

# West Midlands UTC

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## Careers Education, Information, Advice and Guidance and Employability Learning Policy

West Midlands UTC are committed to the values of fairness, integrity and respect in all aspects of UTC, including in the provision of CEIAG.

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Governor Approved Date		Last Review Date	
Comments			
Monitoring, Evaluation and Review	The Careers Leader will review this document at least every 2 years and in any case as required to changes in regulation.		

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### 1. Introduction

Through a planned programme of activities, Careers Education, Information, Advice and Guidance (CEIAG) and Employability skills, West Midlands UTC seeks to help all students take their place as suitably qualified and responsible adults within society. The focus is upon career and option choice, raising the aspirations and achievement of individual students and equipping them with skills, attitudes, knowledge and understanding as a foundation for managing their lifelong career and learning.

The UTC is committed to:

- Providing a planned programme of activities to which all students from Years 10 – 13 are entitled which will help them to plan and manage their careers
- Providing IAG which is impartial, unbiased and is based on their needs
- Ensuring that the CEIAG and Employability programme follows local, regional and national frameworks for good practice and other relevant guidance, such as:
  - Section 19 Education Act (2011),
  - The Technical and Further Education Act (January 2017),

- Careers strategy: making the most of everyone's skills and talents (December 2017),
- Careers guidance and access for education and training providers: Statutory guidance for governing bodies, school leaders and school staff (January 2018);

as well as guidelines from Ofsted, the Career Development Institute and the Gatsby benchmarks for good career guidance.

## **2. Entitlement**

Students are entitled to CEIAG which meets professional standards of practice and is both personalised and impartial. It is integrated into students' experience of the whole curriculum and the UTC Work Related Learning Programme. The programme is structured to raise aspirations, challenge stereotyping and promote equality and diversity.

The careers programme is designed to meet the needs of the students at West Midlands UTC to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. The primary aims of the Careers Education and Guidance programme are to:

- Help young people develop an understanding of their own and others' strengths, limitations, abilities, potential, personal qualities, needs, attitudes and values,
- Help young people investigate opportunities for further learning and employment, make decisions and manage transitions from KS4 to KS5 / FE; and from KS5 to Employment, Apprenticeships and HE.
- Ensure that, wherever possible, all young people leave the school with employment, further education or training.

CEIAG at the UTC aims to provide students with the skills, knowledge and understanding to support the 3 core aims of the CDI framework for careers, employability and enterprise education:

- Developing yourself through careers, employability and enterprise education,
- Learning about careers and the world of work.
- Developing your career management and employability skills.

The CEIAG programme provides pupils with a wide range of experiences to help them progress effectively through their education and on to successful careers.

Responsibilities are spread between the Vice Principal as the Careers Leader and the pastoral team. They plan, co-ordinate and evaluate the careers programme. They also plan and implement work experience for pupils. Annual reviews ensure appropriate coverage of careers themes in the PSHE programme, tutor time activities and in subjects across the school.

### **3. The CEIAG Programme**

The careers programme includes careers education sessions, careers lessons (within the school's PSHE programme), career guidance activities (group work and individual interviews), information and research activities, employability learning (including work experience) and individual profile activities, recorded using UTC Hub. Other focused events include 'Meet the Employers', Interview Skills Workshops, Employer Led Projects, and visiting speakers. Work experience takes place throughout the academic year in two allocated weeks for each year group. This means students can take advantage of up to 4 weeks of Work Experience during the two years of their key stage. Students are actively involved in the evaluation of activities including work experience through lessons and in written feedback.

All students are able to request a careers interview and additional intervention strategies are introduced for those students who may find processes such as securing Work Experience placements particularly challenging. The Careers Advisor is central to providing guidance to students on routes beyond school and those students who are unsure of their destination after Year 11 are given further support in groups or as individuals to provide the best possible guidance.

The Careers Advisor also provides an important contribution to the planning, design and delivery of all aspects of our careers education, including Aspirations Days, allowing for current labour market intelligence to inform these processes. Year 11, 12 and 13 pupils at risk of not being in education, employment or training post-16 and post-18 are identified and have additional meetings with the Careers Advice team and Connexions, after which appropriate interventions are agreed and implemented.

Careers Education helps young people to develop the knowledge and skills they need to make successful choices, manage transition between key stages and between education and the world of work.

### **4. External Partnerships**

Firm links have been established the Education Business Partnership and a large range of employers, particularly through the provision of Work Related Learning Programme; some KS4 and many KS5 pupils undertake work placements, integral to their courses. Employers visit the school to run work-related activities with pupils and to speak to pupils about a range of employment sectors.

There have been recent developments with employers offering apprenticeships and information is shared with pupils about available apprenticeships as part of our UTC wider programme. In addition, employers offering apprenticeships visit the school to facilitate work-related learning and speak to pupils about opportunities within their companies and sectors.

Strong links also exist with Universities and Further Education colleges, who often come into school to speak with pupils. Any provider wishing to request access should contact the Careers Leader in the first instance. We have a number of appropriate events that providers can attend throughout the year.

### **5. Monitoring, review, evaluation and development of CEIAG**

Our partnerships are reviewed regularly. The following provision is reviewed by the Careers Leader:-

- Annual review of partnership activities with the Employers.
- Annual review of partnership with the Education Business Partnership.
- Lesson and tutor observations within PSHE lessons as part of School Self Evaluation  
Developmental activity is identified annually in the SIP.
- Feedback on the effectiveness of the CEIAG programme is sought through student voice, parent questionnaires. Resulting action points then feed into the following years' planning process to ensure they are addressed.
- Review of the school's adherence to the Gatsby Benchmarks through Compass, an online self-evaluation tool for schools.

## **6. Links with other policies**

The policy for CEIAG supports and is itself underpinned by a range of key school policies especially those for teaching and learning, assessment and SEND.