

ICC CEIAG provision - A Policy for Options and Pathways	
Last draft – October 2018	Date of next review – July 2019
Options and Pathways Coordinator: David Curran	



1. INTRODUCTION

“All students are entitled to impartial careers education, information and guidance which will enable them to develop the knowledge and skills they need to make successful choices, manage transitions in learning and move into further education and work.”

All learners in school will take part in a careers programme that helps them to:

- Understand their education, training, employment and other progression opportunities
- Develop the skills they need to plan and manage their own personal development and career progression
- Access relevant information and learning from taster activities and experience of work
- Make and maintain individual progression plans to help them improve their prospects of success
- Offer feedback and ideas on how to improve the careers programme

Have access to, and support with using, careers information that is easy to find and available at convenient times and in convenient locations including:

- on the school website (<http://www.ifieldcc.w-sussex.sch.uk/page/?title=Careers%2C+Options+and+Pathways&pid=66>), desktop and CRL (Careers, Options and Pathways)
- comprehensive, giving details of all progression (e.g. software such as Higher Ideas & JED)
- access to information regarding possible financial help
- comprehensive STEM programme
- full and comprehensive programme of post-16 options and university application support (EMD / IBR)

Provision of careers guidance that is:

- impartial
- up to date
- confidential
- focused on individual needs and fit for purpose
- supportive of equal opportunities
- provided by people with relevant training and expertise

2. COMMITMENT

The school is committed to:

- the provision of impartial resources and advice to enable students to understand and develop career choices and to ensure that careers education is part of the overall curriculum and learning framework for all years
- encouraging students to achieve and to be ambitious
- involving students, parents and carers in the further development of options and pathways
- ensuring that no student is disadvantaged in gaining access to education, training or work

3. OBJECTIVES

Students' Needs:

The careers programme is differentiated and personalised to ensure access to activities that are appropriate to the student's stages of career learning, planning and development.

Entitlement:

Students are entitled to CEIAG which meets professional and ethical standards of practice and which is impartial and confidential. The programme is integrated into students' experience of the whole curriculum and is based on a partnership with students and their parents/carers. The programme raises aspirations and broadens horizons, challenges stereotyping and promotes equality and diversity.

Developing Employability Skills:

"A set of attributes, skills and knowledge that all labour market participants should possess to ensure they have the capability of being effective in the workplace – to the benefit of themselves, their employer and the wider economy."
(The CBI)

ICC look "to offer practical ways in which both employability skills and career paths can be embedded within the curriculum to improve pupil transitions from learning to work." (National Careers Service) Students are recommended to look for a good balance of these 'softskills' in their option choices. These also link up with the expectations laid down in the iBACC.



4. IMPLEMENTATION

Leadership: The Headteacher and Governors have overall responsibility for CEIAG provision. The Assistant Head for Options and Pathways (JLo) oversees the work of the Options & Pathways Coordinator (DCu).

Staffing: All staff contribute to CEIAG through their role as mentors, and subject teachers. Specialist sessions are delivered through registration, an out-of-lesson 'open door' policy and PHSE day sessions. There is impartial advice from outside agencies. Careers information is available in the LRC and on Options

& Pathways noticeboards, VI Form centre, as well as on the Ifield Community College website & social media and on the CRL and IT desktops.

Curriculum: The careers programme includes:

- Careers education activities (career lessons, assemblies, careers learning embedded in subjects and PHSE days)
- Employer led programmes
- Information and research activities (school websites & social media, student & parent-carer email - #O&PatICC)
- Work experience, where applicable and appropriate
- events and enrichment activities (visits to industrial partners, colleges and universities, Careers Fairs and STEM family evenings)
- a careers area in the LRC along with Options and Pathways noticeboards and takeaway resources

Partnerships

- Coast to Capital business partnership with Alison Constable and Nick Southon
- ICC now part of regional inter-school Crawley IAG Group guided by Stass Kolakovic, Crawley Borough Council
- Comprehensive links with STEMSussex (regional STEMNet coordinators and facilitors), includes industrial links, on- and off-site activities, work experience, summer schools and mentoring
- NCOP partnership
- Regional LEP
- A Widening Participation Partnership Agreement is in place between ICC and Brighton, Sussex and Chichester universities
- WSCC Youth Service – Potential NEET programme run by Nicola Mansfield, careers adviser working as part of the SBE team within WSCC
- WSCC Apprenticeship Service – Jane Chew
- Additional apprenticeship providers, including Rewards, Rate my Apprenticeship and AiS
- BrightMed (Brighton & Sussex Medical School) along with WEx placement links with Royal Brompton Hospital
- Villiers Park Scholarship programme (University of Sussex)
- Be the Change Mentoring
- Brightside mentoring
- Alumni network - Future First
- Inspiring the Future (professional volunteers)
- HE contact links with Chichester / Brinsbury / Crawley College, East Surrey, Plumpton, Met (Northbrook and Brighton College), DV8
- Industrial links, including Thales (including WEx) and Gatwick Airport (VI form EDT/EES programme)

Resources

- #O&PatICC – information sent out on student emails along with Parentmail, alongside the school's website and Twitter and Facebook accounts
- The school provides a careers area in the LRC and careers, Options and Pathways noticeboard (situated near G06)
- Dedicated software licenses for JED (Job Explorere Database) and Uniforg
- DCu and IBr (VI form) have an 'Open Door' policy and students regularly call in for advice
- All students are aware of these facilities and staffing arrangements
- Go4schools database of baseline information to help guide individual student needs

Monitoring The careers programme is monitored regularly and students' opinions will be actively sought at the end of Year 11 and VI form. This will be done through questionnaires. Parents will also be asked for feed-back at Progress Review Days. Feedback from Post-16 institutions and the Options and Pathways self-review will also be used.

Review The information gathered from the above process is used to review CEIAG against the Gatsby Benchmark using the Compass Tool and changes made to accommodate views of all stakeholders.

Approval signatures

Headteacher: Rob Corbett Date: 6th December 2018

Chair of Governors: Pip Mallett (Vice Chair) Date: 6th December 2018