



## **Broadfield Specialist School**

### **Careers Education, Information and Guidance Policy**

#### **Subject Aims**

Broadfield Specialist School recognises that as a school we have a *statutory duty to offer impartial and objective careers education, information and guidance to pupils* from Year 8 to Year 14. We aim for this to be holistic and inclusive for every child who attends so that they have some experience of work and the impact that this may have on their lives. CEIAG enables the students to make impartial, informed, balanced and appropriate decisions about many key areas of their future development, progression and career pathway.

CEIAG is taught as a discreet subject in all key stages, it is also evident in the many strands covered in Personal Social, Health and Economic Education (PSHEE), CEIAG is also delivered through curriculum subjects and in tutor time to meet the needs of our learners at Broadfield Specialist School.

Our general aim is to teach CEIAG in line with the national curriculum. The aims are as follows:

- ✓ To equip students with the necessary decision making skills about future progression and their destination when they leave Broadfield Specialist School
- ✓ To provide students with current information on courses at Key Stage 3, 4 and 5
- ✓ To give opportunity for maximum exploration of future careers including work experience, work related learning, enterprise and opportunities to access local FE colleges for every student.
- ✓ To decrease the possibility of students making incorrect transition choices through the input of the careers support
- ✓ To understand how the 'world of work' works
- ✓ To keep up-to-date with new careers emerging from technological advances.
- ✓ To ensure students have a positive experience of CEIAG
- ✓ To ensure students are well equipped for the next stage of their education, training or employment

#### **Purpose**

Our purpose is to engage students in the process of becoming effective career planners where they can develop themselves, explore careers and manage their own career by understanding themselves and develop self-esteem and confidence. Students should understand and be able to take part in assessment, planning, implementation and review of themselves and any work based learning that they undertake and feel empowered to present their own strengths and experiences to others.

We will give students the opportunity to investigate opportunities for learning and work and will be given the means and support to make and adjust plans to manage change and transition.

### **Inclusion**

The policy applies for all pupils regardless of factors such as ethnicity, culture, religion, home language, gender, learning difficulties or any other personal needs. Impartial support is given to students, parents and carers so that students may be guided to make appropriate life choices.

### **Class organization and teaching and learning methods**

Careers lessons are delivered by class teachers or specialist teaching assistants. An overview of CEIAG provision is shown in Appendix A.

The school works closely with outside agencies including:

- Key Stage 4 -Well-being Prevention and Early Help Young People's Service and the Learning Disabilities Service.
- Key Stage 5 - Independent Careers Advisors employed by the school.
- The local Career and Enterprise Company - Inspira.
- External Mentors e.g. The Department of Works and Pensions Inspiring Young People Program and Employer led mentoring programs offered to selected Key stage 4 students.
- Various FE and Day Centre providers to give relevant information about courses and transition routes after students leave Broadfield Specialist School.

In careers lessons, students have the opportunity to work individually, in pairs and in small groups in order to meet their specific needs and develop their potential. A variety of teaching styles and strategies will be used to maximize access to the course. Students will have the opportunity to take part in oral and written work with the inclusion of problem solving activities.

### **Work experience**

All students will be offered work placements in Key Stage 4 and 5. See Appendix 1 for an overview of possible placements. The work placements are fully supported by specialist teaching assistants or class staff for students with profound and multiple learning difficulties and complex needs. All placements are overseen by the respective Key stage 4 and 5 member of the SLT.

Individual placements will be risk assessed through an outside agency, (EBP North West Ltd) and group placements will be risk assessed internally through the Evolve system.

Pupils in Key Stage 4 will receive support and guidance for off-site placements from the specialist teaching assistants and Key stage 5 students will receive support from the specialist teaching assistants or class staff dependent on the needs of the students. All students will be provided with support to complete a Work Experience Log Book which will form part of a pupil's/ student's Record of Achievement.

In exceptional circumstances, where a pupil/student may be a danger to the public or themselves, the head teacher can authorize that the pupil/student be exempt from work experience.

### **Work based learning**

Students will undertake work related learning programs in the form of enterprise activities including:

- An Enterprise Themed activity supported by local businesses where all classes design and make items to sell at a profit.
- Key Stage 4 pupils running a Tuck shop and occasional Pop-up shops.
- Key Stage 5 students forming class enterprise companies and providing catering, hospitality or gift goods and services.

Pupils/students will also access work related learning programs delivered by a variety of local colleges.

### **Life skills**

Developing confidence and competencies is seen as an important part of the CEIAG program offered by the school and is promoted through developing life skills. Pupils and students in Key Stages 4 and 5 are offered a range of activities working with outside organizations including:

- Spring Board which promotes healthy lifestyles,
- North Lancashire Training, Bendrigg Lodge and the National Citizen Service that offer residential programs,
- Hargreaves House promoting home management,
- Hyndburn Homes which provides the use of Huncoat Community House to develop independent living skills.

The school also offers a wide selection of residential trips throughout the academic year which promote independence.

### **Cross-curricular Skills and Themes**

CEIAG programs make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. It is vital that young people have the knowledge and skills that they need to make informed choices. This can be promoted by cross curricular approaches where they can re capture aspects from different subjects at different times of their learning journey. Some examples of this include

- PSHE and Citizenship: Topics on myself, safety, communication and decision making, bullying, disability, racism, transition and assertiveness
- Personal learning and thinking skills (PLTS)
- Speaking and Listening: accessing, using and evaluating different sources of information, making presentations, presenting themselves
- English: Writing their name and address for application forms and CV's
- Maths: Managing finances, independent travel, budgeting and surveys
- ICT: Accessing and evaluating information from databases, word processing work experience reports, use of digital camera and Information and Guidance packages.

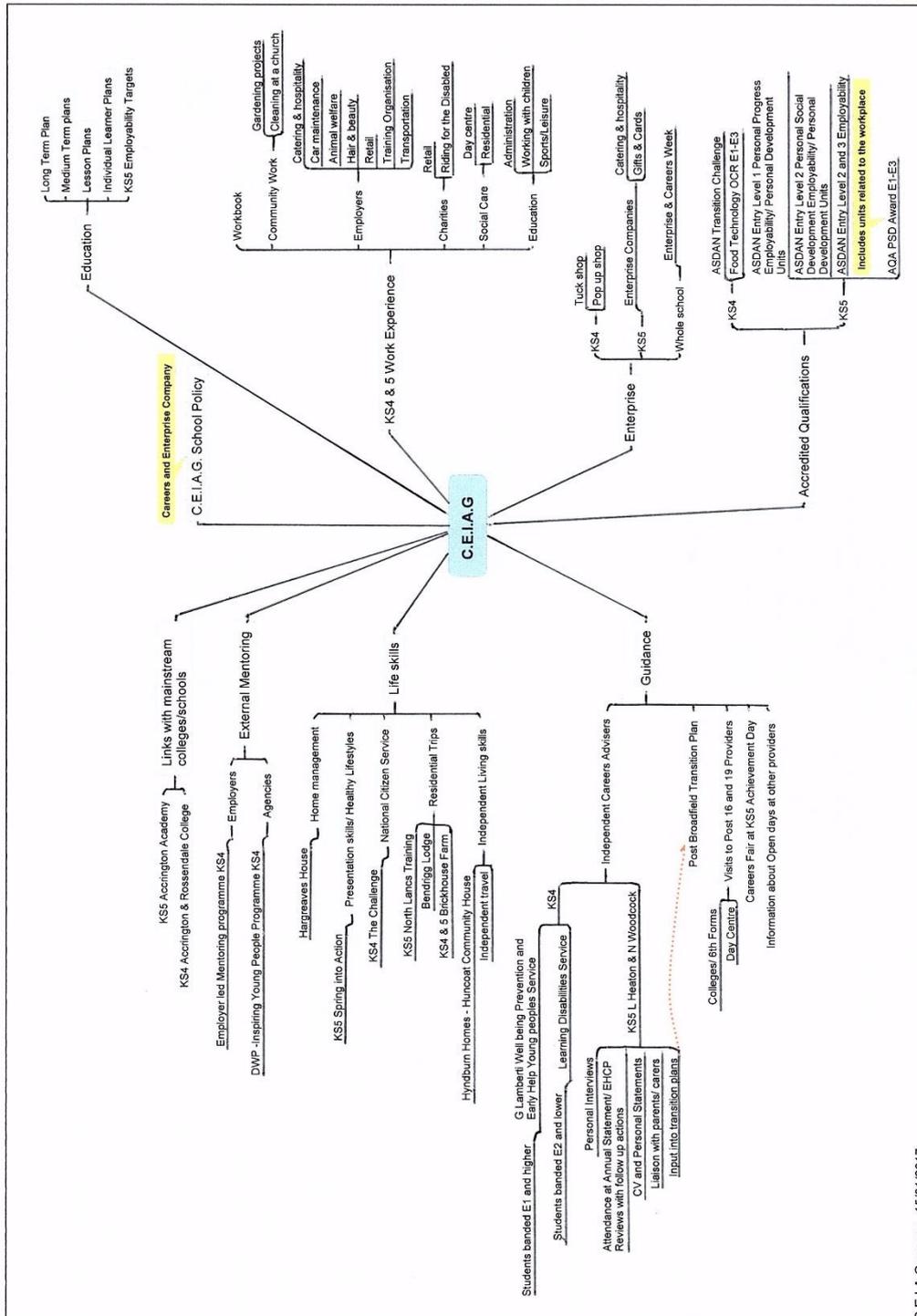
### **Accreditation**

The following table shows employability qualifications students can work towards in Key Stage 4 and 5.

<b>Key Stage</b>	<b>Board</b>	<b>Entry Level</b>	<b>Qualification</b>
4	ASDAN	-	Transition Challenge
4 & 5	ASDAN	1	Personal Progress - employability and personal development units
4 & 5	ASDAN	2	Personal and Social Development - employability and personal development units
5	ASDAN	2 & 3	Employability

Policy developed by Samantha Emmott (June 2013). Presented to staff on the 17<sup>th</sup> of September 2013; Approved by Staff 17<sup>th</sup> September 2013; Approved by Governors 30<sup>th</sup> September 2013  
 Updated by Deborah Richards June 2017

**Appendix A - Overview of C.E.I.A.G. Provision at Broadfield Specialist School**



C.E.I.A.G.mmap - 15/01/2017 -