

## City of London School for Girls Policy for Careers Information Education and Guidance (CIEAG)

- **The Rationale for CIEAG**

All CLSG pupils are offered a planned programme of activities to help them make decisions and plan their careers, both in School and after they leave. The 1997 Education Act places a duty on schools to give pupils in years 9 -11 access to careers education and guidance. Careers education helps young people develop the knowledge and skills they need to make successful choices, manage transitions in learning and move into work. Careers guidance enables young people to use the knowledge and skills they develop to make the decisions about learning and work that are right for them. The School's policy on Work Related Learning reflects the QCA Guidance on Work Related Learning for all at Key Stage which became a statutory requirement in 2004. The School is in the process of incorporating the National Quality Standards for Information and Guidance which were outlined on 31st October 2007 and which come into effect in April 2008.

- **Commitment**

The School is committed to providing a planned programme of impartial, accurate and up to date careers education information and guidance for all pupils in Years 7-13 in partnership with the local Connexions Service and with ISCO (the Independent Schools Careers Organisation)

The School endeavours to follow the National Framework for CEG for 11-19 in England (DfES 2001) and other relevant guidance from DFCS, QCA, Ofsted and HMC/ GSA.

The School was awarded the Careers Excellence Award in 2001. This was subsumed into Investors in Careers. Investors in Careers was re-awarded 2004-2007. The School is committed to a further re-award for 2007 – 2010.

- **Development**

This policy has been developed and is reviewed through discussion with the Headmistress and the Senior Management Team and the submission of the annual Departmental Plan. It has evolved through response to the re-award of Investors in Careers, discussion with the School's local Connexions Service, the use of the Cegnet website, teaching staff, parents and pupils. A Careers Committee composed of pupils across the age range provides regular input into the Careers Programme.

- **Links with other policies**

It is underpinned by the School's mission statement aiming to "develop informed, cultured, civilised and skilled young women, preparing them for Higher Education,

careers, leadership and the wider world" and by School policies for teaching and learning, assessment, recording and reporting achievement, PHSE, citizenship, work related learning and enterprise education, health and safety, gifted and talented and special educational needs.

## **Objectives**

- Pupil needs. The Careers Programme is designed to meet the needs of the girls at this School. It is differentiated and personalised to ensure progression through activities that are appropriate to the pupils' stages of career learning, planning and development.
- Entitlement. Pupils are entitled to careers information education and guidance that meets professional standards of practice and is person-centred and impartial. It is integrated into their experience of the whole curriculum based on a partnership approach with pupils, their parents and or carers. The programme aims to discourage stereotyping and to promote equality of opportunity and inclusion.

## **Implementation**

- Management

Mrs Lipman is the designated Head of Careers, and Miss Goodwin is the Assistant Head of Careers. Mrs Lipman is responsible for co-ordinating the careers programme. She works closely with Mr Douglas, the Deputy Head and with the School's Connexions co-ordinator and ISCO's regional director. The Head of Careers is responsible for the management of the programme of student guidance and work experience.

- Staffing

All staff contribute to careers education and guidance through their role as tutors and subject teachers. Specialist sessions are delivered within the framework of PHSE, Citizenship and Work Related Learning. Careers education and guidance is planned, monitored and evaluated by the Head of Careers. Careers information is located on the careers page of the School portal and in the School Library. The latter is maintained by the School Librarian.

- Curriculum

The careers programme includes careers education sessions, career guidance activities ( group work and individual interviews) information and research activities and work related learning which includes a minimum of one week's work experience and individual learning planning/portfolio activities. Careers lessons are part of the School's Personal Development programme which includes tutor time, pastoral time with Heads of Section, a Speakers' Programme and General Studies. Other focused events include an annual Higher Education and UCAS Evening, a biennial Careers Convention and annual programmes of Take Our Daughters to Work, City Girls in

Science, City Girls in the Arts and City Girls in the City. Work experience preparation and follow up takes place in careers lessons and other appropriate parts of the curriculum.

Pupils are actively involved in the planning, delivery and evaluation of activities through the Careers Committee which meets at least twice each half term and through the monitoring which is undertaken following each activity.

- Assessment

Career learning outcomes are based on the National Framework and assessment for learning techniques. They have been developed for each year group within schemes of work.

- Partnership

An annual Partnership Agreement is negotiated between the School, the local Connexions Service and ISCO. This identifies the contribution to the programme that each will make. External stakeholders such as "The Friends" (parents) "CLOGA" ( former pupils) Trident ( who check work experience placements for health and safety) are consulted as appropriate. Internal partnerships with Heads of Section, subject specialists and form staff, the School Librarian and administrative staff are on-going. The Careers Committee as a representative voice of the pupils is a significant influence on the content and delivery of the School's programme.

- Resources

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs of CEG. The Head of Careers is responsible for the effective deployment of resources. Sources of external funding are actively sought.

- Monitoring, review and evaluation

The Partnership Agreement with Connexions and with ISCO is reviewed annually by the Head of Careers and the personal adviser using local quality standards for CEG to identify desirable improvements. The annual development plan includes sections for monitoring, review and evaluation.