



North

Yorkshire County Council

Education Service

The Sunbeck Centre



Careers Education Information Advice and Guidance Policy

Reviewed October 2019

1.0 Introduction

This policy is built on the vision and values that all students must be provided with impartial Careers Education, Information, Advice and Guidance (CEIAG) to support them through this transitional placement. The young person will have every opportunity to pursue their chosen learning pathways and work placement.

Our Hambleton and Richmondshire Pupil Referral Service (HRPRS) aim is to ensure all learners are empowered to make self-determined choices about learning and work opportunities. We are committed to do this by providing each young person with:

- Confidence in his/her own abilities
- A positive outlook on their own future
- Opportunities to participate and enjoy being involved in their learning
- Opportunities to make informed decisions and identify relevant future goals
- Frequent chances to work with others
- A safe and secure environment
- Empowerment to be the best that they can be in everything that they do
- Access to CEIAG that is impartial, inclusive, accessible and in a variety of formats
- Staff that have been trained and developed to deliver appropriate CEIAG

2.0 Aims

For young people to:

- Have opportunities to discuss their learning and career options at any point in their learning process and be supported with this.
- Understand themselves and the influences on them, be able to assess themselves and set realistic targets.
- Understand and investigate opportunities in learning and work and identifying future goals.
- Make action plans to develop skills and review these on a regular basis.

These should be achieved through:

- A planned programme of careers education
- Access to a range of information resources
- Access to information and advice about all post-16 pathways
- Access to impartial advice and guidance
- Opportunities for vocational learning and/or workplace experiences

3.0 Partnership

Each young person has access to impartial advice from the Careers and Guidance Manager to help them plan, look at how to overcome any difficulties and achieve their goals. Beyond this, HRPRS will:

- Work closely with parents/carers in a variety of ways including:
 - Daily phone calls and regular review meetings
 - News, information and opportunities shared on the website and on school social media
 - Response to ad-hoc requests for advice and information, including appointments in school.
- Working with partner agencies and organisations to support student transition:
 - Post-16 learning providers (e.g. Darlington College, Middlesbrough College, Harrogate College)
 - Local employers
 - NYBEP
 - The Careers Enterprise Company

4.0 Equal Opportunities

We are committed to promoting equal opportunities and seek to challenge stereotypes and ensure that our students achieve their full potential.

5.0 Commitment

The School Management Committee and Senior Leadership Team are committed to CEIAG. This is outlined below:

- Careers Leader – Sophie Drwiega who has responsibility for CEIAG. She is a Level 3 trained IAG practitioner and trained teacher who will undertake the new L6 Careers Leader training
- A planned careers programme as part of the compulsory curriculum
- Continuous Professional Development for all staff – identifying training needs to ensure knowledge and skills are up-to-date.
- Careers Education is provided from Year 7 upwards and is very much tailored and personalised to the needs of the individual student.

6.0 Monitoring and Evaluation

The CEIAG policy is developed by the Careers Leader in consultation with the Senior Leadership Team and is reviewed and evaluated to ensure that it fits with the aims and objectives of the School Improvement Plan. We also have an ongoing SEF (self-evaluation form) as a tool to monitor and ensure best practice. Destination data enables us to monitor the progression of our students and the impact of the CEIAG provision. Ongoing feedback and evaluations from students contribute to the review of career programmes and that they meet the needs of students.

Policy review dates	Changes made (Y/N)	By whom	Approved by Governors
January 2013	Yes	JMo	11/02/2013
January 2014	No	DCo	
September 2015	Yes	DCo	06/10/2015
July 2017	Yes	SBo	
October 2018	Yes	SBo/HWh	
October 2019	No	SDr	