



# The London Nautical School

## CAREERS EDUCATION INFORMATION ADVICE AND GUIDANCE POLICY

Update September 2020  
Ms Murphy Career Lead

Approved by the chair of the Governing body. \*

September 2020

To be reviewed annually in line with the school policies.

## INTRODUCTION

The CEIAG refers to a range of activities and interventions that help young people to make the right choices. It includes impartial advice and guidance at key transitional times for young people and access to up to date information on career and staying in education. Statutory guidance requires school to secure independent and impartial careers guidance for pupils from Y8 to Y13.

The Employer Engagement is very important and we aim to offer this through employer activities, on site and off site. For both Year 10 and year 12 students, this will be offered during Work experience week usually in July after AS examinations.

CEIAG should help students develop skills, attitudes and abilities which will enable them to be effective in a variety of occupations and roles. Effective CEIAG raises aspiration, enable students to make informed choices and help them achieve their potential. It can help young people and their parents and carers make informed decisions about the opportunities available.

All the students need information, advice and guidance and support and support in making informed and realistic choices regarding their future life and the different roles they will take.

Guidance is the process of helping young people to be able to make choices about their personal, social, educational and vocational development. The school, has a significant contribution to make, along with parents and others support agencies in providing an effective programme of careers education and guidance. The process is developmental and continuous and all staff contribute alongside external agencies working in partnership.

Following the Ofsted Thematic review of Careers Guidance the recommendation was made that schools should develop and implement a clear strategy for careers guidance and ensure that they make good use of The National Careers Service resources, trained staff, career guidance professionals, employer networks and local colleges and other providers to ensure that students are well supported in making decisions about career pathways.

### **The Career Education programme at the LNS aims:**

- To encourage all students to recognise and value their own skills and abilities to appreciate their relationships with and responsibilities towards, other people, the community and environment.
- To develop the skills which will help students make informed and realistic choices for their future.
- To enable students and parents to be aware of the alternatives and opportunities open to them at different stages of their life and to raise aspirations.
- To develop the skills, including communication and confidence that will be needed in new

roles and situations.

- To encourage understanding and experience of the work LMI and enterprise activities.
- To develop students 'capabilities and to understand their own needs and abilities
- To promote equality of opportunity in respect of race, religion, gender and special needs disability.
- To encourage students to investigate careers opportunities both locally and nationally and through direct experience of the world of work, work related learning and enterprise activities.
- To encourage students to implement their career plans. To review and evaluate to make improved decisions and manage the transition processes effectively.

Career education provides a way of developing knowledge, understanding and experience of opportunities in education, training, employment. It aims to develop skills needed to make improved decisions and it is a way of helping students to apply knowledge and understanding and skills to their own circumstances.

## **2. Expectation**

Students should expect:

- To be signposted to key people who can help with education, careers and any other personal. Health or financial problems.
- To know how to access information with regards careers and personal development.
- To be told about financial help they can get to stay in education (E.g. bursaries / student loans /grants).
- To know where to get help after 18 years of age.
- To be given opportunities to get involved in planning and improving information and advice services.

### **Help should:**

Be quickly and easily available / respect individual needs / be confidential / instil confidence in order to plan the next step / be impartial and relevant options should be considered.

Wherever possible, parents and carers are informed and encouraged to take an active part in the CEIAG for their children.

### THREE CORE ELEMENTS OF 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
<ol style="list-style-type: none"> <li>1. Self-awareness</li> <li>2. Self-determination</li> <li>3. Self-improvement as a learner</li> </ol>	<ol style="list-style-type: none"> <li>4. Exploring careers and career development</li> <li>5. Investing work and working life</li> <li>6. Understanding business and industry</li> <li>7. Investigating jobs and LMI</li> <li>8. Valuing equality, diversity and inclusion</li> <li>9. Learning about safe working practices and environments</li> </ol>	<ol style="list-style-type: none"> <li>10. Making the most of careers information, advice and guidance</li> <li>11. Preparing for employability</li> <li>12. Showing initiative and enterprise</li> <li>13. Developing personal financial capability</li> <li>14. Identifying choices and opportunities</li> <li>15. Planning and deciding</li> <li>16. Handling application and interview</li> <li>17. Managing changes and transition</li> </ol>

### 3 CEIAG delivery

#### Organisation and Content

The careers education programme is currently delivered through tutor time for Years 7-13, Assemblies and workshops and one-one sessions with Career lead

#### Y12 / 13 Provision

In assembly Y 12 /13 students receive talks by outside speakers on all aspects of University life, preparation for personal statements and UCAS application, interview skills and all aspects of progression. Each student can request interviews with the Careers Adviser available during their free periods. Form tutors have a vital role and they will assist students with the completion of personal statements and UCAS application as well as promoting employability skills. The Career advisor is available to make arrangements with students regarding Work Experience / Work Shadowing / Occupational Research.

#### Work Experience

The Yr10 Y12 students are required to participate in a meaningful work experience. This should be done after exams in early July.

**Work experience counts as 'non-qualification activity' in post 16 education and may be part of enrichment activities.** It should be in real, external placement where possible. Employers are not required to pay students. Part-time work does not count.

The aims of Work Experience will be:

- To provide meaningful, quality experience of the work environment
- To support learning and future career aspiration
- To help students decide on future career aspirations
- to help students to demonstrate their full potential to employers and universities
- To develop vocational and employability programme
- To enhance / support aspects of their study programme

All students are encouraged to develop an understanding and awareness of equality in relation to gender, ethnicity / religion, disability, age and sexual orientation.

The school actively promotes personalised learning approaches in order to raise aspirations and to breakdown cultural and economic barriers to fulfil potential.

#### **4. KEY STAFF**

THE CEIAG programme is coordinated by the Career Lead and it is delivered by teaching staff / form tutors/support staff and external IAG career adviser.

Group work, workshops are delivered and led by the Career Lead and or external speakers. The career lead ensures that staff are updated given the appropriate training through formal requests or informal sessions.

There are regular links with identified personnel to ensure individual needs are met. Key Pastoral staff such as Head of Year, Assistant Head of Year / Form Tutors, Pastoral support workers and Learning support team feed in information to support the guidance process.

Overall responsibility is given to the Career Lead to ensure the CEIAG programme is updated and developed.

The Career Lead needs to report the Governors and leadership team.

The Lambeth council in collaboration with the Career Advisor will support the London Nautical School in

enhancing the CEIAG provision through INSET, network meetings, advisory sessions and consultancy.

#### **5. RESOURCES**

The Career lead is currently responsible for CPD and ensures that staff are updated and given the appropriate training either through formal requests or informal sessions.

## **6. ASSESSMENT, REVIEW AND EVALUATION.**

### **Monitoring and evaluating**

The Headmaster and the chair of Governor are responsible for the annual review of CEIAG.

Review and evaluation is carried out bi-annually. The Career Lead attends pastoral meetings on a regular basis. Feedback from staff, students and year teams also helps in evaluating the CEIAG programme and targets are set for the next year. The learning outcomes are a tool for measuring the effectiveness of the CEIAG programme. Feedback from staff, students and careers adviser helps to monitors any deficiencies