



THE CLARE SCHOOL

CAREERS, INFORMATION, ADVICE, AND EDUCATION GUIDANCE (CIEAG) POLICY (including Work Related Learning (wrl))

All schools are legally responsible for securing access to independent and impartial careers guidance to all pupils in Years 8 - 14. CIEAG consists of programmes and services intended to assist pupils to make and implement education, training and occupation choices and to learn how to manage their careers.

At The Clare School we have modified the requirements so they are useful and effective for all our students. All CIEAG is delivered individually to students through the Vocational Education programme, integrated learning programmes, Annual Review system and our in-school Guidance Advisor service.

AIMS OF THE PROGRAMME

- to enable learners to interact and communicate with a wide range of people
- to enable learners to express preferences, communicate needs, make choices, make decisions, and choose options upon which other people can act and respect
- to promote learners self-advocacy or the use of systems of supported advocacy
- to prepare learners for an adult life in which they have the greatest possible degree of autonomy, and supporting them in having relationships with mutual respect and dependence on each other
- to increase learners' awareness and understanding of the world
- to encourage learners to explore, question and challenge
- to provide learners with a wide range of learning experiences

Work Related Learning

AIMS:

- To prepare for an adult life which encourages employment, at a meaningful level
- To link the learning from within the school environment to life after school
- To help students recognise, develop and begin to apply their skills in employment like situations

Through provision in school:

- Students are given the opportunity to describe and demonstrate the main qualities needed in the world of work.
- Students develop their decision making in a range of appropriate situations.
- Students develop and demonstrate leadership and management skills through working on group tasks.
- Students develop self-motivation and self-confidence.
- Students develop their ability to solve problems.

All students in Key Stage 4 and the Further Education Department are given the opportunity to develop learning experiences through a range of differentiated activities, such as:

- Visits to places of employment
- Visits from and links with colleges, community partners and parents
- Blocks of 'in school' work experience with planning, monitoring and evaluation
- Voluntary work placements for suitable students

The Clare School has received the Norfolk Careers Excellence Award

Ethos

All children are entitled to full access and opportunities to all aspects of the curriculum regardless of age, gender, race or background. All concepts will be taught through open, modified, parallel or separate activities. This ensures that all pupils, whatever their ability, experience or prior attainment, will have full access to appropriate learning experiences.

Organisation

CIEAG - The learning begins at a student's annual review in year 9 where the idea is introduced and the student with their parents meets the Guidance Advisor. The transition plan is initiated. All students in KS4/5 have individual and group learning which focuses on developing skills that will be required in later life. This is through the integrated learning programme, vocational education programme, visits, work experience, work related learning skills, enterprise projects and individual support. All learning is linked into professional agencies involved with the student. Much of the learning is accredited through the ASDAN qualifications and awards.

WRL – Throughout KS1/2/3 pupils are encouraged to develop independence through their LSPs and curriculum targets. In KS4/5 the life, work and independence skills needed for later life are developed through the vocational education programme as identified in the personalised timetables.

Transition to other providers (Post 16 or Post 18/19)

The transition from The Clare School to College or other Post 16 or Post 18/19 Provision is one that is very carefully planned and executed. In order for the transition to be successful, the FE Leader starts liaising with providers during the Autumn Term prior to the pupil leaving. All pupils who are leaving the school have their Annual Review held during the start of the Autumn Term in their last year. At this point the Guidance Advisor is able to advise of possible college courses and placements and talk through any concerns that parents or pupils may have. The Guidance Advisor will complete all the application paperwork and will be responsible

for transferring all relevant documentation to the college providers. During the Spring Term prior to the pupil leaving, interviews are held at the colleges. Through liaison with the college providers, visits are then organised to the colleges in order for pupils to start their transition in the Summer Term. The FE Leader contacts the colleges periodically to ensure that placements are remaining successful and to check how ex-pupils are getting on. Pupils are tracked for at least two years upon leaving The Clare School in order to assess the impact being ready and prepared for their pathway on leaving.

Monitoring

Progress and targets are monitored through the ASDAN programmes evidence, accreditation evidence, Vocational Education Coordinator's evidence, LSPs and Annual Reviews.

This Policy is to be reviewed Autumn Term 2021

Signed  Headteacher

Date 12/10/18

Signed  Deputy Headteacher

Date 12.10.18

Autumn Term 2018