

CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEAIG) POLICY

The KISC basis of this policy

God has given a variety of gifts to people. Different people have different gifts and it is in using our gifts together that we complement one another and enhance the community and society in which we live. In this endeavour, God guides us to walk in His paths and so to embrace the future that He has prepared for us. Our careers education, advice and guidance, is one of the ways in which students can discover their gifts and begin to refine the pathway for their future.

“I know the plans I have for you, declares the Lord. Plans to prosper you and not to harm you, to give you a future and a hope”

The purpose of this policy

Careers education and guidance at KISC actively encourages young people to take ownership of their future careers and to consider all options so that they are able to select the best way forward for their God-given interests, motivations, learning styles, abilities and aspirations. A planned programme of activities, meetings and events supports them in choosing relevant 14-19 pathways.

Aims

- To contribute to strategies for raising achievement and by increasing motivation.
- To support inclusion, challenge stereotyping and promote equality of opportunity.
- To develop enterprise and employment skills.
- To involve parents and carers.
- To build on the successful links between KISC Secondary and higher education providers around the world.
- To meet the training needs of staff delivering CEIAG.
- To provide planned CEIAG programmes in KISC Secondary as part of the PSHE lessons from Grade 6 / Year 7 to Grade 10 / Year 11.
- To provide all students in Grades 11 & 12 / Years 12 & 13 with an interview with someone who can provide them with interview experience.
- To provide up to date information on international higher education opportunities.
- To work closely with appropriate careers services where available.
- To adopt a culture of high expectations to help every young person expand their horizons.
- To develop a positive self-image in relation to future learning and work roles based on an accurate assessment through recording their abilities and aptitudes.
- To provide relevant and up to date material in the Library, online, on notice boards and in the daily bulletin as appropriate.
- To use destination measures to assess the school's success in supporting students to take up education or training that offers good long-term prospects.
- To identify and address the needs of young people in need of support, or at risk of disengaging, to reduce the risk of them not engaging in further education, employment or training.
- To ensure that young people are aware of the value of English and Maths and the diversity of Science, Technology/Engineering and Mathematics (STEM) careers.
- To audit provision on a regular basis.
- To engage with external careers events to inspire and guide pupils.
- To make students aware of out of school opportunities that could help them with their career aspirations.
- The promotion of the International Duke of Edinburgh Award. Students should be encouraged to gain the International Duke of Edinburgh Award at Bronze, Silver, and Gold as they progress through school.
- Other voluntary and community activities should be encouraged.
- To build connections with businesses through appropriate means.

Student Entitlement

Every student is entitled to Careers Education and Guidance which:

- meets recognised professional standards of practice
- includes Grades 6 to 12 / Years 7 to 13
- is respectful of personal information
- is integrated into students' experience within the whole curriculum

Ensuring adequate support of students with special educational needs or disabilities:

- high aspirations for all students acknowledged to have SEN and/or disabilities, and support them in preparing for the next phase of educational training and beyond into adult life
- to receive the best advice available on all mainstream education, training and employment opportunities plus providing a full range of specialist provision and support to help them access this provision
- to work closely with appropriate outside agencies
- students with an Education Health and Care Plan should include a focus on preparing for adulthood including employment, independent living and participation in society.

Delivery

Careers is delivered in many ways across all subjects in the school. The School Counsellor oversees and co-ordinates the delivery of careers in all areas of school life.

During the PSHE programme, it is delivered as follows:

- **Grade 6 / Year 7** - the focus is about interest and skills, children's rights, time management, my bucket list of interests, creating a safe place for learning.
- **Grade 7 / Year 8** - the focus is on conflict resolution and careers using different websites linking to careers and career pathways.
- **Grade 8 / Year 9** - the focus is on first jobs, college options, different types of business, target skills and identifying their own target skills, high school and beyond plan, importance of extra curricular activities.
- **Grade 9 / Year 10** - the focus is on business and enterprise, finance, decision making, interview preparation, standardised testing and confidence in communication.
- **Grade 10 / Year 11** - the focus is on choice of post-16 courses for college, personal statements and managing finances. the focus is on choice of post 16 courses for college, personal statements, creating a CV, managing finances, information about Concourse Global, attending university fairs, webinars, and seminars, career tests, conflict management.
- **Grade 11 / Year 12** –the focus is on university choices and preparation for gaining places and finance including support with scholarships applications and financial aid for universities, types of application, writing effective college essays, information on CommonApp, BridgeU, UCAS, attending university fairs, webinars, seminars; preparing a college list, standardised testing, learning to use money, talking with family about college, internships, FAFSA, CSS profile.

- **Grade 12 / Year 13** – the focus is on preparation for living and working at university, either in Nepal or overseas, the application process, preparing documents, attending university fairs, webinars, and seminars; college and career readiness, internships.

Monitoring, Review and Evaluation of the CEIAG Policy

Schemes of work and resources in PSHE will be reviewed by the School Counsellor as necessary.

Library and resources updated by the Teacher Librarian and their team

Progression data will be reviewed annually and reported to the School Management Committee.

This policy will be reviewed and approved annually.

Policy established: April 2022

Review date: April 2023