

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

Introduction – Hazelwood College has a duty to provide CEIAG in year 8-14 and to give students access to careers information and impartial guidance. The College will develop the skills and confidence to make the most of their life choices and follow the career path which suits them best. A young person's career path is the progress they make in learning and employment. All pupils need a planned programme of activities to help them choose 11-18 pathways, and in particular at key transition points in year 10, 12 and post 16 – pathways that are right for them to be able to manage their careers and sustain employability throughout their lives. Hazelwood College has a duty to provide CEIAG in years 8 – 14 and to give students access to careers information and impartial guidance.

Staffing – All staff will contribute to CEIAG through their roles as class teachers and subject teachers. Specialist sessions are offered through Learning for life and work (LLW), under the co-ordination of the LLW teacher. Specialist Careers information and Guidance is provided in collaboration with Careers Advisers from DEL.

- Eithne Mullen/Cathal Mullaghan Governor with responsibility for CEIAG)
- Mrs Maire Thompson (Principal)
- Mrs Aine Leslie, (Vice Principal KS 4 and 5)
- Mrs Alix Jackson, (Vice Principal KS 3)
- Mr Stuart Cole, Head of Careers Education (Careers Leader)
- Mrs Aine Morgan, Careers Coordinator
- Mrs Sinead Tumilty, Head of PSD
- Mrs Linda Drennan, Assistant Principal for AEN
- Mr Carl Campbell, Careers Adviser (NI Careers Service)
- Mr Dominic McGranaghan, Careers Adviser (NI Careers Service)

Aims

The aims of the CEIAG policy are as follows

1. Self-awareness and development

The learning intentions for this include

- Identify an awareness of their skills, qualities and achievements based on their experiences, potential and future career aspirations
- To recognise and explore their changing attitudes and interest in the world of work, training and education

2. Career exploration

The learning intentions for this include;

- Identify, investigate and explore the extent and diversity of local, national and international opportunities available in education, training and work;
- Use their work-related experiences to extend their understanding of the world of work and recognise the skills, qualities and competence needed for the workplace;
- Understand the changing demands of working life and responsibilities within the working environment
- Obtain, evaluate and use effectively careers information, gathered from a range of sources, which is relevant to their personal career preferences, aspiration and achievement.

3. Career management

The learning intentions for this include;

- Review regularly progress identified targets and record achievements
- Develop career plans which take into account of self-awareness, development, achievement and experiences and knowledge of career exploration opportunities
- Develop decision making strategies in order to make and implement informed, realistic and appropriate career choices

- Successfully engage with transition and change
- Develop their self- preservation skill

Assessment

- Records of work experience – students’ performance on work experience is monitored and recorded by the teacher that visits them and the placement provider. Pupils complete their work experience record book.
- DEL Careers Advisers – The Careers adviser is in a strong position to assess student career learning. Careers advisors regularly report back regarding the career planning needs of individuals.
- Parents are welcome to give feedback on any aspects of the CEIAG programme to the careers co-ordinator at parents’ evenings.
- The DEL service level agreement is reviewed annually by Head of Careers and key DEL staff.
- The policy for CEIAG is reviewed annually. This review involves all key stakeholders, including school and DEL staff. This review contributes to the school action plan.
- Leavers destination data – this is used to monitor the number who progress into various post-16 opportunities.

Gatsby Benchmarks

- Hazelwood college uses the Gatsby Benchmarks as a frame work to improve their careers provision:
- A stable careers programme
- Learning from career and labour market information
- Addressing the needs of each pupil
- Linking curriculum learning to careers
- Encounters with employers and employees
- Experiences of workplaces
- Encounters with further and higher education
- Personal guidance

Pupil Entitlement

The careers programme is designed to meet the needs of students at Hazelwood College. It is differentiated and personalised to ensure progression in their career learning and development, and to strengthen their motivation, aspirations, self-learning and attainment in school. Whenever possible it is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. Current trends and the changes in the world of work indicate that lifelong learning and employability skills are essential features of future career patterns. This means that young people face new challenges in terms of changing opportunities that are available to them. They will need to develop their employability skills to make the most of these opportunities. Their educational experiences should include the chance to develop;

- A knowledge and understanding of themselves (self-awareness)
- An awareness of the employment opportunities available to them-local, national and global (career exploration)
- A range of career management skills in order to cope with life changes, (career management)
- A practical understanding of the world of work, emphasising entrepreneurship (work-related learning)
- Employability is a central element of learning for life and work programme at key stage 3 & 4

Partnerships – Key public agencies, employers of all sizes in the private, public and voluntary sectors, schools, colleges, universities and training organisations, guidance practitioners and individuals all have a specific and important role, individually and together in assisting with the promotion of CEIAG with Hazelwood College.

An annual partnership agreement will be negotiated between Hazelwood College and the Careers Service (DEL), which identifies the contributions to the programme that each will make.

STEM – In 2008, the N.I. Science Industry Panel highlighted the importance of innovation, research and development in N.I. STEM industries. In 2009, DE and DEL published the STEM review and a draft STEM strategy and both of these emphasised the need for more links between industry and education. The reports indicate we need to ensure N.I. young people have the skills knowledge and understanding in STEM related subjects in order to take advantage of job opportunities in this field. It is essential that CEIAG within Hazelwood College delivers coherent arrangements for education/industry links, highlighting the role of Science, Technology and Mathematics (STEM) and their potential contribution to the local economy.

Resources- Funding is allocated in the annual budget. A Careers Library is situated in the school library with to lap tops, literature and a space for pupils to work. Software Xello, Cascaid, CV builder, Careers A-Z is available. There is a Careers office for student interviews or advice and this is open from 8.30am Monday to Friday. We offer our student's prompt and up-to-date information and guidance on pathways and opportunities they can avail of after school.

Staff Development- Staff training needs for planning and delivering the careers programme will be identified in the college's staff development plan. The Head of Careers and Careers Co-ordinator are involved in professional development events organised by organisations such as the Belfast Education and Library Board (BELB), the Department of Education (DENI), the Regional Training Unit (RTU), NISCA, and local universities. Staff development opportunities are also made available through the ALC. The careers department will liaise with Heads of Year who are delivering careers education. Careers co-ordinator to liaise with teachers who are responsible for delivering the UCAS programme.

Monitoring and Evaluation

- CEIAG is a major component of the School Development Plan and an annual audit will be conducted with Heads of Departments.
- The programme will be monitored and evaluated by the Careers department and reported to the Principal to identify areas for improvement.
- Evaluation and review of different aspects of CEIAG will be regularly undertaken through action plans and will contribute to the School Development Plan.
- Destination data will be collected used to monitor the number of students who progress into various post-16 opportunities. This data will be taken into consideration when reviewing the programme annually.
- Parents and pupils are invited to give feedback on any aspects of the CEIAG programme to the Careers Staff who attend parents evening.
- DEL Careers Advisers to attend year 9, 12 and post- 16 parents' evenings and A' level results day to help give impartial advice.
- Evaluation forms completed by students that have been involved in any activity/outing, these are collected and evaluated by the careers department to get pupil feedback.
- A careers audit to be done annually with Heads of department and Heads of Year.

CAREERS PROVISION IN HAZELWOOD COLLEGE

Hazelwood college will teach careers following the Career Development Framework.

YEAR GROUP	TERM 1	TERM 2	TERM 3
Year 8	LLW	6 week careers programme delivered via LLW 'Step Up' (YENI) Xello	Guest Speaker Assembly
Year 9	LLW	6 week careers programme delivered via LLW 'Blast Off' (YENI) Xello	Guest Speaker Assembly
Year 10		Post 16 options 'Learn to Earn' (YENI)	6 week careers programme delivered via PSD Xello Guest Speaker Assembly
Year 11	'Quick Start' (YENI)		6 week careers programme delivered via PSD Xello
Year 12	'Work Experience' week Individual careers interview (DEL)	6 week careers programme delivered via PSD 'Study Skills' (YENI) Xello	Mock Interviews Guest Speakers Assembly
Year 13 Weekly timetabled classes	Success Skills (YENI)	4 week Barclays Life Skills Careers Programme	Introduction to UCAS and Personal Statements Work Experience Guest Speaker Assembly
Year 14 Weekly timetabled classes	UCAS Open Days	4 week Barclays Life Skills Careers Programme Exploring Alternative pathways	Guest speaker Assembly Individual Careers Interview – Plan A/B

Links and External Partnerships

DfE Careers Adviser – All Year 12 students will have a one to one interviews to receive impartial careers information, advice and guidance to assist them in their future choices. The adviser will also be available for pupils at key transition points. All services provided by Careers Service NI will be agreed at the beginning of each school year and an evaluation will be carried out by the DEL and Head of Careers at the end of the year.

Alumni Our past students are encouraged to keep us informed of their progress and successes and we are building a network of contacts to tap into the experiences of past students to inspire and to inform the decisions of current ones.

Policy statement on provider access

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Pupil entitlement

All pupils in years 8 to 13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

Procedure

A provider wishing to request access should contact Mr Stuart Cole, Head of Careers, Telephone 02890774202, email scole643@c2kni.net

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils or their parents or carers.

Please speak to our Head of Careers to identify the most suitable opportunity for you.

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is located in the Library and managed by Head of Careers and Careers Co-Ordinator, Mrs Aine Morgan.