



CAREERS POLICY

Version 9

Reviewed By: DSL

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

What is Careers?

“It is about young people finding purpose, discovering what matters to them, their place in the world, the point of studying and getting up in the morning.. Sometimes people think careers is just information about options and planning for the future. It's so much more. It can give hope, meaning, purpose, self-esteem and the ability to navigate the challenges of life.” *Lianne Hambly*

Aim

The aim of the careers programme at Dover College is aligned to the aims and values of the school as a whole:

- It recognises that success is as unique as the individual
- It ensures that:
 - Confidence is nurtured
 - Inquisitiveness is encouraged
 - Creative learning is supported
- It empowers students to achieve to the very best of their ability

Rationale

Dover College's Careers Programme makes a major contribution to preparing students for the careers education, information, advice and guidance for all.

Commitment

Dover College is committed to providing a programme of careers education, information, advice and guidance to all students from Shell to Upper Sixth that is impartial and confidential and includes access to independent external sources of guidance and inspiration. We are fully committed to ensuring full access to CEIAG and the best for all students regardless of need. The programme is delivered through events, whole school and smaller bespoke; lessons delivered through PHSE; a programme of careers talks, and unlimited 1:1 guidance meetings. The whole school approach to careers ensures that it is fully embedded within the curriculum and through the pastoral system.

Background Information: Statutory Duty and Definition of Terms

The Department for Education '[Careers guidance and inspiration in schools' publication \(July 2021\)](#) provides statutory guidance for governing bodies, school leaders and school staff.

There is a statutory duty that requires governing bodies to ensure that all registered students at the school are provided with independent careers advice from the first year of secondary school to the last year of sixth form.

The governing body must ensure that the independent careers guidance provided:

- is presented in an impartial manner
- includes information on the range of education or training options, including apprenticeships and other vocational pathways
- is guidance, that the person giving it, considers will promote the best interests of the students to whom it is given.

Independent is defined as external to the school. External sources of careers guidance and inspiration could include employer visits, mentoring, website, telephone and helpline access. Taken together, these external sources would include information on the range of education and training options, including apprenticeships.

Impartial is defined as showing no bias or favouritism towards a particular education or work option.

Advice and guidance refers to a coherent programme of activities that inform, inspire and motivate young people, preparing them for work and helping them to understand where different education and training choices could take them in the future.

CDI Framework for Careers Education Employability and Enterprise Education

Dover College follows the 17 Areas of Learning recommended by the Careers Development Institute across Key Stages 3, 4 and Post-16.

The 17 Areas of Learning within the CDI Framework:

Developing yourself through careers, employability and enterprise education

1. Self awareness
2. Self determination
3. Self improvement as a learner

Learning about careers and the world of work

4. Exploring careers and career development
5. Investigating work and working life
6. Understanding business and industry
7. Investigating jobs and labour market information (LMI)
8. Valuing equality, diversity and inclusion
9. Learning about safe working practices and environments

Developing your career management, employability and enterprise skills

10. Making the most of careers information, advice and guidance
11. Preparing for employability
12. Showing initiative and enterprise
13. Developing personal financial capability
14. Identifying choices and opportunities
15. Planning and deciding
16. Handling applications and selection
17. Managing changes and transitions

<https://www.thecdi.net/write/CDI-Framework-Jan2020-web.pdf>

Our school's career programme has been developed to meet the Gatsby Benchmarks for ensuring best practice.

The 8 Gatsby Benchmarks of Good Career Guidance

1. A stable careers programme
2. Learning from career and labour market information

3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employees and employers
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

<http://www.gatsby.org.uk/education/focus-areas/good-career-guidance>

Key Staff in CEIAG policy/programme delivery

The Head of Careers, who is also the identified Careers Leader, has responsibility for organising CEIAG in school, liaising with the Deputy Head who is lead for curriculum and pastoral, the Head of Sixth Form, and the Heads of Departments to ensure that careers education and information is delivered through the curriculum. There is a link governor who has a special interest in CEIAG. All parents and students in the school are involved, along with all staff, with the development of the policy and programmes in CEIAG.

Individual needs

The Careers programme is designed to ensure it meets individual needs. The small cohort ensures that every student gets a fully individualised programme. Specialist programmes are run through the transition programmes which can allow for personally tailored timelines for transition, particularly through sixth form.

Activities are differentiated and personalised to ensure progression in their career learning and development, and to strengthen their motivation, aspirations and attainment at school. Individual support, information, advice and guidance is given to every student and, as such, can be tailored to meet individual needs.

Entitlement

Learners are entitled to CEIAG, Work-related Learning (WRL) and Enterprise Education, which meet professional standards of practice, are delivered by trained staff and are person-centred, impartial and confidential. Activities will be embedded in the curriculum and based on a partnership with learners and their parents/guardians. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

Statements of entitlement for careers education for the whole school and each year group, including a list of expected outcomes, are published on the school's website.

Work experience

The aim of work experience is to provide an opportunity for all students to learn in the workplace; an experience that cannot be replicated at school. All 5th form and Upper Sixth students are encouraged to arrange work experience in July once they have finished their Examinations. Students are encouraged to take part in virtual work experience which can be equally valuable. This is not a compulsory part of the curriculum.

Assessment and evaluation of the careers programme

The whole school approach to CEIAG means that the views of all students, staff, parents and contributors are valued. The school employs a variety of assessment, review and evaluation procedures. Validation occurs on an occasional basis by completion of students questionnaires, and other appropriate methods. Parents are asked to comment on provision as are all contributors. These inform development of programmes. The policy and CEIAG provision is reviewed on an annual basis.