

## CLF Post16 Careers Education, Information, Advice and Guidance policy

### Review June 2022

#### Introduction

CLF Post 16 invests heavily into the advice and guidance to help all students prepare for their future. Whether a student wants to pursue an apprenticeship route, university, or employment as their next step, CLF Post 16 gives the same commitment to the guidance, support and opportunities available to all students in researching and making the right choice for their future.

#### Aims and purpose

- To provide good quality independent and impartial careers advice to students which inspires and motivates them into positive destinations at the end of their period of study
- To provide advice and guidance that is career specific and relevant which is in the best interest of the student
- Contribute to raising achievement, develop higher aspirations in students whilst considering a broad range of careers
- Develop enterprise and employability skills including skills for self-employment
- Support inclusion and promote equality of opportunity.
- To raise the life chances of all students

The aims will be achieved by ...

- **Carers education** – planned sessions in the curriculum through academic mentor sessions and subject specific curriculum linked to careers
- **Career information** – options available to all students, range of occupations, labour market information, personalised pathways and progression routes, career fairs and career drop down days with focussed next steps information
- **Career advice and guidance** – impartial careers advice provided by a level 6 qualified careers advisor, academic mentor and head of college support and guidance
- **Work related learning** – experiences within and outside the classroom to enrich their studies and further help students to learn about economic well-being, careers and enterprise prospects.

The programme is based around three core elements.

- **Personal development** – students understand themselves, their community and influences on them. They understand how to manage their time and stay safe through relationships, outreach, excellence and living in the wider world core themes
- **Careers exploration** – students investigate opportunities in learning and work through career drop down days, visits and widening participation schemes
- **Managing their careers** through planning destination routes and adjusting these to manage change and transition

#### Careers provision at CLF Post16

All students have access to the following:

- Career and employability coach drop-in service (before school, break times and after school)
- 1-1 confidential career meeting with the careers coach and a written summary of their appointment
- Timetabled career drop down sessions, progression planning during academic mentor sessions and subject curriculum links to careers
- Widening participation opportunities
- Visits to career fairs and universities
- Progression meetings with academic mentor, SLT, careers coach or head of college
- A NEET programme

- Online learning and certification opportunities

### **Students with Special Educational Needs or Disabilities (SEND):**

All students with SEND have a 1-1 with the careers coach at least twice a year to assist with transition planning and next steps. All students receive a written summary of their appointment including action points and resources for further research.

### **Students in receipt of Pupil Premium funding:**

Personalised support will be given to students in receipt of pupil premium and bursary. All students receive a written summary of their appointment including action points and resources for further research.

### **Careers coach**

At CLF Post 16 our careers coach is currently in training and will hold a level 6 Post Graduate Diploma in Careers Guidance by July 2020

### **Curriculum based guidance**

Careers enrichment work takes place in year 12 and year 13 during academic mentor time and drop down days. All staff support Careers education, information, Advice and Guidance (CEIAG) by promoting their subject, engaging with employers in their specialised area, sharing different pathways to future careers and raising students' aspirations.

### **Equal opportunities**

CLF Post 16 are keen to promote equal opportunities as well as challenging stereotypes and raising aspirations. We monitor careers resources regularly to ensure that they encourage students from minority ethnic groups to enter different careers. At careers events we aim to give parents and students a view of young, people with successful careers. The destinations of our leavers are closely monitored and visiting speakers reflect a diversity of backgrounds.

### **Monitoring and evaluation**

Year 12 intended destination data is captured in term 3 to monitor the number of destination pathways we are expecting during year 13

Year 13 progression data — Destination data is used to monitor the number of students who have applied for various post-18 opportunities. UCAS tracking data and internal tracking systems monitor the progression of said destinations for each student.

A range of evaluation strategies will be used throughout year 12 and year 13 including questionnaires, focus groups and observation with staff, academy councillors, parents/carers and students

The policy for Careers Advice and Guidance is reviewed yearly.