**Careers Education Information and Guidance (Including WRL and Enterprise Education)**

**Highcliffe School**

‘We value the power of education to change lives.’

Careers Education, Information, advice and guidance (CEIAG) at Highcliffe School is seen as an important part of school life and all students will receive this as part of their learning. We aim to put into practice our vision that we value the power of education to change lives, by informing and guiding our students to make the most of their education, enabling them to make positive life choices and career aspirations.

Students are entitled to careers education, advice and guidance which is:

* independent and impartial
* integrated within their overall education and structured to provide help at transition and progression points and to meet their continuing needs
* based on the principle of equal opportunities

**The aim of CEIAG is to:-**

* Prepare students at Highcliffe school for the opportunities, responsibilities and experiences of adult life;
* Help students develop an understanding of their own and others’ strengths, limitations, abilities, potential, personal qualities, needs, attitudes and values;
* Help students investigate opportunities for further learning and employment, make decisions and manage progression and transition across the three key stages.
* Work towards ensuring that students leave the school with employment, further education or training.

**Provision**

CEIAG at Highcliffe School addresses careers education as part of the PSHE programme and within EPD (Ethical and Personal Development) lessons; students also have the opportunity to discuss their choices with an independent careers advisor.

They have access to ‘Fast Tomato’ an online careers guidance programme as well as discussions with staff related to option subjects.

They have the opportunity to participate in mock interviews; receive guidance in writing CVs and Personal Statements; creating Portfolios and to undertake a period of work experience.

Open days, courses, careers fairs and events, including the Oxbridge programme and other vocational opportunities are also offered throughout the year.

Sixth Form students are assigned a Unifrog account monitored by their tutors.

All students have access to the school’s careers library.

**Commitments**

The governing body and staff are committed to:

* The provision of resources and advice to enable and develop career choices and to ensure that careers education is seen as a part of the overall curriculum and learning framework for all years
* Encourage students to achieve and be ambitious
* Involving students and the wider community in the further development of careers work
* Retaining the Investors in Careers Award.

**Management**

A member of the school’s leadership team has direct responsibility for the leading, monitoring and evaluation of CEIAG.

The Director of Learning for Ethical and Personal development has responsibility for the implementation and monitoring of careers provision.

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| Policy compiled by: | Mrs L. Downie |
| Date policy agreed and adopted by the governors: | July 2017 |
| Date of next review: | July 2018 |