



Roding Valley
HIGH SCHOOL

Careers Education, Information & Advice Guidance (CEIAG)

Person Responsible:	Deputy Headteacher – Paige Larkin
Lead Staff Member:	Donna Mason – Careers Coordinator
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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.

The Senior Leadership Team and Careers Leader work closely with the school's Enterprise Advisor – Stephen Isherwood, CEO Institute of student employers. Stephen provides strategic support in building up a strategy set around the Gatsby Benchmarks.

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. We want our students to progress on to the very best destination for them. Destination information is used to inspire and inform current students about future pathways.

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 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.

Roding Valley High school is committed to ensuring that individuals are treated without prejudice and have an entitlement to careers education, advice and guidance, regardless of race, gender, religion, ability, social background or sexual orientation. Students requiring learning support or those from disadvantaged backgrounds will be given help and support to raise their aspirations, confidence and skills.

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 and KS5 curriculum and is delivered in lessons, as well as assemblies, information evenings and whole year planned group events. In KS5 there will be a focus on UCAS and university applications, Higher Level Apprenticeships, university trips, careers fairs, employer engagement and careers workshops.





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 CEIAG programme is an integral part of the school curriculum. 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 lessons. The careers programme is a fully planned element of the KS3, KS4 and KS5 curriculum.

2. Learning from Careers and Labour Market Information (LMI)

Every student and their parents have access to good quality information about future study options and labour market opportunities. The School's Enterprise Advisor provides updates annually for the whole school community. The school website, Parentmail, Careers Bulletin, Careers Microsite, Careers Programmes purchased by the school and the annual careers fair are a key source of information. Specific information books are 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 career's advisor and the careers room. The Careers room is set up with up to date resources for students to use when being interviewed, before school, after school and at break and lunch times. 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. Participation in weekly careers lessons, National Careers Week, National Apprenticeship Week careers programme 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, assemblies 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



"Our vision is to be the school of choice for our local community, developing successful young people with high aspirations, who show respect for all and endeavour to become the very best that they can be."



All students have access to the annual consortium careers fair with Universities, Colleges, Sixth Forms, Apprenticeships, Employers and Institutes 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, further education college taster days 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. 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 shared with parents.

