



CAREERS EDUCATION, INFORMATION AND GUIDANCE POLICY

INTRODUCTION

1. Battle Abbey School is committed to providing our students with a programme of CEIAG (Careers Education, Information and Guidance) in years 7-13 which aims to help prepare them for life beyond Battle Abbey. The school has a planned, progressive programme of activities and opportunities that supports the students in making informed decisions about their Career pathways. The 2011 Education Act made schools responsible for securing independent and impartial careers guidance from September 2012. This duty has now been extended from year 8 to year 13. Battle Abbey School fulfils this duty and provides all students in year 8 to year 13 with access to independent and impartial Careers Guidance. In addition, the CEIAG programme at Battle Abbey aims to follow the ACEG (Association for Careers Education and Guidance) Framework for Careers Education and Work Related Education (CWRE) (April 2012); more information can be found at http://www.thecdi.net/write/ACEG_Framework_CWRE.pdf.

AIMS

2. The School aims to enable each student at Battle Abbey to achieve successful progression through the different aspects of CWRE, as detailed in the ACEG Framework. The main aspects include:
- Self development (self awareness; self determination; self improvement as a learner).
 - Finding out about careers and work (exploring careers and career development; investigating work and working life; understanding business and industry; investigating jobs and labour market information (LMI); valuing equality, diversity and inclusion; learning about safe working practices and environments).
 - Developing skills for career management and employability (making the most of careers information, advice and guidance; preparing for employability; showing initiative and enterprise; developing personal financial capability; identifying choices and opportunities; planning and deciding; handling applications and selection; managing changes and transitions).

PROVISION

3. The CEIAG programme at Battle Abbey is provided through a wide range activities and opportunities. These include:
- **Careers lessons during PSHE lessons (KS3 and KS4)**. The PSHE resources used at KS3 are based around the Every Child Matters aims and outcomes. The KS4 PSHE lessons are delivered through the Battle Abbey Diploma. Career planning and research lessons form part of this element of the Diploma and are taught by the Head of Careers. The Politics and Economics Diploma lessons also provide opportunities to contribute to CEIAG provision.
 - **Career lessons during Tutor time**. All students in years 7-11 have a Career Planning Workbook, which their Form Tutors use as a basis for Careers lessons during Tutor time. The 'STEPS' Career

Planning Workbooks are fully up to date (a new edition is published each year) and are specifically designed to address relevant CEIAG issues in the different year groups (eg. 'STEPS for Year 11 2014-2015'). Students in the Sixth Form follow a Tutor programme which contributes to their CEIAG provision (see Appendix 1).

- All curriculum areas have a responsibility to provide students with information about careers relating to, or leading from, their subject. Some subjects have schemes of work which directly address this, such as GCSE and A level PE. Opportunities such as National Careers Week provide a focus for all curriculum areas to design lessons which address this responsibility and continue to integrate CEIAG across all subjects.
- Assemblies and information evenings for students and parents, which focus on preparing them for key transitions –Post 14 options, Post 16 options and Post 18 options. The information advice and guidance is provided in an impartial manner and encourages students to consider the full range of pathways available to them at these important transitional points. They are empowered to make informed choices about their careers (their career = their progress through learning and work). Students and parents are also provided with specific reference guides at these transition points, 'Its your choice', 'which way now' and 'UCAS guide'.
- **Impartial and Independent Careers Guidance**. The school provides all students in years 8 to 13 with access to the Morrisby Organisation's Career Guidance tool, 'fast tomato'. This is independent and impartial advice and guidance; it has up to date Labour Market Information and FE/HE course entry requirements. Students' interests and abilities are matched to 'Career suggestions' which can then form a starting point for developing essential Career research and planning skills.
- **Career planning interviews**. The progress of all students in making their options' choices at key transitional stages is monitored by the Head of Careers. Individual interviews are arranged for all students with key members of staff (i.e. Head of Careers, Heads of Key stages, SENDCO, Director of Studies and Head) to discuss their progress in making their decisions and staff identify students who need additional support. These students receive additional support, which is tailored to their individual need and focusses on advancing their progress through the ACEG framework to enable them to make informed choices.
- **Centigrade programme**. All students in Year 12 who are considering continuing their education at a Higher Education (HE) institution complete the Centigrade programme to provide a starting point and structure for their research.
- UCAS information events and workshops at local HE institutions (the school has developed excellent links with Sussex and Surrey) for the sixth form students.
- **Oxbridge co-ordinator**. The school aims to raise aspirations of all students and has a dedicated Oxbridge co-ordinator to provide support to students who are considering applying to Oxford and Cambridge.
- **Careers Library of online and paper resources**. The school provides access to a wide range of online and paper resources, which is continually being updated and developed.
- **Career Bronzes**. Two Career Bronzes from the Sixth Form are appointed each year. These students assist with the promotion of Careers events and help maintain the school's Career library (paper

resources) and the HE/Careers notice boards.

- **Career/HE updates.** The Head of Careers provides regular email updates with HE/Careers news to students in years 10-13.
- **Extra-curricular opportunities.** Students are provided with a rich and varied extra-curricular programme of activities which gives them significant opportunities for self-development and for gaining employability skills. These include: the Peer Listening Scheme (KS5), Sport Leadership scheme (KS4 and KS5) and the Duke of Edinburgh Award programme (KS4 and KS5).
- Battle Abbey operates a vertical House system, which also provides students with opportunities to gain leadership, teamwork, problem solving and organisational skills.
- **World of Work Programme.** Battle Abbey School is keen to work with employers, FOBAS, our alumni network (BAFPA) and others to inspire our students about the world of work and prepare them for life beyond Battle Abbey. The school has developed a World of Work programme to increase the opportunities for our students to learn from employers about work, employment and the skills that are valued in the workplace. This programme includes a range of enrichment activities, including:
 - **Career Insight and Networking Events.** These regular (half termly) events are themed and focus on Careers relating to a particular subject area. Visiting speakers give career insight talks, followed by an Open Forum, giving students the opportunity to develop their Networking skills. During a biennial rolling programme of these events, we aim to provide Career Insights relating to all subject areas.
 - **Interviewing practice.** The school has a interviewing programme which uses a panel of skilled parents, teachers, alumni members, and others to help students develop their interviewing skills.

The CEIAG provision at Battle Abbey aims to ensure that all students are “given timely information, advice and guidance which provides them with a good understanding of the full range of options available to assist them to make informed decisions about their next steps in education, training or employment” (Ofsted: Subsidiary guidance: Supporting the inspection of maintained schools and academies. Para 120. April 2014)

MONITORING AND REVIEW

4. The working of this policy will be monitored and reviewed by the Head of Careers and the SLT member responsible for CEIAG. Student feedback and consultations will inform this process. The School Development Officer provides destination data of former students and this data will also be used to inform the monitoring and review process for CEIAG provision at Battle Abbey. The CEIAG Policy will be reviewed by the Academic Committee biennially.

KEY STAFF

Head of Careers: Mrs Clara Hebblethwaite

SLT member with responsibility for CEIAG: Mr David Clark (Head)

SIXTH FORM TUTOR PROGRAMME OUTLINE

Year 12

- Study methods – supported by subjects – importance of independent study
- If enrichment changes next year, this could be incorporated into the first sessions.
- How they check their progress
- Handling stress
- Revision planning and techniques
- Response to mocks
- Check revision planning
- University choices – courses – careers in preparation for UCAS convention
- Progress in university and career research
- Following AS exams – How to write a personal statement
- First drafts personal statements

Year 13

- Personal Statements
- Revise revision technique
- es and planning
- Response to mocks – analysing results – Action plans for improvements
- Revisit handling stress and plans for revision over the holidays
- Tutors monitor students' stress levels and revision
- Plan for end of year celebrations