



# LONGSTONE SCHOOL

# CEIAG Policy

**Article 28 Every child has the right to an education.**

**Article 29 Education must develop every child's personality, talents and abilities to the full.**

**ETI (Feb 2016) stated "curriculum provision for leavers has a very appropriate and highly effective focus on employability skills and innovative Careers Education"**

**REVIEWED: August 2022**



## **The Aims Of Effective CEIAG Provision (DENI Preparing For Success)**

The overall objective of effective CEIAG provision is to enable learners to become effective career decision makers, empowered to manage their own career development successfully, confidently and with due respect and care for their own needs, those of others and of their wider communities. **(Article 29 Develop Talents and Abilities)**. There are three aims needed:

### **Aim 1: Self-Awareness and Development**

Identifying, assessing and developing the skills and qualities necessary to choose and implement an appropriate Career plan including the ability to make considered choices, formulate and implement career plans and cope with transition from school to adult life. **(Article 12 Right to an Opinion)**.

Students develop the skills to improve their knowledge and understanding of themselves and others as individuals including their strengths and limitations, personal qualities, interests, abilities, skills, potential, values, motivation and needs. **(Article 28 Right to an Education)**.

### **Aim 2: Career Exploration**

Acquiring and evaluating information, and reviewing experiences to identify and investigate appropriate Career pathways and learning opportunities in education, training and employment, locally, nationally and internationally. They also acquire a knowledge and understanding of the world in which they live and other Career opportunities available and routes of entry available to them. **(Article 17 Right to Access Information)**.

### **Aim 3: Career Management**

Developing skills in Career planning, and employing effective Career decision making strategies to manage transition and make suitable Career development choices, with the appropriate support, advice and guidance.

Longstone will offer a broad range of advice, guidance, support, experiences and taught lessons in order that the pupil may achieve these aims to the best of their ability. Personal Career Planning is an important element in achieving these aims.

What is Personal Career Planning?

“A Personal Career Plan (PCP) provides a tool for pupils to plot their educational choices, educational experiences and non educational experiences as they move through school. A PCP helps to connect pupil’s experiences as they move through important transition points and also helps to link school with the post secondary experience.”

Building a PCP is a process. Much of the formative work for this process takes place through CEIAG. We are focusing on using Careers Service NI website and other online tools to aid with KS4 Personal Career Planning. The Careers Advisor also completes a Careers Guidance Action Plan during one-to-one interviews which assists

pupils and parents with Career Planning. Staff training for teachers on PCPs has been scheduled as part of the August 2022 Baker Day programme.

## **Current Careers Department Practice in Longstone School**

### **Careers Staff**

Mr McIlmoyle - Careers Coordinator and Vice-Principal for Pastoral Care. He holds an Advanced Certificate in Careers Education and Guidance and Counselling. (QUB)

Mrs Plunkett – Careers Teacher & KS4 Co-ordinator

All KS3 and KS4 teachers deliver Careers across the curriculum within their subject areas, as appropriate.

Staff are always available in order to facilitate student requests for careers information, advice and guidance. Careers development is an integral part of the Pastoral Care Interview conducted by all Form Teachers with all pupils in Longstone.

A timetable of Careers in KS4 and employability periods in KS3 is identified at the start of the year on the school timetable.

### **Key Stage 1 and 2**

The PDMU programme (Personal Development and Mutual Understanding) has modules on “World around Us”. Within this module pupils explore various jobs and Careers. TS&PC (Thinking Skills and Personal Capabilities) are identified on Pupil IEP’s and Cross Curricular Skills are identified on Term Planners. These form the basis of employability skills which are built upon in KS 3 and 4. We are also working on the development of a Personal Career Plan for Foundation Stage, Key Stage One and Key Stage Two. This document which will be filled in the individual pupils Progress Files will track pupil achievements and aspirations as they transition between each Key Stage.

### **Key Stage 3**

In KS3 Careers is delivered through the Employability module in LLW by Form Teachers. It also includes industrial visits and visiting speakers to the school including past pupils. Pupils have the opportunity to

- Examine their skills and qualities.
- Examine aspects of the changing world of work.
- Begin to develop a Personal Career Plan and investigate a variety of careers.
- STEM is identified on all subject Term Planners
- Develop TSPC (Thinking Skills & Personal Capabilities) which are identified on Pupil IEP’s
- Cross Curricular Skills are identified on Term Planners
- Participate in Mini Enterprise activities

## Key Stage 4

Careers is delivered in a formal structured way in KS4. Pupils who are of the appropriate ability are entered for the Prince's Trust Achieve Personal Development and Employability Qualification in Years 11 and 12. A progressive Careers programme has been created and is delivered as part of the timetable. Pupils receive two periods per week. In Year 12 Career guidance is delivered in co-operation with Gillian Young, the Careers Adviser from DEL. This takes the form of group work, industrial visits, visiting speakers to the school and one on one interviews. In KS4 pupils will have the opportunity to:

- **KS4 Help Your Child Succeed Transition Information Session for parents**
- Further examine their skills and qualities.
- Further examine aspects of the changing world of work.
- Undertake further work in Personal Career Planning and investigate a variety of careers.
- Examine and develop a knowledge of Health and Safety at work.
- Attend the Pupil/Parents Transition Evening
- Discuss possible Career paths.
- Visit and sample FE Colleges/Training Organisations in their area.
- Attend a link course at Belfast Metropolitan College (Castlereagh Campus) every Tuesday. 9.30am – 12.30pm
- Attend Industry visits.
- Participate in STEM workshops.
- Further develop TSPC (Thinking Skills & Personal Capabilities) which are identified on Pupil IEP's
- Cross Curricular Skills are identified on Term Planners
- Participate in an Enterprise workshop.
- Participate in an Interview workshop.
- Participate in volunteering opportunities as and when possible.

At the Year 10,11 and 12 Transitions meetings in Term 2 parents and pupils have access to relevant training providers, Careers Advisor and Transitions Officers (EA) to help make decisions regarding post school options. **(Article 17 Right to Access Information).**

## Work Related Learning

Every pupil has the opportunity to undertake a week's Work Experience in Term 1 of Year 12 (*COVID19 restrictions permitting*). **(Article 29 Develop Talents and Abilities).**

Aims of Work Experience include:

- experiencing firsthand the world of work.
- assisting the pupil in the further development of employability skills and to put these skills into practice.
- enabling the pupil to make informed Career choices.
- giving the pupil an insight into the realities of the workplace.
- raising pupil awareness of current Employment Legislation including Health and Safety Regulations.
- motivating and stimulating the pupils to achieve his/her full potential.

### **Work Related Learning Monitoring and Evaluation**

The school works in partnership with the parents to help choose their placement in May/June of year 11.

The school uses its Work Experience Database to arrange for suitable employers to take pupils if they are having difficulty finding a placement.

Work Experience/employment skills placements are a major element of the Careers programme in KS4. Pupils prepare for their Work Experience during year 11 and the start of year 12 in their Career classes and they must complete a log book to evaluate their performance and experiences gained during Work Experience. They are assessed on their performance at work by Mr McIlmoyle as well as the Employer who completes an Employer Report. These Reports are displayed on the Careers room wall.

Photographs and Video evidence of each pupil is recorded during the placement. The pupils explain what their job is about and outline the new skills and qualities they have learnt. These are presented to a whole school audience on return to school. Each pupil produces a Work Experience Diary, a written report for their Entry Level Certificate English and the Employers provide verbal and written feedback. **(Article 29 Develop Talents and Abilities).**

Debrief interviews take place with the Careers Advisor and Mr McIlmoyle and this will contribute to their Personal Career Plan and Progress File. Information gained about the pupil's performance from the employer in conjunction with Mr McIlmoyle and evidence from the pupil's Work Experience log book, will then be used in a new award for Work Experience which will be presented on Prize Day.

It is very important that our pupils have access to a high quality CEIAG provision. This is to help them make informed choices and decisions for the future. We would hope to make our pupils employable, empowering them with a variety of employability skills which will help them seek and maintain that employment. **(Article 28 Right to an Education).**

A Work Experience Database and photographic evidence of placements has been collated and developed over the past 12 years for use in helping Year 11 pupils identify future placements.

Industry visits provide experience which will increase pupils' knowledge and understanding of the requirements of the world of work. **(Article 24 Right to a clean and safe environment).**

Work Experience remains an integral part of our School Development Plan.

## Careers Department Aims

- To enable our pupils to realise their full potential by getting to know their strengths, interests, values, attitudes, hopes and aspirations.
- To reflect on self-development and to consider how their attributes and ambitions relate to future lifestyles, education, training and employment opportunities.
- To gain a broad understanding of the opportunities which may be open to them and enable them to make realistic and informed decisions.
- To become aware of the relationship between what they are studying at school and possible routes into F.E., training and employment.
- To become familiar with the process of Personal Career Planning.
- To have planned contacts with the world of work through our employment skills programme and work experience placements.
- To follow a coherent and continuous programme that runs from Years 8 to 12.
- To provide access to impartial advice and guidance through links with relevant outside agencies such as the Careers Advisors from the Department for Employment & Learning, SERC (Lisburn, North Down and Downpatrick), MENCAP, BMC, Stepping Stones, Workforce Training, People First and Transitions Officer from EANI in order to make well informed and realistic career decisions.
- To attend Careers Conventions, or Employment Talks as appropriate.
- Facilitate smooth transition from Longstone for the pupil at the end of Year 12 to Further Education, training, employment, access to Special Education provision for 16 – 19 year olds or voluntary work.
- Mr McIlmoyle to provide follow-up support for school leavers in their Post 16 choice for up to 3 years.

### Partnerships

An annual CEIAG Partnership Agreement is negotiated between the school and the Careers Service Northern Ireland. The overall aim of the agreement is to establish a framework to ensure all pupils in Longstone have access to high quality Careers Education, Information, Advice and Guidance and to enable pupils to become effective career decision makers. Links with local business are continually being developed through work placements, Big Ted workshops and visiting speakers. EANI Transition Officers provide guidance and support throughout the year and attend the Annual Review interviews in year 10, 11 and 12. Past pupils are also invited to school to share their experiences of school and Post 16 life.

## **Parents and carers**

Parental involvement is encouraged at all stages, particularly in helping the young person to find a work placement and arrangements for Sampling at FE Colleges and Training providers. Parents are informed about Careers information through letters and at planned Careers events. Parents and pupils in Years 10, 11 and 12 are invited to a Careers Convention in school in Term 1 and to a Careers/Transition interview in Term 2 of Year 12. Relevant Training organisations, the DEL Careers Adviser and Education Board Transition Officers are present at both events. This event is also offered to other schools who may find it beneficial for their pupils or parents. We also offer parents the opportunity to attend a KS4 Help Your Child Succeed information session in June to assist with transition into KS4.

## **Careers Advice and Guidance - Careers Service Northern Ireland**

Mrs Gillian Young, Careers Adviser works closely with the school providing Careers guidance through individual pupil interviews, attendance at transition planning, parents' events, attendance at Careers Conventions and providing class talks. Mrs Young also provides guidance to Parents and support workers as necessary throughout the school year.

## **Transition Plan/Progression Routes**

A Transition Plan is developed through Years 10, 11 and 12 in consultation with parents, pupils DEL Careers Adviser, Education Board Transitions Officer, school staff and other relevant agencies in preparation for decision making regarding post school options.

A record is kept of school leaver destinations each year and followed up by Mr McIlmoyle to ensure the Post 16 placement is appropriate and maintained.

Mr McIlmoyle visits all leavers in their Post 16 placement to ensure a smooth transition. Photographic evidence is maintained for use with incoming Year 12 pupils. This process happens regularly in the first term after leaving and as required thereafter.

Year 12 pupils complete a survey to help inform or amend the Careers Programme. The collated evidence from this is presented to the BOG along with other CEIAG updates.

A Longstone Parent Guide has been developed through Extended Schools funding and is given to each Year 12 Parent at the September Careers Convention. A Pupil Guide will be given to all Year 12 pupils at their Annual Review in February.

Travel Training increases the options available to pupils if they were able to travel independently. Successful links have been established between Longstone and Translink to further develop and enhance our Independent Travel Programme.



# Programme

The formal programme of Careers Education Information Advice and Guidance includes:

Key: CE - Careers Education. WRL – Work Related Learning. CA & G – Careers Advice and Guidance. CI – Careers Information.

## *Key Stage 4 (Years 11 & 12)*

- Taught progressive Careers programme (C.E) including Prince's Trust Achieve Employability and Personal Development qualification.
- Link Course at BMC Castlereagh every Tuesday morning where 4 accredited modules are offered by OCN. (CE ) (WRL)
- One week work experience in Year 12.(October) (WRL)
- Individual guidance interviews with DEL careers officer (CA and G)
- Access to computer programmes which matches level of interest and ability to possible careers. (CI)
- Further research on selected career areas for Personal Career Plans (CE)
- Longstone Careers Convention - Parents receive Longstone Parent Guide for Transition. (CI)
- Talks on post-16 options with Careers staff and Careers Advisor. (CA and G)
- Talk to parents and pupils on preparation for transition to Year 11 (CA and G) including the **KS4 Help your Child Succeed Information session** held in June for Yr 11 and Yr 12 parents (in line with COVID19 restrictions).
- Year 10, 11 and 12 Transition meetings are held in February with access for parents and pupils to relevant Transition Officers and Careers Advisor. (CA and G)
- Visits to F.E College and training providers Open Days. (CI)
- Year 12 Sampling Week at FE Colleges and relevant Training Providers.(CA and G)
- Parents Night/Subject Consultations in September and February. (CA and G)
- Individual interviews with Careers Advisor in February of Year 12. (CA and G)
- Big Ted event in STEM activity – Year 11 October ( CE )
- Big Ted event in Enterprise activity – Year 11 November ( CE )
- Big Ted event on Interviews - Year 12 November ( CA and G )
- Travel Training – for Year 12 to familiarise pupils with public transport. Year 12 Oct – May. Mr McIlmoyle hopes to extend this to Year 11 – April - June – April. (CE)

### **Careers Information.**

Careers information is stored in the Careers classroom and is displayed conveniently and attractively. It is accessible to all pupils when they require it and takes into account the literacy skills of the pupils. Careers software is used in the Careers room and ICT suite to enhance the provision of CEIAG in KS 4. Years 11 and 12 have timetabled lessons in the ICT suite to use JED, Animods, write their Work Experience Diaries and to complete their Progress Files in Year 12. We have created a booklet which signposts pupils and staff to relevant online Careers Information and Software in order for them to have access to the most up-to-date resources.

### **Finance, Accommodation and Administration.**

A budget allowance is available for CEIAG programmes. Careers literature is on display in the Careers room and the ICT suite is timetabled for Careers lessons. The Vice Principal's office is used for individual interviews and Annual Reviews.

Each room should have an up-to-date Employability display.

### **Future plans.**

We have successfully rolled out the Princes Trust Achieve Programme at Entry Level 3 to all KS4 pupils over the past 2 years. The Princes Trust Achieve programme is an Employability and Personal Development qualification which can be awarded at Entry Level 3, Level 1 and Level 2, we piloted the Level 1 resources 2021 – 2022 so that pupils can be entered at the appropriate level according to their individual ability. Depending on individual ability we may decide to offer the Level 2 Award, which is equivalent to a GCSE grade C.

We have created a curriculum map using the 'Preparing for Success: Developing Effective Career Decision Makers' for the KS4 CEIAG programme and the Year 8 & Year 10 Programme of Study in 2021 - 2022. We would like to introduce the curriculum map to Year 9 in 2022 – 2023.

We are working with outside agencies such as the Employment East Project, Barclays Life Skills and Bangor Alternatives to provide a varied CEIAG programme which meets the needs and abilities to individual learners and also to provide impartial, quality Careers advice.

We piloted the Skills Builder Accelerator Programme to KS4 in 2021 – 2022, this is an assessment tool which allows us to track pupil progress with thinking skills and personal capabilities. The pilot was very successful, we achieved the Bronze Award and are further rolling this out to KS3 in the 2022/2023 academic year.

It is also our intention to continue to investigate the provision of a Year 13/14 to accommodate pupils who are not ready to transfer to Post 16 providers where issues such as Selection Criteria, resources and curriculum offer will be further explored.

We have reviewed our Work Experience policies and procedures in line with the new guidance provided from the Education Authority, **Work Experience Arrangements, 2019.**

## **Monitoring, Evaluation and Review.**

At the end of each academic year the Careers coordinator reviews and updates any changes to Term Planners and the Policy, taking into account any new developments in CEIAG.

The Action Plan and Maintenance Plan for 2022-23 will be presented to the BOG and evaluated at the end of the year. Success criteria and areas for development will be matched against the Quality Indicators from TTI.

Consultations will be held with KS3 and KS4 teachers to assess and evaluate the CEIAG provision throughout the school. This allows the coordinator to determine what has been learned and to show progression not only between year groups but also between Key Stages.

Feedback from employers and Post 16 providers is also helpful in assessing how we equip our pupils for the transition from school to College or the world of work and the quality of our provision for CEIAG across the school. The Careers coordinator will follow up the leavers in their new destinations to ensure each pupil is appropriately placed and on the correct Career path. A record of these visits will be kept with the Leavers Database and Work Experience placements, including photographic evidence.

Year 12 pupils will complete a survey in June of their final year to inform the Careers coordinator of the effectiveness of the programme and how it can be improved.

Updated Aug 22

## **Update to this policy in line with EA Work Experience guidance published in 2019**

In light of the changes to Work Experience practices issued by the EA, which go live in September 2020 Longstone School have made the following additions to their Work Experience procedures:

- Longstone School continue to work in partnership with a wide range of employers to ensure that time spent on Work Experience is well managed, organised and safe.
- As has always been the case, the best interests of our pupils are paramount. Before Work Experience placements begin pupils are equipped with knowledge about health and safety and they are also told who to go to if they have a problem on Work Experience.
- We no longer forward Work Experience documentation to the EA prior to a pupil attending Work Experience.
- Longstone School continues to retain documentation relating to Work Experience in centre. Documentation is retained from a pupil's date of birth plus 26 years. This information will be provided to the EA on request.
- Every Year 12 pupil will avail of a one-week Work Experience placement in October. Longstone School will make every arrangement possible to ensure all pupils have access to the opportunity of Work Experience and will make reasonable adjustments for the pupils when required.
- A smaller number of pupils may be offered the opportunity to complete longer term, extended work experience placements throughout Yr 11 and Year 12, in line with their individual needs. We have found that these longer-term work experience placements boost pupils' self-confidence, help us challenge chronic underachievement and help prepare pupils most in need of help with transitioning. Extended work experience placements are negotiated with parents and the EA and where possible linked to accreditation in school or on placement.
- Parents and pupils are advised at the beginning of all work experience programmes, pupils should not be attending Work Experience outside of term time, Monday – Friday, 9am – 5pm. If a pupil attends Work Experience outside of these hours no insurance indemnity will be provided.
- As a Rights Respecting School each child is encouraged to develop their talents and abilities regardless of their colour, gender, religion, ability or background. We encourage pupils to make choices about their placements and will support them in all realistic Work Experience goals.
- Before a pupil embarks on a placement checks are in place to make sure the tasks and duties they perform are:
  - In line with their individual abilities and interests.
  - Helping the pupil develop appropriate skills.
  - Reinforce learning which is taking place in school.
  - Encourages a greater appreciation for the world of work.
  - Complies with child employment by-laws.

- The EA recommend Access NI Checks for employers in the following situations:
  - When the pupil on placement is deemed vulnerable for educational, medical, behavioural or home circumstances reasons.
  - Students who will be supervised by a lone worker.
  - Placements in isolated environments.
  - Placements involving a high degree of travelling.
- The changes to our arrangements will be ratified by the BOG as recommended in the guidance published by the Education Authority.

### **COVID19 Addendum**

Significant changes have been made to our CEIAG programme for the year 2020 – 2021 and some of these changes remained in 2021 - 2022, in light of COVID19 restrictions and risks. We continue to monitor the situation in 2022/2023. A summary of the changes made are highlighted below:

- All teaching and learning resources have been uploaded to Google Classroom so that pupils can still access quality careers information and guidance from home if they are shielding or in the event of school closure.
- Gillian Young, the Careers Advisor will be connecting with the pupils virtually, through the WEBEX platform during timetabled Careers lessons instead of coming into the school.
- Video resources and booklets have been uploaded to Google Classroom and our school website to replace our Help your Child Succeed information session to help KS3 pupils transitioning to KS4.
- All industry visits, volunteering opportunities and work-related learning activities undergo a specific COVID19 risk assessment before they can be approved by Mr McIlmoyle (Vice Principal) and Mr O’Connell (Educational Visits Co-ordinator).
- Before link organisations like Orchardville, Bangor Alternatives, Big Ted and Barclays Life Skills can run CEIAG workshops and extended programmes in school risk, assessments are completed and all facilitators are provided with the most up-to-date guidance for visitors.