



### **Careers, Education, Information, Advice and Guidance: Learner Entitlement**

As a learner at Driffield School and Sixth Form you are entitled to a wide range of support with Careers Education, Information, Advice and Guidance (CEIAG). It is an important part of the curriculum and it is of the utmost importance that all young people should be encouraged and supported to move towards a working life which is right for them, will be enjoyable as well as providing economic well-being.

#### **In moving from adolescence to adulthood, all young people will need to develop:**

- An awareness of all the possible opportunities open to them at the age of 16 and the age of 18 that are likely to suit their individual skills and attributes as they move into and through their working lives
- The skills of decision-making and action planning
- Positive attitudes towards themselves and others; self-reliance and taking responsibility for the outcomes of decisions they make.

#### **As a learner at Driffield School and Sixth Form you are entitled to the following:**

- A timetabled programme of Careers Education from Year 7 to Year 13
- Access to impartial advice at any time during your education but especially during Years 10 to 13
- Access to up to date information
- Social action work experience opportunities at Year 8, 11, 12 and 13
- Help to develop your employability skills and your individual career plan.

#### **A range of additional support is also available to individual learners including:**

- Learning resources based in the Learning Resources Centre
- Drop in Careers Information with a Level 6 Advisor at lunchtimes and break times on Tuesdays and Wednesdays
- Progress reviews with your form tutor
- Option interviews at Year 11 to prepare you for your next steps
- Access to external support agencies
- Workshops, APEX days to develop your awareness of Post 16 and Post 18 opportunities
- Applications and CV writing support.

#### **As a learner we will:**

- Treat you as an individual
- Treat you with respect
- Help you to get to know yourself better and be aware of your strengths, weaknesses, likes and dislikes
- Give you the opportunity to learn about the links between studying and the world of work
- Give you the opportunity to learn and practice the skills that you will need to earn a living
- Help you find careers and other information that is up to date and meets your needs
- Give you information about the opportunities open to you in education, training and employment
- Make sure you receive advice and support while you are deciding what to do in the future

- Treat what you say as confidential unless we would be breaking the law
- Ask you to continually help us to improve the programme and listen to what you say.

**In return we expect you to:**

- Be polite to other people
- Respect other people's rights and feelings
- Turn up on time and take part in lessons
- Do the work you are asked to do
- Turn up on time to interviews and other activities
- Behave responsibly and follow health and safety procedures.

**All parents and carers can expect to:**

- Be able to make an appointment with a member of staff or CEIAG specialist to discuss their children's progress and future prospects
- Have access to tutors, subject teachers and members of the CEIAG Team at parents/carers information evenings
- Have the opportunity to comment on the usefulness of the careers programme and how it could be improved
- Be able to access the current school CEIAG Policy available on the website

If you would like to know more details about CEIAG then please contact Mrs Mortimer Co-ordinator of CEIAG at school on 01377 253631 or by email on: [office@driffield.e-riding.sch.uk](mailto:office@driffield.e-riding.sch.uk)