



THE BEMROSE SCHOOL

CEG INFORMATION POLICY 2020-22

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Careers Education and Guidance (CEG) - “helping students to organise their futures”

CEG and personal support information at The Bemrose School.

The provision of high quality, impartial, CEG and personal support information is seen as an integral part of the overall provision of CEG at The Bemrose School. In addition to contributing to the outcomes of our CEG, PSHE, WRL and Citizenship programmes, the information provided within the Careers library and at information points around the school, helps our students to make decisions about many aspects of their lives and contributes to the schools’ holistic approach to personal development. Information is provided in a variety of formats and is seen as contributing to the development of the key skills of decision-making, problem solving, communication and ICT. Information is provided in such a way as to promote student autonomy through open access to the Careers library resources and PA (Personal advisors) and at home via links to The Bemrose School careers website.

Management.

The following structure exists for the management and delivery of connexions information in our school.

Key personnel

Governor’s curriculum committee

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Executive Head Teacher

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Head of Secondary

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Assistant Head Teacher KS4/5 (line manager to Careers Lead)

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Careers Lead (Claire Pavitt), PSHE co-ordinator, school nurse, citizenship co-ordinator, connexions PA, MAT worker, Work Experience Administrator (Lisa Roberts)

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Teaching staff, Form tutors

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Librarian, library monitors

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Display technician, ICT technician

Roles and Responsibilities

The Governors Curriculum Committee with responsibility for CEG maintains an overview of information provision and ensures that the school meets its statutory requirement under the Education Act (1997) to provide “both guidance materials, and a wide range of up to date reference

materials relating to careers education and career opportunities". Chapter 44, Part VII paragraph 45 (1). They must also ensure that the school conforms to all requirements with regard to the access to information required under the **Special Educational Needs and Disability Act 2001**.

The Executive Head Teacher ensures that adequate resources are made for the provision of careers and personal support information and that quality standards for information are maintained.

Head of Secondary School oversees the development of the schools integrated personal development programme. This involves ensuring that all staff involved in the development of the curriculum are integrating the use of careers and personal support information into their programmes. A further responsibility involves ensuring that students are provided with a co-ordinated programme, which results in the development of research skills across the entire curriculum.

Head of Primary School liaises with CP to coordinate CEG development in the Primary Phase.

Assistant Head Teacher KS4/5 –line manager for CEG and oversees the CEG programme.

Senior Assistant Head Teacher: Teaching and Learning Ensures all staff involved in the development of the curriculum are integrating the use of careers and personal support information into their programmes.

Careers Leader Claire Pavitt (CP) is responsible for the administration and displaying of student interview appointment times. Student attendance is checked daily to ensure all students are present on the day of their interview. If a student is absent, another student is given their appointment slot and the absent student is given a rearranged appointment.

(CP) is required to establish and maintain a comprehensive, up to date and accessible provision of careers and personal support information as part of the careers resource within the main library area including comprehensive range of local and national labour market information. This involves:

- Liaising with other curriculum managers for operational management
- Ensuring that there are appropriate resources to meet the teaching requirements of the curriculum
- Providing lesson plans to ensure students are able to use the resources appropriately
- Providing continual professional development to ensure that all staff have a working knowledge of the resources
- Evaluating the effectiveness of the careers and personal support information network
- Ensuring adequate ICT provision, and
- Ensuring the school meets the minimum standards for careers and personal support information.
- Ordering new resources

Work Experience Admin assistant (LR) is responsible for all administration and "paperwork" of the Work experience process. Ensuring the wex database is updated, health and safety certificates of employers are provided and up to date.

Teaching staff and Form Tutors are required under the teacher's contract to assist students in the decision-making process and give impartial careers advice. Teaching staff and Form Tutors must keep up to date with Labour market Information and developments in CEG. The PSHE and CEG enrichment delivery teams are responsible for delivering the relevant CEG and Work Experience schemes of work. Form Tutors also have a responsibility to inform students of CEG events that are disseminated from (CP).

The Form Tutor is expected to monitor their Year 11 students' applications to Post-16 providers. This is to ensure applications are completed to a good standard. We do not want students sending off poor quality applications and then losing out on Post-16 courses. It is important therefore that form tutors support tutees in their application writing, ensuring content and predicted grades are

correct and of good quality. Tutors can choose to support applications either during registration time or on Target Setting Day/Parents Evenings. Completion of the assessment of needs document for tutees.

The librarian works closely with (CP) and are required to:

- Ensure access for students
- Tidy the resources on a day to day basis
- Report to CP regarding issues of maintenance and provision
- Complete an annual audit of resources-according to the Connexions schedule
- Date stamp and file new resources
- Monitor stock and inform (CP) where there are gaps

The librarian is required to train and supervise the careers library student monitors.

Display technician is responsible for maintaining the paper based CEG notice board on ground floor and other paper based displays around the school. Work Experience placements, PA interviews, Post-16 open days, Modern Apprenticeships vacancies, Visits, Training Provider adverts, job vacancies and other CEG related information will be displayed and updated on a regular and when needed basis. (CP) is responsible for informing the technician when the notice board needs updating.

ICT Support is responsible for maintaining the CEG section of The Bemrose School website, that CEG adverts are displayed on the TV monitors around the school and that various ICT packages are working on the network. (CP) is responsible for informing the ICT support staff when the resources need updating.

Personal Advisor and MAT worker

We use personal advisors from Luminare to work with a select group who most at risk of becoming NEET and a personal advisor from Derby College, who work with our students who attend the Derby College offsite provision. These staff have an office in the 6th Form Common Room. These staff use data provided by the school (Identification of needs document-completed by Form Tutors) to organise interviews with the Year 11 students. Appointments with students are on a "need" basis. All students are identified and classed as a 1, 2, or 3. 1 is the most needy student and likely to be NEET. The PA/CP delivers purple Interview slips to students in registration. Form Tutors pass the purple interview slips to the students in their form. (Students will only be allowed out of a lesson by teaching staff on presentation of their purple slip). Students can also self refer by "dropping in" and making an appointment.

Support staff are required to maintain and update their own knowledge and skills base. Information gathered is cascaded to staff via email, morning briefing and the staffroom noticeboard. Support tutors should work in conjunction with the form tutor to monitor their Year 11 tutees post-16 applications. Support staff should assist the form tutor in completing the assessment of needs document for their tutees in Years 10 and 11.

Student entitlement

The senior management team abides by the principle that all students and staff at The Bemrose School have a right to information, which is:

- Impartial and which challenges stereotypical careers decisions
- Current (no more than two years old)
- Accessible (both physically and in a format which meets the learning needs of all students and staff), and
- Available at times which suits students and staff needs.

It is the duty of all staff at The Bemrose School to ensure that these principles are upheld. All staff are required to update their knowledge of the local and national labour market in order

to provide current and correct information to students. This will involve inset and whole school CEG inset. Staff are regularly updated by email, briefings and there is a CEG notice board in the staff room.

Content

The Bemrose School achieved Career Mark 5 (the connexions quality mark for CEG) in July 2010 and was revalidated for Career Mark 6 in 2015. This proves that the school meets a set of minimum standards for the provision of information and delivers a high quality CEG programme to the students in our care.

Our information is available in a range of formats including paper based, ICT based and in audio-visual formats (including verbal information provided in guidance sessions).

The Bemrose School will ensure that information is provided in a differentiated manner to meet the needs of the different learning abilities of students in the school. Hence we provide several Internet based packages, which are especially suitable for students of low ability. There is also a career related display in the Learning Support Unit and ERF centre, which is updated by the SENCO/ERF manager in liaison with (CP).

Cross-references

This policy has been created with reference to the following documents:

- Equal opportunities policy
- CPD policy
- CEG action plan 2020-22
- CEG Policy 2020-22
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- PSHE and Citizenship development plan
- Special Educational Needs policy
- Library policy
- Work experience policy 2020-22

Budget

The Bemrose School identifies £100 annually to provide the Information resources for the careers library. This budget is managed by (CP). The CEG and WEX budget in the next financial year amounts to £4900.

Organisation

The PSHE team mainly delivers the CEG programme. Form tutors also have a role, with specific tasks to be completed including the assessment of needs document and monitoring of a tutees Post-16 applications. There is a specific CEG scheme of work for each year group from Year 7 to Year 13. Greater detail of the schemes of work and individual lesson plans are available on the school careers website/teacher share. In Year 7 and 8 the PSHE team delivers the CEG lessons. All Year 7 students receive a Careers and personal development leaflet –“a quick guide to information for you”. In Year 8 students are introduced to the ICT packages including Kudos and the CRCI resources. The main focus in Year 8 is on “Why a career goal is important”? In Year 9 the scheme of work is taught in the autumn term, before students make their KS4 choices as part of the “options process.

In KS4 CEG work is delivered through whole school enrichment days and PSHE time during the school year. This includes information about options such as 6th form and Apprenticeships, the application process. In Year 11 the focus is on the application process for Post-16 places (CV, application forms, sift process, interview skills) and the one-week work experience placement. Special assemblies are also organised and delivered by representatives from colleges, employers and training organisations. The careers library and laptop trolleys can be booked in advance. (In the period June-July there is also more opportunity to book the ICT rooms). In Years 12 and 13 there is

a detailed scheme of work delivered by tutors and the Head of Sixth Form, including how to write a personal statement and how to apply to university/apprenticeships/employment.

The careers library is well equipped and contains the following:

- I. Access to tablet computers for access to key careers websites for example.
www.Connexions-Derbyshire.co.uk, kudos, Job explorer database, Higher Ideas, Ucas, Apprenticeships, www.bemroseschool.org.uk/careers
- II. A selection of videos and DVD's-all are available from Media drive
- III. Reference books and information sheets such as Fact file, job file, Working In series
- IV. Information on companies and career pamphlets stored using the Connexions Resource Centre Index (CRCI)
- V. Information on Colleges, schools with a sixth form and training providers
- VI. Information on job vacancies
- VII. The school website has a special section on careers information providing "guided access" to key recommended websites, careers schemes of work, links pages and ICT resources
- VIII. Personal development information on housing, health issues, relationships, the law, free time, and
- IX. Information on money and benefits.
- X. Students can access a variety of leaflets that are free for them to take from the leaflet rack.
- XI. The careers library is signposted from all directions once students are in the main building.

Library access

All resources and books are housed in the library and are available to all members of the school community. This will include resources relating to careers education and guidance and work related learning.

Where difficulties exist in accessing the library based information the following solutions will apply:

- Special arrangements will be put in place to make visits possible. The first point of contact for such arrangements will be the librarian. Special arrangements may include: escorted visits, physical assistance, mapping routes to the library or other action appropriate to the access problem
- Where possible catalogues, materials and resources will be made available online and maybe accessed remotely from the library or ICT rooms using the schools computer network, and
- On request, the librarian will visit staff and groups of students to discuss their requirements. Arrangements will then be made for staff/groups to have a range of materials delivered in their classroom (on loan) for a fixed period of time.

Maintenance

(CP) working closely with the librarian and the SENCO is responsible for ensuring that resources are available to meet all needs. Once decisions are made about the ordering of resources, the information will be passed to the Finance office who will complete the documentation and place the order. On receipt these will be passed to the librarian who will supervise date stamping and filing. This is to be carried out by the library monitors.

The resources will be audited annually to check for currency. This will be carried out by the librarian and will form part of libraries development plan.

Resource awareness and promotion

All new teaching staff will receive an induction in CEG (CEG new staff guide) and in the use of the Careers library/ Information resources. Established staff are required to keep up to date and to refresh their knowledge on a regular basis.

New information on new resources or key items on the labour market will be updated to staff by (CP) via the school website, teacher share and email.

(CP) will inform staff via this method on the arrival and distribution of key resources.

All students will receive an induction to the careers library during their library lessons. This will be repeated at key points during Year 8, 9, 10, and 11. In Year 9 in association with KS4 options choices, Year 10 with Work experience, and in association with Post-16 option choices.

Students can pick up a variety of Careers related and personal development leaflets from the careers library and from visitors reception.

Students will access and research the Routes Ahead database featured on the school website during CEG and ICT lessons in Years 10 and 11.

Evaluation

The librarian will monitor the use of the Careers resources at lunchtimes and during after hours drop in sessions to ensure that resources are used effectively and that any gaps in provision are identified.

The PA will report to (CP) on issues regarding the provision and use of resources during guidance sessions.

All year groups will conduct an evaluation of their CEG lessons- the CEG questionnaire.

The results of all evaluations will be used to inform the CEG development plan, which is written and reviewed annually in line with the schools' approach to continuous improvement.

The policy will be reviewed bi-annually in conjunction with all key stakeholders.

Annual Maintenance Schedule

Timing	Action	CRCI index	Responsibility	Material provided by
Weekly	Information boards	All	Librarian	CP
Weekly	Website Events	All	LR/ deputy admin assistant	CP
Weekly	Housekeeping and filing of new material. Checking dates and currency of materials	All	Librarian	CP
Annual: MAY	Full audit to minimum requirements	All	Librarian	CP
Monthly	To update material, check cataloguing, maintain recommended list including currency and equal opportunity	All as listed below	Librarian	CP

	standards			
September	“	Choices	“	“
October	“	Education	“	“
November/ December	“	Work and Training	“	“
January	“	Health	“	“
February	“	Law, rights and citizenship	“	“
March	“	Money	“	“
April	“	Travel & information	“	“
June	“	Free time & volunteering	“	“
July	“	Z	“	“

Other related policies: CEG action plan, wex policy, CEG staff guide, CEG policy.

This policy was adopted by the schools governing body on:

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Signed

Signed (Head Teacher).....

This policy will be reviewed in June 2022.

Glossary

AHT KS4/5 - assistant headteacher key stage 4
ASDAN - a qualification award
CEG - Careers education and guidance
Connexions PA - Connexions personal advisor
Connexions MAT - Multi agency worker
CP- Claire Pavitt
CPD-Continuous Professional Development
CPO - Child protection officer
CRCI - Connexions resource centre index
DEBP – Derbyshire education and business partnership
Dept-department
I/C - in charge
ICT- Information communication technology
KS - key stage
LA - local authority
LMI - labour market information
LR-Lisa Roberts
LT - leadership team
MD - Mike Denison
NEET - not in education, employment or training
PSHE – personal, social and health education
WEX - work experience
WRL - work related learning

