

School or college CEIAG audit

Strategic	No	Planned	Yes	Reason
The organisation has a member of the leadership team with responsibility for and an understanding of CEIAG.			✓	DHT (Curriculum and Attainment) has overview of CEIAG in school and line manages the schools Careers Adviser (Jason Davis).
The organisation has a member of staff responsible for coordinating CEIAG through phases including transition between key stages.		✓		Careers Advisor tasked to provide CEIAG info throughout the key stages including the transition years. School set to appoint a CEIAG lead teacher from September to particularly add capacity at KS3
The organisation has a CEIAG policy that has been shared among staff and parents.		✓		Career's advisor has produced a careers summary document for School. This has been added to Staff shared areas and school website. 2014-2015 we will review CEIAG Policy - Check with Jason that it has.
An annual CEIAG plan is developed each year and is included or linked to the whole-school or college development or improvement plan (through the leadership and management section).			✓	DHT (Curriculum and Attainment) and Career's Adviser produce an annual action plan which is integrated within the whole school SDIP
The organisation has achieved (or at minimum is working towards) accreditation of its provision of CEIAG using a dedicated CEIAG quality award that has gained national validation under the Quality in Careers Standard (QICS). (QICS-Guide-JANUARY-2014-revision)		✓		Career's Adviser to review the value of this - from Sept 2014.
The organisation regularly monitors, reviews and evaluates its CEIAG strategy and provision.			✓	DHT and Career's Adviser meet termly to review action plan. Action plan part of school SDIP. CEIAG also a key area of focus for Governors via Student Impact Committee.
The organisation gathers its own destinations data and evaluates its progression data against national data to identify the impact of its careers plan and areas for improvement.			✓	Career's Adviser collects Intended Designation, September Guarantee information and Actual Designations (Annual Activity Survey), and uses it in his practice but also sends it to Oxfordshire County Council.
A member of the governing body is a local employer.			✓	

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Careers Education	No	Planned	Yes	Reason
All students are provided with the underpinning careers education (and work-related learning) that is planned and delivered in line with accepted best national practice.		✓		All CEIAG in school has been created in line with CDI - The ACEG framework. Further work is required to fit more CEIAG activities in tutor time and how do students monitor their CEIAG journey will be reviewed. Key role here for new CEIAG lead teacher
Curriculum time is allocated for the teaching of careers education, preferably from year 7 (but definitely from year 8).		✓		CEIAG lesson happens in January and is taught under PSHE. Other lessons are being developed to run in tutor time. Key role here for new CEIAG leas teacher.
Students are taught how to access, interpret and use labour market information to help them make informed career choices.			✓	Through Careers Adviser 1:1 students learn about LMI and how to interpret this information usually in year 11 to year. Does need extending and developing especially at KS3.
Careers education is delivered as a cross-curricular theme and embedded into all subject areas across education phases and transition between key stages.		✓		Career's education is embedded at transition points not yet integrated across all subject areas
Students learn about careers and the world of work and are able to match their skills, interests, learning styles and values to requirements and realistic opportunities in learning and work.			✓	Students learn through a variety of career related activities, work experience, and through 1:1. Needs extending and developing.
On leaving the institution all students have a CV, personal statement and record of all their academic and extra-curricular achievements.		✓		All students have an option to complete a CV before leaving which can be found on The Cherwell School Career Centre Website, this has been developed by the schools careers adviser and provides all the CV/ Cover Letter resources so they are able to do this. CV's can also be done via 1:1 appointments or some students like to send their CV to their Careers Adviser before handing it out. As yet we do not have a system to ensure this is completed by <u>all</u> students (to develop September 2014).
Students have access to career resources and drop-in careers sessions, and there is a careers section on the school's or college's website.			✓	In place since January 2014
Parents are made aware of the careers education programme from year 7.		✓		Will be built more fully into school prospectus

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Careers information, advice and guidance	No	Planned	Yes	Reason
Students are given the opportunity to explore career ideas through face-to-face discussions with a range of people including role models and inspiring individuals, alumni from universities and colleges and mentors and coaches.		✓	✓	There are many ways in which students can explore Career Ideas through 1:1 discusses, the best way is through a qualified (to level 6) careers adviser. The students are encouraged to discuss career ideas during work experience with their employer. The school has many events where employers/ training provider come in so students can discuss their ideas (see below). Further work in 2014-2015 planned in relation to alumni.
Independent and impartial careers information, advice and guidance can be accessed by any student on request.			✓	The school has a qualified Careers Adviser (Level 6) and students are given an option to select whether they would like to see their careers adviser at the start of the year. We also have set up many events such as careers convention, countdown to college, apprenticeship event etc that students can speak to someone independently from the school. Impartiality by the careers adviser who is able to provide the students with all options.
All students receive at least one face-to-face careers interview preferably with a level 6 trained careers adviser.		✓	✓	All students have an option to see the schools careers adviser who is qualified to Level 6. Currently about 50% of students access this. Plan is for this to be extended 2014-2015.
All students receive a face-to-face interview at key decision-making points during their education (years 9, 11, 12 and 13) to inform progression and are made aware of all available learning pathways open to them.			✓	Yes this is done by a full range of staff within The Cherwell School such as tutors, teachers, heads of year, assistant heads of year, senior leaderships staff, Deputy and Head teacher, and the schools careers adviser.
During a careers interview, all students are helped to develop a careers action plan.			✓	At the end of 1:1 with the careers adviser the students have an option to have their career action plan either printed or emailed to them (depending on their preference) if they wanted a copy.
There is a system in place for centrally storing, distributing and following up student action plans.			✓	The careers adviser has a system in place regarding storing and distributing action plans.
Those most at risk of becoming NEET (not in employment, education or training), and the reasons why, are identified, targeted and prioritised when scheduling one-to-one careers interviews.			✓	The careers adviser identifies those at risk of NEET group at the start of the year. Then schedules 1:1 early on in year 11 as a matter of priority and closely monitors these students throughout the academic year using Intended Designation, September Guarantee and then finally Annual Activity Survey.

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Careers information, advice and guidance	No	Planned	Yes	Reason
Those most at risk of disengaging from learning, and the reasons why, are identified, targeted and prioritised when scheduling one-to-one careers interviews.			✓	The careers adviser identifies vulnerable groups including risk of disengagement group at the start of the year. Then schedules 1:1 early on in year 11 as a matter of priority and closely monitors these students throughout the academic year using Intended Designation, September Guarantee and then finally Annual Activity Survey.
The institution organises information events for pupils and their parents to which all local providers of education and training are invited and actively engaged in offering advice.			✓	The School hosts many events such as Apprenticeship Event , Count Down to College Event, Careers Convention, Post 16 options Evening etc.
The institution advertises the open days and evenings for all local education providers to all pupils and their parents throughout education phases and transition between key stages.			✓	The careers adviser advertises Open Days and apprenticeships on student bulletin which parents can have access too as well.
Students are made aware of the National Apprenticeship Service 8 and National Careers Service 9 and there is a link to both websites on the institution's website or virtual learning environment (VLE).		✓		Students/ Parents are made aware of Apprenticeships in year 8 through assembly and parents information evening. National Careers Service is advertise in parts of the school but mainly in Key Stage 4 areas. Career's Adviser will plan to advertise this in Key Stage 3 and 5 areas too. He will also advertise this more in assemblies, and highlight that it does appear on The Cherwell School Careers Centre page website.
Learner views are sought on the best way to offer provision.			✓	Students surveys have been carried out (e.g. Year 11 exit survey - June 2014). Needs to be more systematically integrated in annual action plan

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Employer engagement	No	Planned	Yes	Reason
Employer engagement is integrated in the school's CEIAG programme.			✓	Events such as Apprenticeship Event , Careers Conventions etc. More is planned once Business in the Community is set up.
Students are taught employability skills and given opportunities to practice these skills in real working environments.			✓	Students get to learn, develop and show case their employability skills through work experience.
All key stage 5 students are given the opportunity to participate in work experience, which is well -evaluated.			✓	Sixth form team engage, support and help organised work experience opportunities. Some students already have part time work whilst studying.
All key stage 4 students are given the opportunity to participate in work experience, which is well -evaluated.			✓	At the start of year 11 all students go out on work experience.
Employer volunteers come into the school to talk to students about careers, the world of work and the value of employability skills.			✓	Events such as Apprenticeship Event , Careers Conventions etc. More is planned via Business in the Community (BITC)
The institution runs events such as careers fairs, which are attended by employers.			✓	The school runs its own Careers Convention with many local employers/ training providers etc attend. Also some selected students will attend BMW careers fair too.
Employers help develop students' employability skills through activities such as interview days, job application feedback and visits to employer sites.		✓		This is being introduced through Business in the Community (BITC) from Sept 2014. Key role for new CEIAG lead teacher
Employers help to inspire 11 and raise student aspirations ¹² and demonstrate how subject-specific qualifications and subject matter can be related to the world of work.		✓		This is being introduced through Business in the Community (BITC). Key role for new CEIAG lead teacher
Employers are used to mentor young people where appropriate.			✓	This is being introduced through Business in the Community (BITC) with approx 30 mentors from Sept 2014. Key role for new CEIAG lead teacher