

St. Patrick's High School



CEIAG Policy

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

Latest Review:

Next Review:

Person Responsible: *Mr C Furphy / Mrs M Traynor*

ADOPTED BY THE BOARD OF GOVERNORS

Date of meeting:

Signed:

Mission Statement

As a Catholic School in partnership with parents and the community, the school seeks to provide children of all abilities with a secure, caring, stimulating and happy environment where high values of work, personal integrity and learning can be achieved and where all pupils are encouraged to develop their talents and character and to contribute positively to home, school, church and society.



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1. INTRODUCCION

The aim of the CEIAG Department is that every pupil in St Patrick's High School, Keady will experience world-class career guidance, framed by the Gatsby Benchmarks for Good Career Guidance. The Gatsby Benchmarks, based on National and International best practice, provide a robust and high quality framework for career guidance that will help St Patrick's deliver a system of high aspirations for **all** of our pupils in **all** types of settings.

This will be achieved through:

- A stable CEIAG programme (Gatsby Benchmark 1)
- Learning from career and labour market information (Gatsby Benchmark 2)
- Addressing the needs of each pupil (Gatsby Benchmark 3)
- Linking curriculum learning to careers (Gatsby Benchmark 4)
- Encounters with employers and employees (Gatsby Benchmark 5)
- Experiences of workplaces (Gatsby Benchmark 6)
- Encounters with further and higher education (Gatsby Benchmark 7)
- Personal guidance. (Gatsby Benchmark 8)

2. RATIONALE, AIMS AND OBJECTIVES

The overall purpose of this CEIAG Policy is to:

- Increase awareness and understanding of the school's CEIAG programme;
- Ensure that those involved in delivering CEIAG, have a clear understanding of their responsibilities, and have a broad overview of the aims and objectives of the programme, and how they are to be achieved;
- Ensure that the CEIAG programme is systematically monitored, reviewed and evaluated to ensure that CEIAG delivered is effective in meeting the needs of all students.

2.1 Aims of CEIAG in St Patrick's High School

The overall aim of effective CEIAG provision is enable pupils to become effective career decision makers. This will be achieved through the following aims:

Aim 1: Self-awareness and development

To enable pupils to identify, assess and develop the skills and qualities necessary to choose and implement an appropriate career plan.

Aim 2: Career exploration

To enable every pupil, and their parents/guardians, to have access to top quality information about future study options and labour market opportunities. This will allow pupils to review their experiences in order to identify and investigate appropriate careers pathways and learning opportunities in education, training and employment, locally, nationally and internationally.

Aim 3: Career management

To enable pupils to develop skills in career planning, and to employ effective career decision-making strategies to manage transition and make suitable career development choices, with the appropriate support, advice and guidance.

2.2 Objectives of CEIAG in St Patrick's High School

The aim of CEIAG is to prepare pupils for the choices, changes and transitions affecting their future education and training. St Patrick's High School will provide and promote the following:

- A stable careers programme (Benchmark 1) –an embedded programme of career education and guidance that is known and understood by the pupils, parents, teachers, governors and employers;
- Learning from career and labour market information (Benchmark 2) – every pupil in St Patrick's, and their parents / guardians, will have access to high quality information about future study options and labour market opportunities. They will be supported by informed advisers, both internal and external to make the best use of available information;
- Addressing the needs of each student (Benchmark 3) – pupils will have different career guidance at different key stages. Opportunities for advice and support will be tailored to meet the needs of each individual pupil. The programme of career education and guidance provided in St Patrick's will embed equality and diversity;
- Linking curriculum learning to careers (Benchmark 4) – all departments in St Patrick's will link curriculum learning with careers. The STEM subject teachers (TD, Mathematics, Science and IT) will highlight and promote the relevance of STEM subjects for a wide range of future career paths;
- Encounters with employers and employees (Benchmark 5) – all pupils in St Patrick's will have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace.

- Experience of workplaces (Benchmark 6) – all pupils in St Patrick’s will have first-hand experiences of the workplace through work visits, work shadowing and / or work experience to help their exploration of career opportunities and expand their contacts and networks.
- Encounters with further and higher education (Benchmark 7) – all pupils in St Patrick’s will understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.
- Personal guidance (Benchmark 8) – all pupils in St Patrick’s will have opportunities for guidance interviews with both internal and external careers advisers. These will be available whenever significant study or career choices are being made by each individual pupil.

3. THE ROLE OF CEIAG

One of the main roles within CEIAG is to enhance pupil’s decision-making skills and to assist them in developing self-awareness to ensure they may choose the career most suited to them.

Teaching methods will ensure the use of different methods, such as:

- Participation based – discussions, collaborative group work
- Materials based – worksheets, videos, software and the internet
- Teacher based – talks and Q&A sessions
- Experienced based – role plays, guest speakers, talks
- Activity based – practical decision making and problem-solving activities, including games and simulations.

Other roles of the CEIAG Department are:

- To be available to consult with pupils and parents on subject choice at Year 10 and 12 and on careers paths, supporting pupils in the formation of a Personal Career Plan.
- To create an awareness of Labour Market Information, the world of work, its structures and the educational and training demands it makes on its recruits.
- To develop pupils interview skills and be available to assist pupils prepare for Interview, providing opportunities for formal and informal personal interviews for Sixth Form pupils, Year 12 leavers.
- Plan and organise industrial visits, visiting speakers, conventions and Conferences which will develop links with industry and assist pupils in making an informed career choice, while supporting Year 11 and 13 pupils when on work placement.
- To liaise with the DEL Careers Advisors and arrange one-to-one interviews with Year 12 pupils before they reach the statutory school leaving age.

- To support Year 14 pupils when completing UCAS and third level applications and be available in August after examination results are known to advise and assist Sixth Form pupils who may have difficulty finding third level places.
- Compile the Destinations of Leavers.
- Be prepared to write references for both present and past pupils.

4. CEIAG STUDENT LEADERSHIP TEAM

Through the commitment to ensure a quality careers provision, pupils form the Careers Student Leadership Team and play a pivotal role in the development of careers. Pupils from this team along with Mr Furphy and Mrs Traynor, work together to improve the quality of CEIAG provision throughout the school. This team meet regularly regarding leadership and decision making in relation to CEIAG matters, with a focus on ensuring that the pupil voice is listened to and heard. In line with the areas identified by the Careers Student Leadership team, at Key Stage 3 pupils create an Action Plan and begin to explore Labour Market Information, and challenge stereotypical thinking and low aspirations within the employability context. Key Stage 3 pupils in St Patrick’s develop personal capabilities to counter these attitudes.

5. THE DELIVERY OF CEIAG IN ST PATRICK’S HIGH SCHOOL

At St Patrick’s High School, Careers Education is embedded in the curriculum.

5.1 Careers Education

KS3 to KS5 Careers Education is delivered as follows:

<p>Key Stage 3</p>	<p>Year 8 and 9 pupils have discrete Employability/Citizenship lessons.</p> <p>In Year 10 have discrete timetabled classes for the delivery of Careers Education where the focus will be mainly on the preparation for making GCSE subject choices.</p> <p>During these lessons’ pupils develop the knowledge and skills they need to make successful choices and manage transitions in learning. Prior to making their GCSE choices, pupils listen to presentations from Heads of Department regarding the subjects on offer at GCSE, following by a Year 10 Careers Fair where parents also attend. Additional support is provided by DEL Careers Advisors. All Year 10 subject choices are reviewed by the Senior Link for CEIAG along with the Head of Careers.</p>
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<p>Key Stage 4</p>	<p>At KS4 Careers Education is not a discrete subject and is delivered through form classes, in collaboration with Year Heads for Year 11 and 12.</p> <p>During the year the main focus for Year 11 pupils will be on delivering the statutory statements at KS4 for Employability. Pupils will also be prepared for one week's work experience in June.</p> <p>In Year 12 pupils will continue to follow the Employability Statutory Statements with the focus on transition to Key Stage 5 and the world of work. Pupils will be advised on the various routes at the end of Key Stage 4 on completion of GCSEs and each pupil avails of a one-to-one impartial interview with DEL Careers Advisors. If required a pupil can request a follow up interview with them. Prior to making their A Level choice, pupils listen to presentations from Heads of Department regarding the subjects on offer at A Level, following by a Year 12 Careers Fair where parents also attend. Additional support is provided by DEL Careers Advisors, local Universities and Further Education colleges. All Year 12 subject choices are reviewed by the Senior Link for CEIAG.</p>
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<p>Key Stage 5</p>	<p>Year 13 and 14 will follow a structured path of Post 18 options including HE applications, Apprenticeships and Employment. St Patrick's High provides the opportunity for Sixth formers to visit the local Universities – Queen's University Belfast, Ulster University and Dundalk Institute of Technology.</p> <p>Pupils also attend many different Vocationally based Open Days - Physiotherapy, Nursing, Pharmacy, Speech and Language Therapy, Dentistry, Surgery etc.</p> <p>Pupil Finance, interview techniques and further speakers are invited to speak to pupils on a regular basis. Additional support is provided by DEL Careers Advisors.</p> <p>Year 14 pupils have discrete career lessons during which they will cover a range of topics from researching courses at university and Higher Education Colleges, completing applications and making the transition from school to university/college.</p> <p>Pupils will be provided with opportunities to investigate local and global labour market information to help make informed university, college and career choices. They will be guided in making sound career decisions using good decision-making skills.</p>
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5.2 Career and Labour Market Information

Good quality Careers Information is an integral part of a CEIAG programme, where the aim is to develop the skills of selecting, evaluating a range of careers information relevant to the individual need and aspirations of the pupil. Pupils and parents / guardians / carers are aware where they can access a broad range of relevant and up to date careers information and resource materials so they can engage in the career planning process and make informed choices and decisions. This includes information on a range of options in education, training and employment, job profiles and the entry routes into appropriate potential career pathways.

All pupils are made aware of relevant useful websites and/or software packages such as CASCAiD's Xello and other web-based resources during their Careers/Employability lessons.

Along with Careers Information displayed inside and outside A33, the Careers room, Careers Information is also displayed in the Study and within subject departments, with Careers integrated into schemes of work highlighting careers opportunities gained from studying specific subjects.

Along with the University Roadshow in September, local universities and regional colleges come to speak to Year 13 pupils with regards to courses on offer at further and higher education. Year 13 pupils also attend the Open Days at Queen' University Belfast and Ulster University.

STEM awareness

At KS3 STEM events are organised and delivered in collaboration with non-profit educational charities Sentinus, Tasty Careers and Young Enterprise. This involves pupils participating in projects which raise awareness and develop understanding of occupational and higher education opportunities in STEM subject areas.

Year 12, 13 and 14 pupils are encouraged to participate in events including University Department Open day/night events, Career talks and virtual events organised by Universities and other agencies, work experience arranged by Business in the Community. Year 13 pupils are also offered the opportunity to avail of summer work experience through the Nuffield STEM programme.

5.3 Careers Advice and Guidance (Addressing the needs of each student and Personal guidance)

Pupils are interviewed both formally and informally throughout their time at St Patrick's High School regarding their options at GCSE, A Level and University/College. These interviews help ensure pupils are making the correct subject choices regarding any career ideas or FH/HE courses that they hope to pursue. All pupils are encouraged to seek advice at any point and are free to contact Mrs Kendall and Mrs Traynor. The CEIAG team are responsible for mentoring pupils to integrate their Career lessons and activities into their personal career planning.

Following the receipt of GCSE/AS/A2 Level results the CEIAG team and members of SLT meet with pupils and parents regarding advice on UCAS, courses requirements, current job trends. Transfer pupils are also interviewed at this time by Careers Team and SLT. Year 13 pupils giving cause for concern regarding AS results are interviewed by SLT and the Head of Year 13.

As part of the CEIAG learning offer, St Patrick's High School avails of the expertise of the DEL Career Advisors, who play an important role in:

- Providing balanced, comprehensive, and up to date information on education, training and employment options.
- Contributing to the CEIAG programme by working in partnership with the school.
- Providing impartial advice and guidance.
- Participating in evaluation and development of the CEIAG programme within the school.

It is also important to highlight that Careers Information, Advice and Guidance can come from a variety of sources for pupils other than that of the Careers Department or SLT. Pupils also receive information from subject teachers, employers, and family.

5.4 Work related Learning and Experience (Encounters with employers and employees and experiences of workplaces)

Year 11 and 13 pupils complete work experience in June, with Year 11 pupils completing 3 days while Year 13 pupils complete 5 days. Pupils are placed in different sectors and the CEIAG team liaise with Charter, School Employer Connections and SHSCT to place pupils in certain job roles eg medicine, engineering, ICT. Year 13 pupils will complete a Work Experience Logbook which includes a 'Diary' where employers assess pupils and these evaluations will be used for reference purposes. The CEIAG team ensure that important issues such as child protection and vetting arrangements are addressed before any pupil begins a work placement. Further information relating to Work Experience regulations can be accessed in the Work Experience Policy.

Throughout the year there will also be opportunities for Year 12, 13 and 14 pupils to participate in one day placements or attend information sessions on a number of careers. All pupils are asked to only take placements that they are genuinely interested in. Key Stage 3 and Key Stage 4 pupils also take part in Young Enterprise events with representatives from local businesses speaking to pupils regarding their role within their job.

Departments within the school who encourage pupils to become involved with Nuffield Summer School and Sentinus Engineering for Girls are developing pupil awareness of occupational and higher education opportunities in their own subject.

Interview Skills Afternoon is also an important event taking place in Year 14. Pupils are interviewed by employers/employees who currently working in the sector relating to their university application. The purpose of these interviews is to facilitate the development of good interview skills in preparation for both university and employment interviews.

5.5 Development of Employability Skills (Encounters with employers and employees)

The aim of the employability programme is to ensure that our pupils develop the personal qualities, skills, knowledge, understanding and attitudes which will give them a strong foundation for lifelong learning and meaning to enable them to work in a rapidly changing economic

environment. There are also several opportunities outside of the classroom to develop these skills:

- Young Enterprise Company programme for Year 13 pupils and the Digital Skills competition for Year 10 pupils
- Work Experience
- Eye for Education (subject mapping for GCSE Choices)
- Mock Interviews

6. DIFFERENTIATION AND SPECIAL EDUCATIONAL NEEDS (Addressing the needs of each pupil and Personal guidance)

Since it is the aim of the CEIAG Department to prepare pupils for the world of work, the CEIAG Department will help pupils with Special Educational Needs to reinforce their strengths and qualities, to consider their ambitions and try and identify the most appropriate career path for them. Opportunities for advice and support will be tailored to the needs of each pupil.

- Through Work Placement pupils will get the chance to visit the workplace, to spend time in an adult environment and to help them make an informed choice.
- Pupils will have an individual interview with the DEL Careers Advisors in Year 12. The Interviewer is invited to attend the Transition Plan in Year 10 and Year 12.

7. ASSESSMENT AND RECORD KEEPING

The Head of CEIAG has a variety of classroom assessments to assist teachers in monitoring pupil's progress. Methods of assessment may include various types of written, computer, research and homework. Work completed by pupils in class or at home is regularly checked. This feedback is central to the learning process as it allows teachers to identify what the 'next steps' should be and enables pupils to develop the skills and qualities necessary to choose an appropriate career pathway and implement an appropriate career plan

The DEL Careers Advisors are in a strong position to assess pupil career learning, and regularly report back regarding the career planning needs of pupils. This documentation is electronically filed for the necessary timescale. The Year 12 destination data is provided by DEL and is used to monitor the number of pupils who progress into various post-16 opportunities. The DEL Partnership Agreement for CEIAG is reviewed annually. This review involves all key stakeholders, including school and Careers Service NI staff. The policy review contributes to the Careers Department Action Plan. See Appendix 2.

Along with the Student Leadership team playing a pivotal role in the development of careers, methods employed to evaluate the CEIAG programme will be developed in-line with the school's policy on evaluation. A range of evaluation strategies may be used including questionnaires, focus groups and observation. Pupils and parents will be asked to complete online evaluations of CEIAG careers activities organised to evaluate their strengths and weaknesses.

8. FACILITIES, RESOURCES AND EQUIPMENT

The Head of CEIAG is located in the Careers Suite (A33)

All CEIAG notices and events are uploaded to the school app and Facebook along with being displayed on the notice boards at A33 and in the Study.

University and College prospectuses	A significant reference for pupils completing their application forms.
Computer software	Cascaid Xello
Work booklets	A differentiated range for each Year group.
Careers office	For Administration and pupil interviews

9. LINKS WITH STAKEHOLDERS

9.1 Local Industry (Encounters with employers and employees and experience of workplaces)

St Patrick's High places great significance on its links with local industry. The most obvious link is that they provide placements for work experience and also offer valuable assistance in Job Interviewing.

9.2 Careers Service NI (Personal guidance)

The role of the Careers Service (www.careersserviceni.com) is to provide up-to-date, impartial careers information, advice and guidance in order to assist pupils in becoming effective decision makers. The services provided are agreed in a Service Level Partnership Agreement, to strengthen the partnership arrangements between the school and the Careers Service. The DEL Advisors visit St Patrick's throughout the year to work with Year 12 pupils in the Guidance Interviews. Year 10, 13 and 14 pupils are interviewed on a referral basis.

9.3 Colleges and Universities (Encounters with further and higher education)

Over the years St Patrick's High has developed links with the local Universities (Queen's University Belfast, Ulster University and Dundalk Institute of Technology) and Colleges (Southern Regional College, Monaghan College and College of Agriculture Food and Rural Enterprise), all of which are represented at our career conventions. Liverpool John Moore's University also give talks to interested Lower Sixth pupils.

Each March interested Year 12 pupils attend open days at SRC. SRC are also invited to speak to pupils on Post 16 and Post 18 options available at their Institutions.

9.4 Armagh Learning Community

St Patrick's High School is a committed member of the Armagh Learning Community. The main aim of the Armagh Learning Community is to develop post-primary education provision in the area it serves, in a manner which promotes a culture of collaboration and respect for cultural diversity.

The Head of CEIAG and the Senior Link Teacher are members of the Armagh Learning Community CEIAG team which aims to work together to create a common programme of work for pupils and supports the delivery of the Entitlement Framework curriculum. The commitment and willingness of all members to share best practice and resources at these meetings has helped create opportunities for pupils.

9.5 Action to promote improvement (Continuous Professional Development) Monitoring, review and Evaluation

The Board of Governors, particularly the Link Governor for Careers, Principal, SLT, particularly the Link Senior Teacher for Careers and Head of CEIAG have the responsibility to plan the strategic vision of CEIAG within St Patrick's High School and in line with the Quality in Careers Standard. The Link Governor and Link Senior Leader along with the Head of Careers will ensure that the CEIAG programme in St Patrick's is systematically monitored, reviewed and evaluated to ensure that CEIAG delivered is effective in meeting the needs of all pupils.

An annual Training Needs Analysis of all staff and governors is planned and co-ordinated to help support and improve their ability to meet their CEIAG responsibilities. Following this analysis, personal development opportunities are identified to address any training and development needs.

An annual CEIAG evaluation is undertaken in June based on the feedback from all stakeholders. The Head of Careers will compile a formal evaluation report to be presented to the Board of Governors via the Link Governor. The report will also include new targets and examples of identified developments / improvements as a result of the formal evaluation.

An updated Compass self-assessment is completed annually.

The DEL Partnership Agreement for CEIAG is reviewed annually. This review involves all key stakeholders, including school and Careers Service NI staff. The policy review contributes to the Careers Department Action Plan. See Appendix 2.

9.6 Entitlement Statements

Pupils

As a pupil you are entitled to expect that St Patrick's High School will:

- Treat and respect you as an individual.

- Provide you with the opportunity to learn the skills and gain the knowledge you will need to secure training / employment after leaving St Patrick's.
- Offer you support as you need it.
- Guarantee you access to careers information, advice and guidance which is up to date, comprehensive and unbiased, including Labour Market Information.
- Ensure you have access to professional and expert guidance when you need it.
- Guarantee access to information about all the options / pathways open to you once you leave St Patrick's.

Staff

As a member of staff we expect that each and every pupil will:

- Be active in helping yourself as well as expecting us to help you.
- Be prepared to be realistic in considering the range of options available and in making choices about them.
- Be prepared to learn and stretch yourself in order to reach your potential.
- Be punctual and considerate of others.

Parent/ Guardian/Carer

As a parent/guardian/carers you are entitled to expect that the staff of St Patrick's High School will enable you to take an active part in the processes described above which could include:

- Attendance at parents' evening and other events.
- Promote and practice equal opportunities for each and every pupil in St Patrick's regardless of gender, ethnic origin, disability etc.