



**MATTHEW MOSS
HIGH SCHOOL**
Learning for Life

Policy No.: 24

Policy: Careers Education, Information,
Advice and Guidance

Review Date: June 2017

Policy Name: Careers Education, Information, Advice and Guidance

Nominated Lead Member of Staff: Assistant Headteacher (Business Manager)

Review Cycle: 2 Years

Authorisation: Headteacher

Review Date: June 2017

Careers Education, Information, Advice and Guidance (CEIAG) programmes make a major contribution in preparing young people for opportunities, responsibilities and experience of life.

They help young people make decisions and manage transitions as learners and workers. It is vital that all 11-16 year olds have the knowledge and skills they need to make informed choices. We strive at all times to conform to the current "best practices" in Careers Education, Information, Advice and Guidance laid down by the government.

We strongly believe that high quality CEIAG is crucial in order to enable all learners to meet their full potential in life.

The Governors of Matthew Moss High School ensure all Statutory Duties are met and that all learners are provided with independent careers guidance from year 8 (12-13 year olds) to year 11 (15-16 year olds). The link governor is Mr James Bannon.

The programme of activities will provide:

Good advice

- Independent and impartial careers advice is provided through a specialist company called Positive Steps. Lucy Smith is the careers advisor assigned to MMHS and she has excellent knowledge of the range of education or training options, including apprenticeships and other vocational pathways that are available to meet the needs of our learners
- In addition school has a My Future team including a member of the school Senior Management Team, a dedicated Careers and Futures Coordinator and a Learner Premium Mentor
- Visits from alumni, sharing information about their learning journey and destination
- Support from the Local Authority team through Pathways talks for learners and information sessions for school staff (especially form tutors)

A clear understanding of qualifications and skills required for work

- Drop in sessions with a specialist careers advisor for every learner and full careers guidance interviews for those most in need of support
- Help with UCAS including understanding of qualifications and experiences that interest universities
- Pathways assembly for Years 8-11 provided by Positive Steps and LEA
- Skills Fairs
- Opportunities day – with Rochdale Sixth Form, Hopwood Hall College, Bury College, Rochdale Training and many other local providers of FE and apprenticeship opportunities
- Mock Interviews with governors and employers
- My Future programme including work experience
- National Careers website

Understanding the wide range of careers available

- Links with ambassadors from the STEM network
- Visiting experts from a wide range of careers
- My Future programme - offering taster sessions at Universities, Colleges, Work Experience Placements, assemblies and talks from experts from a wide and varied range of careers

Entrepreneurial skills for self-employment

We offer a dedicated programme as part of the My Future offer for years 10 and 11. Learners are encouraged to get involved with a range of opportunities including:

- 'Tycoon in School'
- Specialist entrepreneur training session with EBS
- Links with MMU entrepreneur society
- Member of the Greater Manchester Chamber of Commerce

Support for learners with special educational needs or disabilities

MMHS has high aspirations for all learners with special educational needs (SEN) and disabilities, and supports them in preparing for the next phase of education or training and beyond into adult life.

Learners with SEN or disabilities receive:

- Independent and impartial advice from Positive Steps about all of the mainstream education, training and employment opportunities on offer, regardless of their individual circumstances
- Information on the full range of specialist provision that is available and the support available to help them access the provision
- Access to the My Futures Programme in Years 10 and 11 including Life Skills and accessible vocational options

Support for vulnerable and disadvantaged young people

The SENDco, Behaviour Mentors and Heads of Family identify learners who may require targeted support or who are at risk of not participating post-16. Targeted support is offered by Positive Steps and a range of education and training support services are available locally to provide appropriate intensive support to help learners achieve their potential.

In addition the Learner Premium Mentor actively identifies activities and events to inspire young people from disadvantaged backgrounds. These involve working with colleges, universities and employers to provide exciting glimpses into the future and the opportunities available.

Information about the Participation age

The programme will ensure learners and their families understand that the age to which all young people in England must continue in education or training has been raised, which means they must continue to be in education or training until the end of the academic year in which they turn 17 from 2013 and until their 18th birthday from 2015.

This does not necessarily mean staying in school; young people have a choice about how they continue in education or training, which could be through:

- Full-time study in a school, college or with a training provider
- Full-time work or volunteering combined with part-time education or training
- An apprenticeship

Monitoring and Evaluation

Activities are evaluated and the information is used to inform planning for the next year. We use a mixture of paper and online evaluation forms (e.g. learners fill one in at the start, mid points and end of the My Future programme), focus groups (e.g. with a representative group of Year 11 after work experience) and exit polls (e.g. asking parents at the end of the careers information evening). Evaluation focuses on how effective the event/activity has been in helping learners to learn what ever the intended learning outcomes were. Staff feedback is gathered through evaluation forms and discussion during meetings.

Destination data is available from the Moving on report provided by Positive Steps who continue to track our learners after they leave school

Figures for MMHS are as follows:

Please note that LEA average is shown in brackets for comparison

Year	% in Full-time Education	% in Full-time Training	% Apprenticeship or Job with Training	% Not in education or training (NEET)	% Other
2012	97.2%	1.1%	0.6%	0.6%	0.6%
2013	91.0%	3.4%	1.1%	2.8%	1.7%
2014	96.1% (91.3)	1.1% (2.3%)	1.1% (3.5%)	1.7% (2.6%)	0.0% (0.2)

This information is analysed further to identify trends in relation to gender, ethnicity and other socio economic factors. School will work to prevent all forms of stereotyping in the advice and guidance they provide, to ensure that boys and girls from all backgrounds and diversity groups consider the widest possible range of careers, including those that are often portrayed as primarily for one or other of the sexes.

Delivery and content

Year 7

- Assembly for each family to meet the CEIAG team and start to think about careers and lifestyle.

Year 8

- Learners review their ideal lifestyles in the future, the careers that could achieve that intrinsic and extrinsic aspiration.
- Pathways talk and lesson to enable access to the National Careers Service website and KUDOS.
- Open access to lunchtime drop in sessions in the careers office
- Group or one to one guidance interviews to support options choices for those identified as being most in need of support
- Young Heights – Group work.

Year 9

- One to one and small group sessions with Positive Steps to discuss post 16 options and options choices.
- My Future / Options evening for parents and learners to discuss educational and occupational pathways available in each subject.
- Family meetings with My Future Ambassadors so learners understand the content and opportunities provided
- Future First event
- Lunchtime drop in sessions with Positive Steps careers advisor
- Profession specific talks from Careers coordinator, Positive Steps and Experts from industry
- Form tutors to review UCAS website with learners

Year 10 and 11

- 4 lessons per week (every Thursday) where learners choose to personalise the curriculum to meet their aspirations. This includes college courses, work experience and alternative courses in school. Full details can be found in the My Future brochure and on the website.
- Mock interviews and interview preparation sessions, including preparation of CV's
- One to one and small group sessions with Positive Steps to discuss post 16 options and options choices.
- High level of support provided to learners identified as most in need e.g. support to attend college open days and interviews

- Monitoring of year 11 learners to ensure that all learners receive an appropriate offer of education or training.
- GCSE/Futures evening for parents and learners to discuss educational and occupational pathways available in each subject.
- Access to the Key 103 bus
- Profession specific talks from Positive Steps, Experts from the field, STEM and apprenticeship ambassadors
- Opportunities day in school including external educational and occupational organisations showcasing what prospects are available post 16 & 18.
- Regular emails and tweets detailing the opportunities and apprenticeships available in the area and further afield.
- Aspirational Talks from members of the community and Alumni who offer experiences and advice to learners relating to their own experience.
- University and College trips and talks.
- Talks and presentations from external training providers
- New Heights – Group work

Resources

- The careers library is housed within the main resource centre and is easily accessible to learners and staff. Materials are audited and replaced annually.
- Careers software including KUDOS, and a CV writing package is available in the IT suite and careers library.
- The Careers office, accessed via the LRC, is used for one to one interviews and also has a range of career information material.
- The budget for CEIAG is negotiated annually in line with the School improvement plan, Inspiring IAG action plan and the need to update materials.

Partnerships

The programme is greatly enhanced through links with a number of partners who help us to make learning 'real' and up to date. As well as the strong links with our careers advisers, we constantly strive to expand and improve our links with employers and other local groups. This involvement includes the provision of work experience placements, Focus groups, talks in the Learning for Life curriculum and careers lessons, curriculum projects linked to particular subjects and mock interview sessions.

Our partners also include FE/HE colleges with whom we hold regular meetings in order to review our provision, keep up to date with curriculum changes on both sides and plan for effective learner transfer.

Parents/carers are vital to learners understanding of career choices and the decisions they make. We provide all parents/guardians with up-to-date information on choices at 14+ and

16+ and arrange parents' information sessions. They are also encouraged to make appointments to talk to the careers adviser or the to discuss individual concerns.

Contact

Careers advice email myfuture@mmhs.rochdale.sch.uk

Alternatively call school on 01706 632910 and ask for Lucy Smith, Mrs Rostron or Mrs Neville.

Associated Policies:

Behaviour and Relationships

Special Educational Needs

Behaviour Principles Written Statement

Equality Information and Objectives

Child Protection

Combatting and Preventing Extremism

Visitor Policy

Literacy

Curriculum

Allegations Against Staff