



CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG) POLICY

Status:	
Recommended	YES
Statutory	
Adopted V 1.0	
Reviewed and approved as V1.1	
Next review	Spring 2024
Committee	SISC (Policy Committee)

Overall Aims:

The aim of the Careers Programme is to provide students with the information and opportunities they require to enable them to make informed decisions about their future learning and career. Research indicates that high quality careers education, information, advice and guidance can help increase social mobility. The school regularly evaluates its career provision and as a result the career programme is dynamic.

Budehaven is committed to providing students with high quality encounters through a range of activities, including; KS2 & KS3 Careers Fair, employer career day in year 9, a two-week work experience in Year 10, mock interviews in year 11 and a further week of work experience in Year 12; we also hold a Careers Fair at the start of each academic year; business volunteers taking assemblies and being involved in lessons; business visits and competitions. Students who engage with employers are 86% less likely to be NEET when they leave school. Budehaven is a member of the Enterprise Adviser Network and its two Advisers provide strategic and delivery support to the Careers Coordinators and the Senior Leadership Team.

This policy should be read in conjunction with other relevant policies of the school:

Commitment - Governors and staff are committed to providing a planned programme of Careers and Employability activities for all students in the school, working in partnership with our wider school community and a range of local business contacts. The programme is designed to promote equality of opportunity and no student will be disadvantaged in gaining access to education, training or work. When students leave Budehaven they will have received the appropriate and relevant information to enable them to progress to an opportunity in further or higher education, training or employment.

Management - The Careers Coordinators at Budehaven manages the Careers Education Information Advice and Guidance programme overseeing programme delivery and liaising with external providers supported by Assistant Headteacher. They advise senior managers and governors; facilitates the contribution of colleagues and partners; develops the careers programme; organises resources and secures high standards of careers teaching, learning and guidance. Senior Administrative Assistant is responsible for coordinating work experience. She works closely with the Education Business Partnership to ensure the health and safety of students completing work experience placements.

Resources - Students have access to a wide range of resources. A dedicated Careers Information area in the Library provides a comprehensive and up-to-date selection of books, magazines, college and university prospectuses, and is open to all students at all times. Students have access to a number of online careers resources including Unifrog via the school's website.

A Careers South-West Adviser supports students with an Educational Health and Care Plan. The school is working closely with a wide range of organisations, including: the Cornwall and Isles of Scilly Enterprise Adviser Network, the Cornwall Education and Business Partnership, Careers South West, Next Steps, Software Cornwall, Petroc, Duchy College, Exeter University and Plymouth University to provide a comprehensive careers programme.

Guidance - All guidance aims to be impartial, confidential, responsive to students' needs and based on the principle of equality. Currently guidance is bought in for students in year 11.

A key principle of provision at Budehaven is that all subject areas can contribute to careers education, information and guidance. Subject teachers can help students grasp how subject skills and knowledge are relevant to particular careers. Subject teachers look for opportunities to invite employers and employees into their lessons and/or to visit local businesses and organisations. Staff respond to any careers-related queries that they may receive from students and know how to obtain more specialist advice when it is required.

Training - Staff training needs are identified and training is offered to all relevant staff as opportunities arise. The Careers Co-ordinators and the Work Experience Co-ordinator attend conferences, careers fairs and seminars on a regular basis, to ensure their continuing professional development. There is annual whole staff update training.

Monitoring, review & evaluation - Careers & Employability programme activities are monitored, evaluated (with active involvement of students) and reviewed. Feedback is welcomed from all members of the school community who help with the programme. The service offered by our external agencies is reviewed regularly.

School Website - The school web-site has links to a number of different careers web-sites, articles and advice for students, parents and employers.

Key Stage 3, 4 and 5 - Student Entitlement Statements this is how we will help students to make informed decision about their future options and prepare them for the world of work.

<u>Year 7</u>	<p>Finding out about the careers resources available to me - tutor programme</p> <p>Self Awareness and identifying my strengths - tutor programme</p> <p>Meeting business people - assemblies and curriculum time</p>
<u>Year 8</u>	<p>Learning about Opportunities - tutor programme</p> <p>Meeting business people - curriculum time and assemblies</p> <p>Having the opportunity to attend the KS3 Careers Fair to listen and talk to business people, colleges and universities about the options available to me in the future</p>
<u>Year 9</u>	<p>Transitions/ Options - tutor programme</p> <p>Finding out about my future options - assembly, tutor discussion, PHSE</p> <p>GCSE option choice guidance</p> <p>Raising awareness of Technical Education (Baker Clause) - assembly/ visits/Careers Fair</p> <p>Options market place evening</p> <p>Careers fair</p> <p>Using the careers resources available to support choices</p>

<u>Year 10</u>	<p>FE, training provider, apprenticeships, STEM and employer assemblies</p> <p>Guidance and support to find a work experience placement</p> <p>Work Experience Placement and evaluation</p> <p>Further Education taster days</p> <p>Using the careers resources available to support choices</p> <p>Exeter Scholars</p>
<u>Year 11</u>	<p>Attending Careers and Apprenticeship Fairs</p> <p>A-level taster days</p> <p>Careers interviews with external provider</p> <p>Sixth Form interviews with Sixth Form staff</p> <p>Raising awareness of Technical Education (Baker Clause) - assembly/visits/Careers Fair</p> <p>Mock interviews and Producing a Curriculum Vitae</p> <p>Using the careers resources available to support choices</p>
<u>Sixth Form</u>	<p>Attending an HE (higher education) convention</p> <p>Raising awareness of Technical Education (Baker Clause) - assembly/visits/Careers Fair</p> <p>UCAS Convention</p> <p>University visits (Plymouth, Exeter and Cardiff Met)</p> <p>Exeter Scholars</p> <p>Assemblies on apprenticeships /employment</p> <p>Mock interviews with employers and university representatives</p> <p>Understanding how to make a university application on UCAS</p> <p>Developing personal statements</p> <p>Finding out about alternative routes to university and how to apply to these</p> <p>Year 12 work experience</p>

Provider Access Policy

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purposes of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Student entitlement Students in years 8-13 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the ‘first key phase’ (year 8 to 9) and two encounters for pupils during the ‘second key phase’ (year 10 to 11). For pupils in the ‘third key phase’ (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider)
- answer questions from pupils

Management of provider access requests procedure

A provider wishing to request access should contact Mrs Leverton or Ms George

Address: Budehaven Community School, Valley Road, Bude, Cornwall

Telephone: 01288 353271

Email: careers@budehaven.cornwassel.ch.uk

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers:

Events

Event	Date/ Term	Year Groups
Year 11 Careers fair		11
National Apprenticeship Week Assemblies		7-13
National Apprenticeship Week workshops		8-13
Post 18 Assemblies		12 & 13
Post 16 Evening		11
Post 18 campus visits		12 & 13
National Careers week assemblies and workshops		7-13

Premises and facilities

The school will make the main hall, sixth form centre, classrooms or private meeting rooms available

for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Room which is managed by the Careers Manager. The Careers Room is available to all students at lunch and break times.

Previous providers

In previous terms/years we have invited the following providers from the local area to speak to our pupils

Duchy College Hospitality Cornwall Bryant Funeral Directors Royal Navy Tamar Vets Trewin Design Bott Westcountry Rivers Trust BOP Estate Agents Light engineer Kernow Microbiology Florist GCHQ Greenfield EngineeringAgricultural engineer Yeo design	Coodes Solicitors 2 Minute Foundation Outdoor Pursuits Falmouth University Plymouth University Peninsula – Faculty of Medicine & Dentistry Exeter University Marjon University - Plymouth Petroc RAF RCHT NHS (Treliske) Army Software Cornwall RNLI Cornwall Marine Network	Space Hub Cornwall Devon & Cornwall Police Bluebird Care (Please invite to events) Integer (Kickstart Scheme) GB Partnerships Group Mystery Shoppers Crediton Milling Co Ltd (Agriculture) Adventure Bude Met Office Water Powered Technologies Ruth Masterson-Creber Cornwall NHS Foundation Trust Cornwall NHS RCHT (Radiology)
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Destinations of our pupils

Last year our year 11 pupils moved to range of providers in the local area after school:

- Budehaven 6th Form
- Duchy College
- Bicton College
- Cornwall College
- PETROC college
- Exeter College
- Callywith College
- Exeter Maths School
- Hartpury College
- Newmarket Jockey School

Last year our year 13 pupils moved to range of providers in the local area after school:

- A wide variety of universities, apprenticeship schemes and training/employment.