



Surrey Heath Area Partnership for Education

POLICY FOR CAREERS INFORMATION, ADVICE AND GUIDANCE IN SHAPE (THE SURREY HEATH PARTNERSHIP FOR EDUCATION)

Policy Context

The policy has been reviewed following the issue of the Impartial Careers Education Statutory Guidance.

The policy has been written with due reference to the following agenda/frameworks:

- Education Bill 2011
- Every Child Matters : Change for Children in Schools
- Youth Matters
- CIAG Quality Standards Framework
- Supporting Choices 11-19+

The Network acknowledges that this policy refers closely to the Supporting Choices Framework, as issued by the National Association of Connexions Partnership's CEG Reference Group.

SHAPE understands that the effective and efficient delivery of resources will be through good management, co-ordination and communication within the partnership, with all working in an open and transparent system where there is a clear understanding and respect for mutual roles, responsibilities and expertise.

Definitions:

"The Network" refers to the following schools which constitute SHAPE:

- Tomlinscote School and Sixth Form College
- Collingwood College
- King's International College for Business and the Arts
- Gordon's School
- Carwarden House School

Careers Education Information, Advice and Guidance (CEIAG) is defined as impartial support at key points of transition to raise aspirations and help young people make decisions about their future and support at any time in the teenage years when they need help to deal with the issues they may be facing".

High quality CEIAG leads to a personalised curriculum and reflects labour market information and each learner's aspirations, interests and abilities.

SHAPE CEIAG will be fully inclusive and totally impartial.

The Network recognises the need for member establishments to devise, manage, implement and evaluate their IAG provision on an individual basis. Nevertheless, the Network wishes to foster

and encourage within its membership the following guiding principles, to be upheld and implemented by each establishment within the Network:

CEIAG planned and delivered in member institutions must be:

- Well informed
- Impartial
- Confidential
- Accessible
- Transparent
- Fully supportive of equality and opportunity
- Collaborative with the young person involved
- Subject to regular evaluation and review for relevance and currency
- Personalised

The Network agrees to support the following initiatives, encouraging their development within member institutions, and providing for development and sharing of good practice within and without the Network:

- Investors In Careers Accreditation
- Healthy Schools Initiative

Key Principles of Entitlement

To achieve the five outcomes of Every Child Matters¹, all young people from years 7 to 13 will have an entitlement to good quality, impartial, personalised information, advice and guidance : and personal development curriculum provision that supports their choices

Information:

All young people in the SHAPE Network will have ready access to in depth information about opportunities which will enable them to make informed choices regarding future pathways and where appropriate the entitlement will be extended to include young people post 16.

Advice:

All young people in the SHAPE Network will have access to a personal tutor who will have the awareness and understanding needed to equip the young person with the knowledge and skills necessary to make informed decisions about their future. They will be entitled to participate in support activities including at least one annual personal review discussion from Years 9-13.

Guidance:

All young people in the SHAPE Network will be entitled to access high quality and impartial guidance about their opportunities and advice.

¹ Be Healthy: IAG supports young people to have a healthy lifestyle, including the best physical, mental, emotional and sexual health. Stay Safe: IAG supports young people to adopt safe practices and contributes to the protection of young people to safeguard them from harm. Enjoy and Achieve: IAG supports young people to enjoy their teenage years including their learning and development, and to achieve their aspirations. Make a Positive Contribution: IAG encourages young people to engage in decision-making and support the community and environment in which they live. Achieve Economic Well Being: IAG encourages and supports young people to make well informed and realistic decisions about learning and work and to enter and remain in education, training and employment.

Commitment by Members of the SHAPE Network

- The SHAPE Network recognises that the views of all stakeholders, particularly those of young people and their parents/carers, must be sought to enable them to actively inform strategic and practical developments in CEIAG within the Network.
- The SHAPE Network will maintain the CEIAG Review Group comprising key relevant management staff from each institution, with Chairmanship and terms of reference agreed by its members. This Group will meet at least termly to review the Network's IAG provision in meeting the above entitlements, and to undertake joint planning for the subsequent year.
- The SHAPE Network will seek to collaborate on joint events and initiatives as far as is feasible and will share good practice in CEIAG (including PSHE, Citizenship, Enterprise Education) for the benefit of all young people in the Network's educational institutions.
- The SHAPE Network will collaborate on joint research, evaluation, staff training and CPD as far as is feasible and productive, in the interests of ensuring equality of access and opportunity for all young people in the locality.
- All members of the SHAPE Network will contribute timely, accurate and up to date information for inclusion in the Local Area Prospectus.
- All members of the SHAPE Network recognise the value of work experience in providing young people with the vital transferable skills needed to equip them to make well informed choices for the future and fully support provision of work experience in KS4.