



**MATTHEW MOSS
HIGH SCHOOL**
Learning for Life

Policy No.: 24

Policy: Careers Education,
Information, Advice and Guidance

Reviewed: July 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: July 2019

Careers Education, Information, Advice and Guidance.

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

- School provides high quality, 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. The guidance helps learners make informed choices about which courses suit their academic needs and aspirations so they are prepared for the next stage of their education, employment, training or self employment.
- In addition, school has a My Future team including a member of the school Senior Management Team, a dedicated CEIAG Coordinator and an Achievement 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).
- Form tutors and associate staff signpost learners to the My Future team and support careers education during learning for life days.
- School brokers strong links with employers and other careers professional through network meetings, where good practice is discussed and ideas shared.

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

- Labour Market Information - there is currently a mismatch between the careers that learners want to pursue and the opportunities available. Choices made at school should be based on a clear view of the current labour market and how opportunities may change in the future.
- 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
- National Careers website

Understanding the wide range of careers available

- Links with ambassadors from the STEM network.
- Visits to STEM events such as ‘The Big Bang’ in Liverpool.
- Visiting experts from a wide range of careers
- 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 for years 10 and 11.

Learners are encouraged to get involved with a range of opportunities including

- Learning for life challenge day - encouraging learners to tackle real life challenges which require them to manage risk and develop their decision making, team building and problem solving skills.
- Entrepreneur focused day event.

Support for pupils with special educational needs or disabilities

MMHS has high aspirations for all pupils 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.

A link to the local offer, published by the local authority and setting out details of SEN provisions in the area is shown on the school website. School works with learners and their parents to make sure they are aware of the provision and support available.

<https://rochdale.fsd.org.uk/kb5/rochdale/fsd/localoffer.page?localofferchannel=0>

Support for vulnerable and disadvantaged young people

The DSEN coordinator, 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 Achievement 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.

Duty to participate in education or training after 16

The Government has raised the participation age (RPA) so that all young people in England are now required to continue in education or training beyond the age of 16. Learners are now required to continue in education or training until at least their 18th birthday.

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 (20 hours or more) combined with part-time education or training
- An apprenticeship, traineeship or supported internship

School will provide support around the financial support available to remain in education; learners may need to speak to their post 16 provider to find out more information.

Inspiring Young People

C - Composure

H - High Standards

A - Agency

N - Numeracy and Literacy

G - Growth mindset

E - Empathy

School works hard to ensure all learners leave with knowledge, skills and a sense of direction. CHANGE is promoted throughout school, cross curricular and encourages learners to build skills that will help them succeed e.g. resilience, stickability, initiative and independence.

A number of initiatives are linked to this work:

- The Brilliant Club - academic enrichment in partnership with MMU.
- SUPI - Schools and Universities Partnership Initiative.
- Mosiac Mentoring - Using positive role models to improve students' confidence and employability.
- Reach for the Future! A programme designed to improve resilience and understanding of work for learners in KS3.
- Global Social Leaders - for young people to change the world for the better through social action and personal development.

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 end of each academic year, 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 pupils to learn whatever 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
2014	96.1% (91.3)	1.1% (2.3)	1.1% (3.5)	1.7% (2.6)	0.0% (0.2)
2015	89.8 % (89.7)	3.6% (2.6)	3.0% (4.7)	1.8% (2.4)	0.0% (0.2)
2016	92.9 % (90)	1.8% (1.4)	2.4% (3.9)	1.8% (3.4)	0.6% (1.4)

Figures for MMHS as at June 2017 evidence the success of school initiatives and are as follows:

	NATIONAL	LEA	MMHS	COMMENTS
*NEET FROM YR 12 BY SCHOOL IN YR 11	2.5%	3.8%	1.1%	Well below LEA and National average.
NEET FROM YR 13 BY SCHOOL IN YR 11	3.6%	3.5%	1.6%	Well below LEA and National average.
NEET FROM YR 12/13 BY SCHOOL IN YR 11	3%	3.7%	1.4%	Reflects sustained work to ensure Learners are in education or training.
RPA AT YR 12 BY SCHOOL ATTENDED IN YR 11	94%	91%	96%	Low drop out rates - learners remain in education/ training.

*Not in education or training (NEET)

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

- ✓ Opportunity to meet the CEIAG team and start to think about careers and lifestyle.
- ✓ Open access to lunchtime drop in sessions in the careers office
- ✓ Opportunity to be part of the Gateway programme
- ✓ Take part in 'National career week' events in school.

Year 8

- ✓ Pupils 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 Careers website.
- ✓ 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
- ✓ Options evening for parents and learners to discuss educational and occupational pathways available in each subject.
- ✓ Young Heights – Varied Group work.
- ✓ Learning for Life Day

- ✓ Gateway programme.
- ✓ Take part in 'National career week' events in school.

Year 9

- ✓ Lunchtime drop in sessions with Positive Steps careers advisor
- ✓ Profession specific talks from Careers coordinator, Positive Steps and Experts from industry.
- ✓ GM higher assembly - includes HE and apprenticeships, (inc higher and degree apprenticeships).
- ✓ Enterprise / employability event through L4L.
- ✓ Take part in 'National career week' events in school.

Year 10 and 11

- ✓ 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.
- ✓ 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 students to discuss educational and occupational pathways available in each subject.
- ✓ 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 detailing the opportunities and apprenticeships available in the area and further afield.
- ✓ Pathways information for learners and their parents including traineeships, apprenticeships, higher apprenticeships in addition to FE / college opportunities.
- ✓ Visit the National Apprenticeship Show with targeted learners.
- ✓ Aspirational Talks from members of the community and Alumni who offer experiences and advice to students relating to their own experience.
- ✓ University and College trips and talks.
- ✓ Talks and presentations from external training providers
- ✓ New Heights – Group work
- ✓ Account on Kudos - Careers software package
- ✓ Take part in 'National career week' events in school.
- ✓ NCS assembly.
- ✓ Skills Event

Resources

- The careers library is housed within the main Learning Resource Centre and is easily accessible to students 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 and each KS4 student has an account to access at home.
- 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.
- School website has a dedicated careers page with useful links and information for parents and students to access.

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 pupil transfer.

Parents/carers are vital to pupils 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.

School website

Introduction to the school Careers team

Useful Information for both parents and students.

CEIAG key dates can be found on the school website.

Closing dates, Open evenings for college/6th Forms and apprenticeship opportunities.

Useful links to various websites including Kudos.

Careers advice email lsmith@positive-steps.org.uk or mrostron@mmhs.co.uk

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

Review date: July 2019

Link documents: DfE Careers Guidance and Inspiration in Schools - Statutory Guidance April 2017