



**The Dales School**  
*North Yorkshire*

# **Careers and Enterprise Information and Guidance Policy**

**Person responsible:**

Headteacher

**Reviewed and approved by the Full  
Governing Body:**

February 2022

**Next Review Date:**

February 2023

**Signed**.....

**Date:** .....

# **The Dales School – Careers and Enterprise Information and Guidance (CAEIAG) Policy**

This policy includes policy practice on how The Dales School manages:

1. Commitment
2. Curriculum Delivery
3. Resources
4. Events
5. Partnership work
6. Assessment
7. Monitoring and Evaluation

## **Careers and Enterprise Information and Guidance (CAEIAG) Policy**

### **General statement**

The Dales School Careers Leaders are Ann-Marie Ellis and Sharon Kettleborough.

The Dales School recognises that it has a statutory duty to access independent careers guidance for all pupils from Year 8 to Year 14 as outlined in The Education Act 2011 / Career guidance and access for education and training providers October 2018.

Careers education is a vital part of the curriculum. It includes mini-enterprise projects and opportunities across all phases of school and a sixth form vocational programme. There are links with local industry, community organisations and training providers. Further details can be obtained from School.

### **1. Commitment**

The Dales School holds the Quality in Careers Standard awarded by Investor in Careers.

The Dales School is committed to providing a planned Careers programme, this will be differentiated to suit the needs of each individual learner. Learners will leave The Dales School with the skills and knowledge required to support their entry to further education, training or employment.

The Dales School is committed to following the 8 Gatsby Benchmarks;

1. A Stable Careers Programme
2. Learning from Career and Labour Market
3. Addressing the Needs of Each Pupil
4. Linking Curriculum Learning to Careers
5. Encounters with Employers and Employees
6. Experiences of Workplaces
7. Encounters with Further and Higher Education (including appropriate Post 19 settings education, health, or social care.)
8. Personal Guidance

The school has a duty, in accordance with Section 42A of the Education Act 1997, to provide independent careers guidance for all students, this is achieved through an Independent Careers Advisor – our specialist adviser is Bev Dawson from North Yorkshire.

### **2. Curriculum Delivery**

The aim of our Careers Programme is to raise the aspirations of our learners and to support them in making realistic decisions for their future after they leave The Dales School. The school works

collaboratively with internal and external stakeholders e.g., NYBEP Enterprise Coordinators, to build a cohesive programme of careers education to ensure that every pupil reaches their full potential. This complies with the school's legal obligations under section 42B of the Education Act 1997. A detailed outline of our Careers/Vocational Programme and how it sits within the wider curriculum offer can be found on the careers section on the school website.

The Governing Body holds the overall responsibility for ensuring that the CEIAG provision in place in school is fit for purpose and meets statutory requirements. Please see the Statutory Duties in 'Careers guidance and access for education and training providers', DfE October 2018 for further information regarding Governing Body duties.

All staff have responsibility to contribute to the overall CEIAG curriculum delivery within the school.

### **Key Stage 3**

The Key Stage 3 curriculum offer includes a range of enterprise activities, designed to engage and spark interest and curiosity for all pupils in the context of vocational opportunities. Bev Dawson, our specialist careers adviser begins to get to know our pupils from Year 9 to enable her to best support and inform all of our young people and their families.

### **Key Stage 4**

Careers guidance for pupils in key stage 4 is differentiated to meet their individual needs. Please see the curriculum overview on the school website for further information about the curriculum offer and how pupils have access to highly bespoke learning opportunities.

Bev Dawson, our specialist careers adviser works closely with young people and their families to ensure that they are aware of the appropriate opportunities available to them in Key Stage 5 and beyond.

### **Key Stage 5**

Careers guidance sits within the key stage 5 curriculum routes, to ensure that this is tailored to meet individual and cohort needs. Please see the curriculum overview information on the school website.

A national case study about the school's provision can be found on the national Quality in Careers website as a model of good practice: [www.qualityincareers.org.uk/wpcontent/uploads/2019/08/case-study-dales-school.pdf](http://www.qualityincareers.org.uk/wpcontent/uploads/2019/08/case-study-dales-school.pdf)

## **3. Resources**

The Careers Library is located in the whole school library and is kept up to date with appropriate reference material, such as prospectus information for local providers.

The school uses a range of resources to support the delivery of CEIAG, tailored to meet the needs of all learners. For example, this includes access to JED – the Job Explorer Database, personalised resources, appropriate and relevant units of accreditation.

## **4. Events**

The school organises and hosts an annual Route 16+ Preparation for Adulthood, CEIAG event in partnership with our specialist careers adviser, to enable effective information sharing, transition planning and to access pathways to employment and supported/independent living. The school also promotes the Dales School Post 16 provision at other Local Authority led careers event

## **5. Partnership Work**

A Specialist Careers Adviser supports the 14-19 Careers Curriculum and attends the Annual Person Centred Reviews for pupils from Year 9. The careers adviser also contributes to the curriculum delivery of the Careers Programme, which includes Labour Market Information workshops, liaison with local employers and visits to local providers. The Careers Service makes an invaluable contribution to the transition

planning process from Key Stage 4. There is also close liaison with the Health and Adults Services and further education providers, for example through regular transition external agency meetings.

## **6. Assessment**

Pupil progress is assessed in Key Stage 4 via MAPP personal learning intentions, using the Continuum of Skill Development (CSD).

Assessment in 6th form is based upon MAPP personal learning intentions and formal accreditation. The students in 6th form follow ASDAN units of accreditation in Personal Progress [PP] or Personal and Social Development [PSD]. Units are planned termly over a three year cycle and will accumulate credits towards a Certificate. Students also follow the ASDAN Life Skills programme to support functional skills and employability.

## **7. Monitoring and Evaluation**

The Careers Leads continue to monitor and evaluate the effectiveness of the CEIAG programme as an integral part of the quality assurance programme for the quality of education.

In addition, progress towards identified outcomes in Preparation for Adulthood is reviewed and evaluated as a fundamental aspect of the EHCP Annual Review process.

# **The Dales School Provider Access Policy Statement**

## **Introduction**

The policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997 - Jan 2018.

## **Pupil entitlement:**

All pupils in year 8 – 14 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training option available at each transition point;
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- To understand how to make applications for the full range of academic and technical courses.

## **Management of provider access requests**

### **Procedure:**

A provider wishing to request access should contact:

Ann-Marie Ellis  
Headteacher  
Telephone: 01609772932  
Email: [office@thedalesschool.org](mailto:office@thedalesschool.org)

## **Opportunities for access**

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers.

### **Careers Programme 2021-2022**

A stable careers programme	Careers adviser meetings in Year 9 – Year 14
	Careers adviser attends EHCP reviews
	PSHE/Cross Curricular themes/Curricular Enrichment in KS3 and KS4 have coverage of careers / vocational learning
Learning from labour market information	Route 16+ careers event
	Visits to local businesses/Local business virtual presentations
	Attendance at other local careers events
Address the needs of each student	PSHE lessons
	1:1 appointments with independent careers adviser for Year 9 – Year 14 pupils
	Visits to post 16 / post 19 providers
	Work placements
Linking curriculum learning to careers	Careers posters in classroom/s
	Signposting by teachers during lessons
	Enterprise/Enrichment activities across Key Stage 3 – 5
	Accredited courses in Key Stage 5
	Enterprise Adviser/Careers adviser activities
Encounters with employers and employees	Route 16+ careers event
	Attendance at other careers events
	Work experience placements
	Vocational training from local businesses
	Enterprise Adviser involvement with school
Experiences of work places	Work experience placements
	Labour Market information workshops and visits
Encounters with further and higher education	Route 16+ careers event
	Attendance at other local careers events
	Visits to post 16 / post 19 providers
Personal guidance	1:1 appointments / visits with specialist careers adviser
	Pastoral time and personalised curriculum support
	PSHE
	Lifeskills programme

Please contact our Careers Lead/s to identify the most suitable event / opportunity for you as a provider.

#### **Premises and facilities:**

The school will make the hall, classrooms or private meeting room available for discussions between providers and pupils, as appropriate to the activity. The school will also make available specialist equipment if available, to support provider presentations / workshops. This will be discussed and agreed by the school's Leadership and Management Team in advance of the visit.

Providers are welcome to provide the school with a copy of their prospectus or other relevant information, to be stored and made available to pupil in the Careers Library.