Careers Education, Information, Advice and Guidance (CEIAG) Policy

Overall Aims
The aim of the Careers & Employability Programme at St Thomas Aquinas Catholic School is to provide students with the information they require to enable them to make an informed decision about their future learning and/or career. A programme of activities will help them make choices that are right for them and will help them to manage their future careers. The programme will encourage the students to use self-assessment to understand the opportunities available to them and how to make the most of themselves. They will develop and use the skills they need to review their achievements, plan their future actions, make decisions, present themselves well and cope with change and transition.

All students will be encouraged to make good use of the information and impartial guidance available in the school. They will learn about the changing nature of work, career choices and other relevant information which will affect their decisions. All students will have an opportunity to participate in Work-Related Learning (WRL) experiences.

This policy should be read in conjunction with our Aims & Mission Statement Policy, Equality Policy, Health & Safety Policy and SEN policies.

Commitment
The Local Academy Committee 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 extensive number of local business contacts. The programme will promote equality of opportunity and no student will be disadvantaged in gaining access to education, training or work.

When students leave St Thomas Aquinas 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, wherever possible.

Provision
Management
The Vice Principal line-manages the Careers Education and Guidance, PSHE and Citizenship Co-ordinator. The Careers Co-ordinator leads and manages the development of Careers & Employability at St. Thomas Aquinas, advises senior leaders and the Local Academy Committee, facilitates the contribution of colleagues and partners, develops the careers programme, organises resources and secure high standards of career teaching, learning and guidance.
Resources
Students have access to a wide range of resources. A dedicated Careers Information area in the Aquinas Learning Resources Centre provides a comprehensive and up-to-date selection of books, posters, magazines, college and university prospectuses, and is open to all students at all times. Students have access to a number of online careers resources via the school’s Portal.
Support is available for individuals with learning difficulties and/or disabilities. Additional information sources include participation in events and activities both in school and outside, working with our wider school community, including parents, Local Academy Representatives, past students, staff and local businesses/organisations. The Careers Co-ordinator informs staff about useful teaching resources.

Guidance
All guidance aims to be impartial, confidential, responsive to students’ needs and based on the principle of equality.
The Careers Co-ordinator has a postgraduate Diploma in Career Guidance, The Matrix Standard Award and he is a member of Careers Development Institute.
All staff contribute to the Careers & Employability programme through their roles as tutors, subject teachers and support staff. 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. Members of the Careers & Employability Working Group attend conferences, careers fairs, seminars on a regular basis, to ensure their continuing professional development. Heads of Year and Tutors also receive 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 our programme. This provides the basis for the programme’s development plan. The service offered by our external careers consultants is reviewed regularly.
(How St Thomas Aquinas will help me to make an informed decision about my future options and prepare me for the world of work)

In Year 7, by...

- finding out about the careers resources available to me
- presenting types of careers to my classmates
- matching the careers, I am interested in with my own strength areas
- asking Mr Gay if I need guidance with my career ideas

In Year 8, by...

- learning about the different routes I can take when I leave school
- finding out about when I will need to make decisions about my future options
- understanding the importance of developing my employability skills
- using the careers resources in more detail to explore career areas and subjects I may be interested in
- learning about my strengths
- matching my interest areas to suitable careers
- meeting business people in lesson time
- ensuring that the GCSE option subjects I choose will keep my options open later on when I leave school and choose a career route
- attending special assemblies and parent meetings to help me to choose the option subjects I will do best at
- using the Year 8 Options Booklet to find out what type of careers relate to the subjects I am interested to study
- finding out which GCSEs I need to study for different careers
- asking Mr Gay if I need guidance with my career ideas

In Year 9, by...

- having the opportunity to attend a careers fair to chat to business people, colleges and universities about the options available to me in the future
- meeting with people from different Vocations as part of our Yr 9 Retreat day
- using the careers resources to continue to explore career areas and subjects I may be interested in
- re-visiting where my strengths are
- asking Mr Gay if I need guidance and advice about careers.
In Year 10, by…

- visiting local businesses in Birmingham to explore how a business is run, the working environment, employment opportunities and to learn about the local labour market.
- developing my entrepreneurial skills by participating in some business enterprise opportunities.
- exploring a number of different professions by speaking to local business people.
- exploring a number of different routes (university, apprenticeships, college, Oxbridge, Year in Industry, and less familiar routes like art, performing arts and music).
- chatting to past St Thomas Aquinas’s students to find out what routes they took and learn from their experiences.
- finding out about STEM careers I may not know about yet.
- developing my personal skills in physical team-building activities.
- learning about my personal finance – what I need to know now, about student finance, and what I will need to know when I go out to work.
- learning about where to find job opportunities.
- producing a Curriculum Vitae to use when I am applying for jobs and courses.
- learning about good interview technique and appropriate preparation with my tutor.
- sampling A level subjects to help me to make my choices for the forthcoming year.
- meeting business people in lesson time.
- asking Mr Gay if I need guidance with my career ideas or future possible routes.

In Year 11, by…

- To review the Curriculum Vitae developed in year 10 and how best to prepare and present for an interview.
- interviews with the Senior Leadership Team to discuss my next steps into Post 16 provision.
- talking to Mr Gay and Mr Flood in the sixth form about higher education, including university and A level choices.
- talking to Mr Gay and Mr Tehan about alternative routes for the future, including apprenticeships, school leaver programmes, college courses and other routes.
- asking Mr Gay if I need guidance with my future options to help me to make an informed choice about my future.
In the Sixth Form, by…

- attending regular Feature Lectures to find out about the world of work
- working closely with my tutor to help me to make an informed choice for my ‘next step’
- attending an HE (higher education) convention to speak to university representatives first-hand and find out about the courses they can offer me
- understanding how to make a university application on UCAS
- developing my personal statement
- recognising how to make a good application
- providing practice interviews to help to prepare me for my actual interviews
- finding out about alternative routes to university and how to apply to these
- understanding student finance
- hearing about the labour market – trends and jobs for the future
- using the careers resources available to help me with my choices
- meeting business people in lesson time
- having a week’s work experience
- asking Mr Gay and Mr Tehan if I need guidance with my career ideas

Mr W. Gay and Mr R Smith
September 2018

Ratification by Chair of Local Academy Committee:

Signed:………………………………

Date:………………………………