



ST. ANDREW'S
COLLEGE
Cambridge

COLLEGE POLICY DOCUMENT

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

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Rationale

An effective Careers Education Information Advice and Guidance (CEIAG) programme will make a major contribution preparing our students for the opportunities, responsibilities and experiences of life. A planned progressive programme of activities supports them in choosing career and education pathways. The programme also helps students select options that suit their interests, abilities and helps sustain employability throughout their working lives.

Commitment

In order to ensure our students leave St Andrew's fully equipped to be successful in the employment market, the College has taken the decision to use the Career Mark Framework. This will support and ensure the College complies with the requirements of the 2011 Education Act and the subsequent Statutory and Supplementary Guidance published in April 2014.

Aims

St. Andrew's College Cambridge Careers Education and Guidance policy has the following aims:-

- to contribute to strategies for raising achievement, especially by increasing motivation
- to support inclusion, challenge stereotyping and promote equality of opportunity
- to encourage participation in continued learning including higher education and further education
- to develop enterprise and employment skills

- to reduce drop out from and course switching in education and training
- to meet the needs of all our students through appropriate differentiation
- to focus students on their future aspirations
- to inform parents, agents and carers

A range of measures are used to assess how student progress, evaluate the programme and communicate success to students, parents, agents and staff.

Destination Measures are;

- Student UCAS Registrations by the end of February
- Student UCAS Conditional Offers by the end of March
- Student UCAS Unconditional Offers by the end of September
- Success rate moving from Key Stage 4 to 5

The development of student competencies and individual progression is monitored weekly using a simple 'traffic light system'.

Student Entitlement

Careers education and guidance is an important component of the Curriculum. A '**Student Entitlement Statement**' forms part of 'The Student Handbook' issued to students at their Induction Session. A comprehensive UCAS Guide written and developed for our students is also issued.

Development

The Policy has been developed by the Principal with input from Tutors and the Career & Further Education (C&FE) Coordinator. The Policy is reviewed by the Principal every year based on current good practice guidelines. The document is signed off by the Principal.

Links with other Policies

The Policy supports and is underpinned by key college policies including those for Teaching and Learning, Assessment, Recording and Reporting Achievement, Citizenship, PSHE, Work Related Learning and Enterprise, Equal Opportunities and Diversity, Health and Safety, Gifted & Talented and Special Needs.

Implementation of Careers Education and Guidance

St Andrew's CEIAG provision is delivered by Personal Tutors allocated to each student, the General Studies Tutor and subject teachers. Provision is integrated in to subject Schemes of Work and Lesson Plans where appropriate. Tutors have weekly meetings with students to provide CEIAG and monitor progression. The Principal monitors students and provides help and support to Tutors.

Impartial and independent careers guidance is provided through a combination of Tutors, a range of external providers and independent specialist advisers. The College provides a programme of careers related events throughout the year. Events have been mapped against Career Development Institute Framework for Careers, Employability and Enterprise Education.

A Careers Library, together with computer and internet access is available throughout the college day. Extra support, where appropriate, is provided by the SENCO, Principal and Tutors.

Equality and Diversity

Careers education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated. Tutors and teaching staff are aware of and trained regarding cultural diversity and related issues.

Parents Agents and Carers

Parental involvement is encouraged at all stages. Parents/Agents are kept up to date with careers related information through letters, emails and End of Term Reports. Parents and or Agents are welcome at careers interviews and where necessary are invited. A communication link is established between Tutors and House Wardens to facilitate feedback out of normal teaching hours.

Management

The Principal has overall responsibility for the delivery of the CEIAG programme for all key stages.

Staffing

All staff contribute to the CEIAG programme through their roles as Tutors and subject teachers. The C&FE Coordinator works closely with Tutors to help ensure consistency, continuity and assists with the effective dissemination of CEIAG information to all staff.

The Careers programme is planned, monitored and evaluated by the C&FE Co-ordinator. The Co-ordinator will liaise and consult with partners to ensure that specialist career guidance is available when required.

The C&FE Co-ordinator is responsible for maintaining the Careers Library.

Curriculum

College programmes includes careers education tutorials, career guidance activities (group and individual work), information and research activities, work related learning and individual learning activities.

Partnerships

Our partners provide impartial and independent careers guidance. The College has strong links with a number of Universities. Anglia Ruskin University, Oxford Brookes University, the University of East Anglia, University of Kent, University of Birmingham, University of Reading, University of Leeds, Queen Mary University of London, University of Essex and University of Brighton. The College is building new relationships with Durham, Exeter and Liverpool attending Events at College this year.

They attend at least once a year at pre-arranged open days. Representatives from the universities deliver presentation to assist students in their UCAS applications. A number of other universities attend for one off visits.

Strong relationships with Universities and local colleges also enable students to attend workshops and lectures to further develop their awareness of life at university.

The College is working to provide links with local businesses.

Resources

Significant funding is allocated for the development and support of CEIAG and the provision of Personal Tutors. The C&FE Co-ordinator is responsible for the effective deployment of non-staff resources.

Staff Development

The Principal's weekly meeting with Tutors provides regular support for those delivering CEIAG. A number of new Tutors are supported by more experience Tutors. Where CEIAG training needs are identified through these meetings, information is fed back to the C&FE Co-ordinator who will arrange appropriate training.

Monitoring Review and Evaluation

St Andrew's CIEAG provision is monitored and evaluated annually by the Principal. A range of both quantitative and qualitative measures are used to assess how well our students are doing and help identify programme improvements.

St Andrew's contract with our external careers adviser is reviewed annually by the Principal and C&FE Co-ordinator.

The programme is reviewed annually by the Principal and C&FE Co-ordinator. Changes and improvements to the programme are entered into the Business Development Plan along with timescales for completion.

When reviewing the programme, the College Improvement Plan (CIP) is used to ensure that CIEAG provision given is fully supporting the overall college aims.

Policy Reviewed: October and December 2014, July 2015 and July 2016.

Next review: August 2017.

Appendix 1 - Student Entitlement Statement



Statement of Entitlement

As a pupil of St. Andrew's College Cambridge you are entitled to receive a programme of impartial and independent careers education, information, advice, and guidance

Your CEIAG programme will help you to:

- Understand yourself, your interests, likes and dislikes, what you are good at and how this affects the choices you make
- Find out about different courses, what qualifications you might need and what opportunities there might be
- Develop the skills you may need for working life
- Make realistic, but ambitious, choices about courses and jobs
- Develop a plan of action for the future
- Understand the different routes available including training, further and higher education and jobs
- Be able to make effective applications for jobs, unpaid voluntary work, training and further education
- Develop your interview skills
- Improve your confidence

You will receive:

- Guided Tutor time
- Access to the careers library – information is available in books, videos, leaflets and on computer – ask for help
- Independent guidance from external careers partners
- Work related activities
- Other subject lessons linked to careers

You can expect to be:

- Treated equally with others
- Given careers information and advice that is up to date and impartial
- Treated with respect by visitors to the school who are part of the careers programme
- Given extra help if you have special needs

Appendix 2 - Student Careers / Education Questionnaire



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Student Careers / Education Questionnaire

This form should be completed by the Tutor and student during their first 4 weeks in college.

The form will then be kept on file by the Tutor so that the aims and objectives of the student can be addressed on a regular basis. A copy of the form will also go to the Principal and the C&FE Co-ordinator.

Student Name:		Course Attending:	
Tutor:		Weekly Meeting Time:	
Student Plans outlined for the future:			
Guidance / help provided by Tutor and or third parties:			
Actions required with dates:	<ol style="list-style-type: none">1.2.3.4.5.		

Appendix 3 - Notes or Updates