



**St. Mary's Grammar School, Belfast**

**CAREERS EDUCATION,**  
**INFORMATION, ADVICE AND**  
**GUIDANCE (CEIAG) POLICY**

**December 2017**



<p><b>1. Title</b></p>	<p><i>St Mary's Christian Brothers Grammar School</i> Policy for Careers Education, Information Advice and Guidance (CEIAG)</p>
<p><b>Introduction</b></p> <p>Rationale for CEIAG</p>	<p><b>Introduction</b></p> <p>The CEIAG policy of St Mary's CBGS is set in the context of the religious and educational philosophy of the Congregation of Christian Brothers. It is an integrated part of the school's mission statement.</p> <p>A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make informed decisions and plan their careers, both in school and after they leave. The Education (NI) Order 2006 and the 1997 Education Act place a duty on schools to give students access to CEIAG. St Mary's CBGS endeavours to follow the National Curriculum programmes of study for PSHE and citizenship, the QCA guidance on Work Related Learning for All at Key Stage 4, the Department of Education's (DENI) Revised Curriculum and the Entitlement Framework, the DENI/DfE Guidance on Preparing For Success (2009) and the Education and Training Inspectorate's guidance on quality for CEIAG provision in post primary schools (2009).</p>
<ul style="list-style-type: none"> <li>▪ Commitment</li> </ul>	<p>St Mary's CBGS is committed to providing a planned programme of CEIAG guidance for all students with particular emphasis on the key transition points in Years 10, 12, 13 and 14.</p>
<ul style="list-style-type: none"> <li>▪ Development</li> </ul>	<p>This policy was developed and will be reviewed annually through discussions with the school's Careers Department, Senior Leadership Team, students, parents, governors, advisory staff and other external partners.</p>
<ul style="list-style-type: none"> <li>▪ Links with other policies</li> </ul>	<p>It is underpinned by the school's policies for teaching and learning, curriculum, assessment, child protection, equal opportunities, health and safety, educational visits, and special educational needs.</p>
<p><b>2. Objectives</b></p> <ul style="list-style-type: none"> <li>▪ Students' needs</li> </ul>	<p><b>Objectives</b></p> <p>The careers programme is designed to meet the needs of students at St Mary's CBGS. It is differentiated to ensure progression through activities that are appropriate to students' stages of career awareness, development, exploration and management.</p>
<ul style="list-style-type: none"> <li>▪ Entitlement</li> </ul>	<p>Students are entitled to CEIAG that is flexible, challenging, impartial and confidential. It will be integrated into their experience of the whole curriculum, based on a partnership with students and their parents or carers. The programme will promote equality of opportunity and inclusion.</p>

<p><b>3. Implementation</b></p> <ul style="list-style-type: none"> <li>▪ Management</li> </ul>	<p><i>Implementation</i></p> <p>The Vice Principal (VP) for Curriculum is responsible for co-ordinating the careers programme. The co-ordinator works closely with the school's Careers Adviser and is responsible to the Principal. The Careers Adviser reports directly to the VP for Curriculum and the Director of Corporate Services. Careers advice and guidance is managed through the school's Careers Adviser and the N.I. Careers Service. Overall learner guidance is managed through the school's Pastoral Care Teams. Work experience is planned and implemented by the Careers Adviser who works with the careers department. STEAM focused Career activities are co-ordinated by the Careers Adviser and the school's STEAM Working Group.</p>
<ul style="list-style-type: none"> <li>▪ Staffing</li> </ul>	<p>All staff are expected to contribute to the CEIAG programme through their roles as Form and subject teachers. Careers education is planned, monitored and evaluated by the Careers Adviser in consultation with the school's Senior Leadership Team (SLT). A specialist personal development team, including form teachers, delivers it. The Careers Adviser provides specialist careers advice and guidance to all students. The Head of Learning for Life and Work liaises with the Careers Adviser to ensure that Employability and Work-related Learning are delivered at Key Stage 3 and 4. Eleven careers teachers deliver key elements of careers education to Year 10, 13 and 14 students. An experienced member of the careers department is responsible for the Year 10 Choices process while a second careers teacher is responsible for those Year 12 students who have pre-identified their desire to leave St Mary's CBGS.</p>
<ul style="list-style-type: none"> <li>▪ Delivery</li> </ul>	<p>The careers programme includes careers education lessons, careers guidance activities (group work and individual interviews), information and research activities, work-related learning (including Year 12 and 13 work experience), action planning and specialist careers activities. Career lessons at Key stage 3 and 4 are part of the school's Personal Development programme, delivered through Form Teachers. Year 10 receive a timetabled period of careers education on a weekly basis throughout the year. Year 13 and 14 students receive stand alone Career Planning lessons delivered by careers teachers. Senior students also have the opportunity to partake in a variety of workshops, such as Application Forms and CV's and receive a Mock Interview for future employment or university. Other focused events, e.g. a Careers Convention, Visiting Speakers, are provided for students in all year groups. All subject teachers display information on career possibilities and pathways using their specialist subject in classrooms. Careers and LLW Teachers also display up to date labour market information in their classrooms. Individual guidance is offered to students in all year groups from the school's Careers Adviser with additional guidance interviews from the Careers Service for Year 12 students. Careers information is available in the school library, the Sixth</p>

	<p>Form Centre, the Careers Room and two Careers Notice Boards, which are maintained by the Careers Adviser. Careers software is installed on all student computers in the Study Halls and ICT Rooms.</p>
<ul style="list-style-type: none"> <li>▪ Work Related Learning</li> </ul>	<p>Work-Related Learning for students is mapped across the curriculum and provided for students by a wide variety of events and talks.</p> <p>Years 9-14 have a stand-alone Careers Day where they are brought into contact with a range of local and national employers each year. Guest speakers are invited into Career classes in Year 10, 12, 13 and 14. Employers are also involved in talks through other curriculum areas.</p> <p>The Careers Department uses Young Enterprise N.I. the West Belfast Business Education Partnership and a high volume of school Alumni to provide employers at events and to provide class talks for all students.</p> <p>Formal work experience is an integral part of the Year 13 Careers Programme and the vocational Year 12 Careers Programme. The Year 13 Form Teachers and Head of Year 13 gather work placement details for students who have organised their own placements and send these to the Careers Adviser.</p> <p>The Careers Adviser takes responsibility for final student placements, indemnity letters and co-ordinating work place visits from staff.</p> <p>The Vice Principal for Curriculum allocates staff for work experience visits. The majority of students receive a visit on work experience, while some are checked up on by telephone.</p> <p>Work experience preparation and follow-up take place in career lessons and other appropriate parts of the curriculum.</p>
<ul style="list-style-type: none"> <li>▪ Individual advice and guidance</li> </ul>	<p>All students have daily access to impartial, confidential and student-centred careers advice and guidance. The school's Careers Adviser works individually with students to develop action plans which identify the range of options available in education, training and employment and individually tailors it for each pupil. The Careers Adviser provides intensive guidance during the critical period of examination results. All interviews are recorded, copied to the student and kept in a locked filing cabinet in the Careers Room. Interviews are followed up with review interviews when required. Year 12 students also have the opportunity to receive a careers guidance interview with a N.I. Careers Service Adviser. The school's Careers Adviser works within the overall learner guidance team and is fully qualified and a member of the Career Development Institute (CDI) and the N.I. Schools and Colleges Careers Association (NISCA).</p>
<ul style="list-style-type: none"> <li>▪ Transition</li> </ul>	<p>St Mary's CBGS Careers Department endeavours to provide consistent, coherent support to those students facing key transitions in Years 10, 12, 13 and 14.</p> <p>Key Stage 4 students follow a careers programme during Form Class. Year 10 and Year 12 Options Information is published by the school and distributed to all relevant students and their parents or carers.</p>

	<p>Year 10 students are provided with a Career Planning Day, a Choices workshop, specialist assemblies and subject talks from teachers and the school's Careers Adviser. Parents and carers are involved in an Options event and receive consultations with the Careers Adviser and the Senior Leadership Team.</p> <p>Year 12 students attend a local careers convention and are provided with specialist assemblies, subject and careers specialist talks and structured advice from Year 14 students during the Form Period. Every student receives a guidance interview from either the school's Careers Adviser, the N.I. Careers Service or the Senior Leadership Team. Parents and carers are involved in an Options evening and receive consultations with the Careers Adviser and the Senior Leadership Team.</p> <p>Students in Years 13 and 14 receive individual careers advice and guidance, stand alone careers lessons, information sessions from all local Further and Higher Education institutions, specialist careers talks from ex students, support for HE applications and mock interviews from local employers. In September parents of Year 11 and Year 13 students attend an Induction and Information evening and parents of Year 14 students attend an Information Evening on Post 18 Choices and the UCAS/University process.</p> <p>Each August information, intensive advice and guidance is offered in school, by telephone and email to those students receiving examination results and their parents or carers.</p>
<ul style="list-style-type: none"> <li>▪ Assessment</li> </ul>	<p>Career learning outcomes have been identified and a framework for assessing what students have achieved has been developed for all year groups.</p>
<ul style="list-style-type: none"> <li>▪ Partnerships</li> </ul>	<p>The Careers Department proactively seeks and maintains strong working relationships with local and national employers and organisations. The school's Careers Adviser sits on the Careers sub group of the West Belfast Area Learning Community and the Business Education Partnership. An annual Partnership Agreement is negotiated between the school and the N.I. Careers Service, identifying the contributions to the programme that each will make. Other partnerships exist and are being further developed, with local training providers and employers, organisations such as Sentinus, Charter, W5, local and national Higher Education Institutions and professional bodies such as the British Psychological Society, the Royal Society of Chemistry, the Institute of Chemical Engineering and the Institute of Chartered Accountants in Ireland.</p>
<ul style="list-style-type: none"> <li>▪ Resources</li> </ul>	<p>Funding is allocated in the annual budget. Funding for developments in the school's improvement plan are considered in the context of whole school priorities. Sources of external funding are actively sought.</p>
<ul style="list-style-type: none"> <li>▪ Staff development</li> </ul>	<p>Staff training needs for planning and delivering the careers</p>

	<p>programme will be identified in the school's staff development plan, and activities will be planned to meet them. Careers Teachers are involved in professional development events organised by organisations such as the Education Authority, the Department of Education (DENI), the Regional Training Unit (RTU), NISCA, local universities and tailored CPD events. The Careers Adviser provides training and support to Form Teachers on delivering careers education and UCAS. Training and support is offered to all teaching staff during INSET Days on a variety of issues pertaining to school CEIAG provision. Funding will be accessed from the school's Staff Development and Careers Department budgets.</p>
<ul style="list-style-type: none"> <li>▪ Monitoring, review and evaluation</li> </ul>	<p>A framework for monitoring the delivery of the careers programme was agreed and put in place in 2009. The Partnership Agreement with the NI Careers Service is reviewed annually. The CEIAG programme is reviewed annually by the VP for Curriculum and the Careers Adviser using the local quality standards for CEIAG to identify desirable improvements. Informal evaluations are carried out from time to time by the Careers Adviser. The Careers Adviser also conducts a formal feedback survey of careers guidance activities annually, compiles a feedback report and highlights key actions for improvement. Student and staff feedback is used to inform the One Year and Three Year CEIAG Action Plan. Each term the Careers Department holds a meeting and the Careers Adviser provides reports on CEIAG provision within the school and receives guidance from the Principal, VP for Curriculum and the Director of Corporate Services.</p>

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**Approvals**

▪ Signatures:      Careers Co-ordinator

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   Careers Adviser

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   Principal

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   Chair of Governors

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▪ Date of approval by Governors:

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▪ Date of next annual review:

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