



Information, Advice and Guidance (IAG) Policy 2018-19 (Draft)

Introduction

Careers Education Information and Guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned progressive programme of activities supports them in choosing 14-19 pathways that suit their interests and abilities and help them to follow a career path and sustain employability throughout their working lives.

As a Short Stay School, we acknowledge that the work and learning for most pupils in Years 7-10 will go with them to their next educational placement. Year 11 pupils that remain with the SSSfN are then supported into their Post 16 provision.

The purpose of this policy is to ensure that we provide a detailed programme of Careers Education, Information, Advice and Guidance for all pupils from Year 7 to Year 11. Year 11 pupils are supported in considering and applying for Post 16 placements opportunities.

Policy Objectives

- To provide impartial and independent advice and support for all pupils.
- To prevent pupils leaving and becoming NEET (Not in Education, Employment or Training) IAG Lead works with the NEET prevention team covering the SSSfN).
- To contribute to strategies for raising achievement, especially by increasing motivation.
- To support inclusion, challenge stereotyping and promote equality of opportunity.
- To encourage participation.
- To develop enterprise and employment skills.
- To reduce drop out and course switching in Further Education and training.
- To meet the needs of all our pupils through appropriate differentiation.
- To focus pupils on their future aspirations by offering opportunities to meet and work with a variety of professionals in industry, business and enterprise.
- To involve parents and carers
- To support the raising of the participation age (RPA) and assist with positive destinations for all pupils post 16, 17 and 18

Opportunities for Access

Please find below a number of events, integrated into the school careers calendar. These opportunities include providers accessing the school and being able to speak to pupils and /or their parents/carers.

Using the Norfolk County Council algorithm, we are able to clearly identify pupils at risk of becoming NEET. This will identify a need and a bespoke package will be created to meet their individual requirements.

IAG 2018-2019 Calendar

Please see the separate IAG calendar

Involving Parents and Carers

Parents are kept informed of careers events and opportunities and staff communicate with parents around Post 16 choices, applications and the progress of these.

Curriculum and Opportunities

The careers programme has been able to identify the need for a standalone learning programme as part of the School timetable. This is known as ILS/Careers which is a 45 minute session which consists of x2 PSHE units, Elements of ICT and English literacy and language. This learning programme will give access to pupils across Key Stage 4. Career guidance activities, mock interviews, careers fairs and enterprise events are incorporated into the curriculum.

There are a variety of opportunities for KS4 pupils including events, work experience and 1:1 mentoring; this is currently used to support our Pupil Premium pupils.

KS3 pupils will have the opportunity to access skills workshops via the Enterprise Adviser Network and other labour markets via local and national businesses.

Gatsby National Careers Benchmark

<https://www.careersandenterprise.co.uk/schools-colleges/gatsby-benchmarks>

We have developed our careers guidance around the Gatsby National Careers Benchmark. Our strategy is shaped by the 8 benchmarks outlined below.

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

In the academic year 2018/19 we will be working towards the Enterprise Recognition Award.

<https://www.norfolkchamber.co.uk/enterprise-recognition-award>

Links with Stakeholders

We work closely with the Norfolk County Council Participation & Transition Strategy Team, the New Anglia Enterprise Advisor Network and the Norfolk NEET Prevention Programme to name just a few.

Moving Forward

We would like to celebrate being 1 of the 32 schools selected in taking part in the Careers Hub Pilot Scheme 2018-2020 the New Anglia Hub has 32 schools signed up, about half in Norfolk and half in Suffolk. Of these there are 6 SEN schools and PRUs.

Recognition of Good Practice

Our IAG Lead was nominated by the Enterprise Adviser Network to be considered for the CEC National Award in the category of 'Innovative Partnership of the Year 2017/18' by the incredible work she has done with the Job Centre Plus Schools liaison officer.

Links with Education and Training Providers

Meeting the needs of the Baker Clause:

The Baker Clause requires that schools:-

- ***As part of the school's commitment to informing our pupils of the full range of learning and training routes on offer to them, the SSSfN encourages and welcomes all approaches from local business and training providers, vocational education and apprenticeship providers to speak to pupils about future choices and opportunities in all areas of education. Any providers who are able to support our young people by way of giving information, advice and guidance around Post 14 and 16 choices as well as support in these transitions should, in the first instance, contact our IAG Lead; Denise Anderson – Denise.Anderson@sssfN.org.uk, 01603 739514 and complete a CEIAG visitor booking form.***
- **The SSSfN sets out the circumstances in which education and training providers will be given access to registered pupils for the purpose of informing them about approved technical education qualifications or apprenticeships.**
- ***The SSSfN Governors will review the policy on an annual basis and any amendments will be agreed before being published.***
- ***The Policy statement will be published on the SSSfN website and update as needed,***

Student Entitlement

Students are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships-through group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

Management Strategies and Implementation of the Policy

The Transitions Manager is responsible for monitoring IAG procedures and will ensure that suitable tasks and activities are being undertaken to meet all abilities and interests across KS3 and KS4.

The IAG Lead oversees the careers programme and ensures that each pupil has a Post 16 plan on leaving the SSSfN or that additional support is in place in order to prevent pupils from becoming NEET. The IAG Lead works with an allocated staff in each base so that support is available and ongoing

Monitoring & Review

Careers guidance is constantly monitored and evaluated for impact through feedback and discussion with key staff, pupils and employers, appropriate observation of activities by the IAG Lead.

The SSSfN data is monitored half-termly generating a report to ensure consistency across the SSSfN. The IAG Lead visits each base regularly to meet with pupils and has ongoing communication with key members of staff in the bases who support with IAG.

Post 16 destination data from NCC is analysed to ensure young people are making sustainable and appropriate transitions.

The Engage Trust has reviewed this policy for its impact on issues of equality. The policy has been considered in relation to the following protected characteristics: Gender Disability Sexual Orientation Ethnicity, The Engage Trust has not identified any issues in relation to these protected characteristics and has carefully considered whether any element of this policy would adversely impact upon the equality of access or opportunity for any staff member or service user, and have been unable to identify any impact that would require mitigation