



Aylesford School

Careers, Advice and Guidance Policy

Ratified/Reviewed by...	Date	Date to be reviewed
LGB	November 2023	November 2024

1. Mission Statement

1.1 Purpose of CEIAG

Aylesford School is committed to providing high quality Career Education, Information, Advice and Guidance (CEIAG) to all students. This provision reflects statutory and non-statutory careers guidance outlined by the Department for Education.

CEIAG is important because it:

- Empowers and prepares young people to gain and sustain enriching employment.
- Raises student aspirations to reach for their full potential which in turn improves school attainment.
- Supports young people in developing the necessary confidence, knowledge and skills to plan for and manage their own future.
- Promotes diversity, social mobility and challenges stereotypes.

1.2 Aims

Aylesford School is proud to partner with colleges, HE providers, businesses, parents/carers and other external agencies in order to offer broad and effective support to our students. Our CEIAG provision aims to:

- Give students relevant careers information and guidance through curriculum learning, one-to-one advice and a range of activities, events and trips.
- Display the full range of routes available to young people post-16 and post-18 and to provide personal guidance regarding which to explore further.
- Impartially support students on an individual basis to choose the pathway that is right for them.
- Expose students to the world of work through year 7, 8, 9, 10 and 12 work shadowing placements as well as curriculum related workplace visits.
- Enable students to consider their own strengths, skills and motivations and to evaluate how these impact future career decisions.

2. Leadership

The school's CEIAG is planned and organised by the designated Careers Leader in partnership with school staff, students, parents as well as local businesses and agencies.

Role	Name
Careers Leader	Mr Doggett
Senior Leadership Team Link	Mr Wright
Link Governor	Joanne Coveney

Heads of Year	Mr Blair, Mrs Awotale, Mr Weare, Mr South, Mr Axford, and Mrs Dighton
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3. Provision

3.1 Student Entitlement

All students at Aylesford School have access to a range of opportunities to support their development and progression over the course of their time at the school. This general entitlement includes:

- Access to a careers advisor for group work or individual guidance meetings
- Assemblies featuring a range of education providers to help students make informed decisions for their futures
- Careers information and computer based careers programmes and tools
- Information and resources on the school website and in the careers library

3.2 Key Stages

Aylesford School's CEIAG provision is designed to support students through the different stages of their journey through school. Relevant and targeted guidance is given at each key transition stage to ensure students' develop the necessary understanding and skills.

Key Stage 3 Provision

In years 7 and 8 the focus is on exploring interests and motivations and developing a broad understanding of the world of work. This includes:

- Advice provided by subject teachers about GCSE subject option choices
- Additional information about GCSE subject option choices from the school Options Booklet
- Presentations about gender stereotypes in employment, careers within engineering, how to run a business and the importance of STEM subjects
- Work Shadowing days

Key Stage 4 Provision

In year 9 the focus is on building aspirations and exploring career opportunities in more detail. In year 10 the focus is on developing self-presentation skills and understanding what employers want. In year 11 the focus is on making plans and applications for post-16 learning. This includes:

- Individual careers guidance interviews for all year 11 students
- Work Shadowing days
- Information assemblies about Post 16 options inc. Sixth Form, College and Apprenticeships
- An Open Evening for the students to discuss Post 16 options with the school
- Assistance with Post 16 applications

- Presentations about taking opportunities, the importance of work shadowing and aiming higher
- Mock interviews for all year 10 students

Key Stage 5 Provision

In years 12 and 13, the focus is on preparing the students to make good choices, engage in work experience, and understand personal development. This includes:

- Support completing applications for University, Apprenticeships and Employment
- Work shadowing placement
- Individual careers guidance interviews for all students
- Trip to UCAS exhibition fair
- Trip to the National Apprenticeship show
- Assemblies about a wide range of Post 18 options
- Mock Interviews for all year 12 students
- CV writing workshop for year 13 students

3.3 Careers Advisor Network

Aylesford School is a member of the Careers Advisor Network established by the Careers and Enterprise Company. Our Enterprise Coordinator provides expert advice on improving our CEIAG provision and our Employer Advisor provides experienced industry advice as well as a valuable network of contacts. These connections are vital as they allow us to offer industry guidance delivered by industry experts.

3.4 Parents/Carers

The school seeks to partner with parents/carers in the provision of CEIAG. A database is kept of parents/carers who have made themselves available to support in ways such as providing work shadowing placements, giving career insight talks or exhibiting at a careers fair. Please contact the school Careers Leader for further information.

3.5 Alumni

Our past students are encouraged to join the Aylesford School Alumni group on LinkedIn. This allows us to effectively network with those students and the companies that they work for. This in turn creates opportunities for work shadowing placements and alumni career mentoring for current students.

3.6 Tracking

Aylesford School works closely with Kent County Council to ensure that intended destination data and September Guarantee Information is used to enable the school and local authority to support all students into positive outcomes. Individual support is provided to students at risk of

becoming NEET (Not in Education, Employment or Training). Careers tracking processes are also used internally to ensure students are supported effectively as they progress through the school.

4. Work Shadowing

For many of our students, their time undertaking work shadowing will be their first experience of the world of work. It will provide them with an opportunity to understand not only a business and the roles staff play, but to also consider their own plans for the future. All year 7, 8, 9, 10 and 12 students are expected to complete a work shadowing placement on set dates during Term 6. These dates are published early in the year to allow students as much time as possible to actively search for a suitable placement.

5. Evaluation of Provision

The school Careers Leader and the SLT link are responsible for monitoring the CEIAG provision as well as conducting an annual review. The evaluation process takes into consideration student survey feedback on careers events and trips, parental feedback and Local Authority destination data. The Gatsby benchmarks are used to provide a basis for evaluating the CEIAG provision.

6. Staff Development

The CPD needs of the Careers Leader are identified through regular meetings with the SLT link as well as an annual appraisal. Funding for CPD can be accessed through the Careers and PSHE budget. The Careers Leader is able to attend regular local careers advisor meetings in order to remain current with developments in both the careers advice sector and local industry.

7. Resources

Funding for the school CEIAG provision is allocated within the annual budget in the context of whole school priorities. Physical resources such as those in our Careers Library are updated regularly. A number of online resources are available on the Careers section of the school website.