

TREVIGLAS COMMUNITY COLLEGE**POLICY STATEMENT: Careers Education, Information, Advice and Guidance (CEIAG)**

The Governors consider Careers Education, Information, Advice and Guidance (CEIAG), in particular careers education, guidance and counselling (CEG) to be a vital part of the curriculum and seek to ensure that it is available at significant stages in the college life of all students. The overarching term for this is CEIAG (Careers Education, Information, Advice and Guidance).

The Aims of our CEIAG Policy

The CEIAG programme makes a major contribution to preparing young people for the opportunities, responsibilities and experiences of working life. This helps young people make decisions and manage transitions as learners and workers. With the introduction of the more flexible routes for 14-19 year olds, it is vital that young people have the knowledge and skills they need to make informed choices about their future.

Through effective CEIAG we:

- Develop students' enterprise and employability skills. As a Business and Enterprise College this is at the heart of everything we do
- Contribute to strategies for raising achievement, especially by increasing motivation, careful mentoring and personalised support
- Support inclusion, challenge stereotyping and promote equality of opportunity
- Encourage participation in continued learning, including higher education
- Contribute to the economic prosperity of individuals and communities

IAG has two components – education and guidance. They are interrelated and depend on each other for their effectiveness. Each is required to support and complement the other.

- Students are entitled to CEIAG throughout Years 7-13; this is delivered through focused sessions/days, such as Life-long Learning Days, including tutor time, as well as covered by curricular subjects
- Parents/carers are kept informed through the Treviglas bulletin and the college website
- Through annual evaluation, and Curriculum Area Audits, it shall inform the college and subject area development plans

The CEIAG Curriculum**1. Provision**

CEIAG is not confined to a specific timetabled time and is delivered within a whole school approach:

- Discrete curriculum time events mapped across Key Stages include: Lifelong Learning Days; STEM Days; CV Workshops; Apprenticeship Workshops; Year 9 Options Evening, Year 10 Army challenge; 'A day in the Life of...' Workshops; Year 7 and 10 Work Experience; Year 11 'Destinations' individual interviews, performed by our Senior Leadership Team; Year 12/13 comprehensive pathways programme, including visits to local universities, and team-building challenges to name a few
- CEIAG is also delivered through curriculum areas; predominantly looking at enterprise skills, pathways, and the world of work
- Pastoral care and guidance; learning mentors, teaching assistants and peer mentors

The Learning Objectives:

Key Stage 3:

- To help explore The World of Work
- To help students develop information-finding skills
- To identify skills and qualities and foster a sense of self-awareness
- To help students make considered decisions regarding the transition to Key Stage 4
- Use goal setting, review, reflection and action planning to support progress and achievement
- To recognise stereotyped and misrepresented images of people, careers and work and how their own views of these issues affect their decision making
- To recognise and respond to the main influences on their attitudes and values in relation to learning, work and equality of opportunity
- To identify and use a variety of sources of careers information, including ICT

Key Stage 4:

- To help students explore career/ post-16 opportunities
- To provide information to students regarding the Local Labour Market
- To help students make realistic decisions about future opportunities
- To help students complete an action plan and CV
- To explore interview skills, equal opportunities and application processes
- To help smooth students' transition post-16
- To provide students with the opportunity of Work Experience
- To encourage students to utilise an online eLP (Individual Learning Plan)

Key Stage 5:

- To help students re-assess and update their medium and longer term goals
- To help students identify career management skills for development
- To help students critically analyse career and further education information
- To provide students with the opportunity to develop self-presentation techniques
- To help students to consider sources of financial support and management to sustain higher education

In addition to the work carried out by the college staff, we employ the services of an outside agency to provide a Personal Advisor to assist the college. The Advisor is in attendance at each of our Year 9 to 13 Consultation Meetings with parents; talks to Year 10 pupils about the help provided by the outside agency and carries out individual and small group interviews with Year 11 students. KS4 and KS5 students also have the benefit of individual mentoring sessions with a Member of staff to help them to plan for key transitions and future pathways.

Students have the benefit of, and are encouraged to use, the facilities of the library and resources room with its careers and higher education sections. The College internet also has Careers/ Jobs software and internet links to many useful sites to gain further careers advice and guidance.

The Post 16 students have a section in their common room specifically for Careers and Higher and Further Education information.

We endorse the Cornwall Careers offer.