



The Quality in Careers Standard >>>

QUALITY IN CAREERS WEBSITE ©

CEIAG Case Study:

EDGBARROW SCHOOL, Berkshire

The School

Edgbarrow School is an 11 -19 comprehensive school in Crowthorne, Berkshire with 1369 students on roll of which 318 are in the Sixth Form. The school was rated (2015) as “*Outstanding*” by Ofsted.

Careers Education, Information, Advice and Guidance

The school has a careers and work-related learning administrator employed for 32 hours a week who attends training events and conferences and is also currently completing the ‘Certificate in skills in managing careers guidance in a learning environment’ qualification and is a member of the Careers Development Institute. The careers & WRL administrator has an office located off the main library and this is also the location of the Careers Library. Further resources can also be found in the Sixth Form Centre.

Impartial guidance (for mainstream, vulnerable and SEN students) is provided by Careers Advisers employed by an externally-contracted organisation (Adviza) which is *matrix* Standard accredited. These careers advisers hold professional qualifications at QCF level 6 in guidance and are members of the Careers Development institute. Explanation of the services Adviza offers within the school goes out in the termly parents’ newsletter and via emails at key times in the academic year.

An Assistant Head Teacher is also involved in preparing and signing off the delivery agreement with Adviza. This Assistant Head is also the Head of Pastoral care and is very knowledgeable about the work the Careers Adviser, and the Intensive Adviser working with vulnerable students, undertakes in the school. Some of the work with SEN or vulnerable pupils is funded by the local authority. The school buys in additional time for SEN students over and above that purchased by the local authority to support successful transition.

Curriculum and External Liaison (including employer engagement)

The school’s careers education programme adheres to the ACEG/CDI framework for careers education and work-related learning, the National Curriculum programmes of study for Personal

Social Health and Economic Education (PSHEE) and Citizenship. The school also complies with the Education Act 2011 by securing independent and impartial careers guidance.

Access to advice is determined by the Head of Year 11 in consultation with other personnel including the senior leadership team, the head of sixth form, the careers & WRL administrator, tutors, the head of progress, the student support manager and other personnel including outside agencies. A detailed "needs analysis" ensures all students with barriers to progression are seen first. Any other pupils who self-refer are fitted in as well and the adviser has an open door policy at lunch time for quick enquires.

All year 11 pupils attend a presentation by the Careers Adviser which outlines all the options open to the, as well as an apprenticeship presentation. Pupils are supported by tutors to attend taster days at the local colleges.

Year 11s spend time in PSHGEE exploring their options along with all parents/carers receiving communications from the school containing details about the options process, open days for local colleges & sixth forms along with information on where to go for additional help and support. The Careers Adviser also attends both the year 9 and 11 parents evening where she is always busy with booked appointments.

Students also attend the Bracknell Forest careers convention. The school also organises its own annual career convention for students and parents from year 8 upwards which involves employers and local colleges.

Local and national employers are closely involved in both events and the school values employer engagement in its careers education programme, the internally organised event had 50 plus exhibitors and approximately 500 students and parent/carers attend.

In the sixth form the school also runs a year 12 careers day, and a selection of speakers come into school to talk to students on a range of careers, how to present themselves at interviews/dress et al, along with an Oxbridge trip.

Other ad hoc trips have included visits to employers including the Hilton Hotel, O2/Telefonica, Symantec et al to increase awareness of different employment areas. Students researching university receive support both internally and via Adviza and they have also bought in a subscription to Steps 1 for the Year 9 Options process along with Careers Planet and the Real Game.

Sixth formers known not to be planning to go to university are also offered individual guidance interviews to explore options.

All year 10 students participate in mock interviews for an apprenticeship or for a college/sixth form place, which involves an application procedure. They attend a presentation by an external volunteer from a local employer, on preparing for interview, complete a CV and an application form which is used when they are interviewed by either a local employer, governor or the Careers Adviser and receive feedback on their performance. A selection of year 10 students also meet

with a business mentor each half term. The mentors have undergone both training and safeguarding, the students attend an introduction session, and goals and targets are then set. There is the option to continue meeting through to the end of year 11. Some students in year 10 also undertake extended work experience as appropriate.

Quality of CEIAG

Edgbarrow was successfully reassessed for the then-named *Investor in Careers CEIAG quality award in 2015*. *{Investor in Careers – CSW Group is now a Licensed Awarding Body for the single national Quality in Careers Standard}*. During the process a CEIAG steering group was set up comprising, of teaching and support staff, governors, parent representatives and student representation (the deputy head boy).

Evaluation of Adviza's services is undertaken via regular partnership meetings with a number of staff including the assistant head with responsibility for CEIAG, the careers & WRL coordinator, pastoral manager, student support manager and other relevant personnel. Feedback is sought from students (via the school council) on the CEIAG provision. Parents & carers are also invited to comment via notices within the school newsletter.

The school and Adviza work together to gather information for the September Guarantee and Annual Activity Surveys - the school has very few year 11s who are NEET.

CONTACT DETAILS: Mrs. L. Fletcher, Assistant Head (Telephone: 01344772658)

E mail: secretary@edgbarrowschool.co.uk

Karen Robinson, Careers and Work-Related Learning Administrator
Karen.Robinson@edgbarrowschool.co.uk

(p) January 2015 updated October 2017 Quality in Careers Consortium