by relating their abilities, attributes and achievements to the goals they have set themselves;
- A destination post-16.

### **11. Monitoring**

- Member of senior staff responsible for overseeing CEIAG in school, Positive Steps advisor and line manager will formally review the partnership agreement annually.
- Audits are conducted of staff and students to develop the future delivery of CEIAG.
- A review of PSHE is conducted in line with the school's annual review procedures.
- Parents are encouraged to give feedback via surveys conducted during information evenings or directly by the CEIAG staff and via the careers website.
- A report will be submitted to the Governors on an annual basis, including an account of activities, a review of progress and an evaluation of parent, staff and student responses to provision.

### **12. Staff Development**

- Staff training needs are identified as part of the Partnership agreement and in-house monitoring.
- The school will endeavour to meet the training needs within a reasonable period of time.