



The School

Based in the London Borough of Hammersmith & Fulham, Phoenix High School is a vibrant, multicultural school committed to enhancing the life chances of their learners. Phoenix High School became a foundation school in July 2010. The school caters for learners between the ages of 11 and 19. Sixth formers were taken in for the first time in September 2010 and are housed in a state of the art building. The school is a specialist science college with applied learning as its second specialism. Occupying a ten-acre site, the school has an extensive range of facilities, including a farm, unusual in a highly populated community.

Careers Education, Information, Advice and Guidance (CEIAG)

The school's CEIAG Policy clearly states how CEIAG will be managed and coordinated in the school, with defined roles and responsibilities of key staff together with a clear statement about how CEIAG will be monitored, reviewed and evaluated. The Chair of Governors (who is also a Parent Governor) has recently taken on the link role for CEIAG. The policies for CEIAG and for Work-Related Learning & Enterprise are posted on the school website.

CEIAG is integral to the curriculum rather than being an add-on. Elements of the careers education programme are also delivered through PSHE. Year 10 and 11 students are also working towards a BTEC Workskills qualification. Careers education is delivered by the Heads of Years - and to maintain consistency and a high quality, a scheme of work and all lessons have been produced by the Careers Department at the school using the ACEG Careers Education Framework. The number of careers lessons received throughout the year varies according to the stage in the student's education.

The role of the externally-commissioned CfBT Education Trust qualified careers adviser is clearly understood by staff and students and a service level agreement with CfBT defines the role of the link careers adviser (CfBT is a *matrix* Standard accredited advice and guidance provider).

There is a whole school approach to student guidance and progression, endorsed by senior management. The school is diligent in ensuring that the school community is fully aware of careers education provision and access to impartial guidance.

The school is taking part in a funded solution focused employability pilot where the key overall objective of the programme is to reduce the number of young people who become NEET by improving their motivation, personal attitude and employability skills to be able to

compete successfully in the jobs/apprenticeship market to pursue a career path. The school is expecting impressive results from this programme and its impact will be monitored throughout.

Curriculum

Working towards the then-named *Investor in Careers CEIAG quality award* resulted in a much clearer focus on CEIAG within the curriculum. For example, the Science Department has a Careers Show Case presented and researched by Year 8 and Sixth Form Students; within Humanities students visit Canary Wharf; and within Business Studies talks from local business entrepreneurs who were also past students provide an excellent opportunity for learning.

[Investor in Careers \(CSW Group\) is now a Licensed Awarding Body for the single national Quality in Careers Standard.](#)

Additional drop-down days provide students with the opportunity to engage in CEIAG related activities and events. Students are well informed about choices at key transition points through information provision and events.

The Careers Coordinator is currently undertaking the Careers Guidance and Development Level 6 Diploma and has attended a variety of training delivered by CfBT, including LMI and training on national updates.

The Work Experience Coordinator has attended training on health & safety issues and has an IOSH Health and Safety for Work Placement Personnel qualification and as a result has briefed tutors and governors.

The school also regularly attends the Hammersmith & Fulham CEIAG Network (led by CfBT) for all borough schools to support providers in keeping up to date with emerging policy, enable sharing and development of good practice, and to ensure there is an efficient and effective consultation and information flow between the LA and providers with regard to Local Authority duties and providers' responsibilities for IAG.

Key Principles

A Staff Governor has been actively supporting CEIAG delivery and more recently the Chair of Governors has taken on the link role for CEIAG.

In addition to this the school has significantly invested in resources for independent research within the library and websites that students are able to access within lessons and in their own time.

The students complete a yearly questionnaire which is distributed to all students in Years 9-11. This allows the school to collect data and feedback on student careers interests and identify areas for improvement within careers education to pinpoint student needs. This information is then entered into a data base which enables informed decisions to be made when careers-related opportunities come up within the school. For example, the school can easily identify those students interested in Engineering when an 'introduction to engineering trip' is provided by the school.

The customised careers service package bought from CfBT is tailored to suit the school's needs and meets statutory duties and responsibilities. The services are available to students, as agreed with the school, and are personalised to give them the support that they need. This flexibility means that the school can work with CfBT to build on existing support networks in a way that suits the context of the school.

Impact measures are used by the CfBT careers adviser to report on the impact of guidance interviews. Students are asked at the start of the interview to score themselves on how clear they are about their future plans and the actions they need to take; they are asked the same question at the end. The scores are recorded and CfBT reports on how many students have moved up or down/remained the same in their thinking as a result of the interview. The careers adviser also collects further feedback on services from young people to aid development and identify areas of improvement through an annual (Survey Monkey) survey.

External liaison and Employer Engagement

The school has a wide range of partnerships with various employers, institutions and programmes. In addition to its contract with CfBT, the school also works very closely with the local EBP which arranges a number of events such as mock interviews for Year 11 students with employers, career fairs, work experience preparation workshops, health and safety visits, and support for the year 10 work experience students.

The school works with the local Borough Council which provides work experience placements as well as workshops for students.

The Careers Coordinator arranges a number of Widening Participation visits to HE institutions for students from year 7 upwards.

The Work Experience Coordinator has a number of employer contacts and an ex-student employer in the local area has spoken to a group of Business students about "his journey towards owning his own business".

A major employer, General Electric, has sponsored a number of careers-related events at the school and has provided business volunteers to work with the students. The BBC has also provided volunteers for careers related events. The school is always working towards expanding this growing network of external partners.

Parents & Carers

All parents/ carers are informed on an annual basis about each student's rights to access career-related learning via the school's newsletter and links to the careers section on the website which displays the CEIAG policy as well as the student entitlement statements.

The careers team has met with the parent advisory board and the Governors to keep them updated and to gain feedback on careers provision within the school.

Monitoring and review of CEIAG

The school evaluates its careers provision regularly and feels that this is the best way to ensure they are giving students the best provision possible to meet their needs and identify areas of improvement. Careers events are evaluated by students and published in the

school's newsletter. The careers resources such as books and software are reviewed on an annual basis to ensure that they are up to date and relevant.

The careers team sets targets and objectives at the start of the academic year, destinations data is used to partly inform this process.

All staff involved in careers are asked to assess the impact of any training received and this is used to inform future careers provision.

The annual service delivery agreement between the school and CfBT is monitored throughout the year with regular reviews through termly evaluation meetings.

Impact measures are used by the CfBT careers adviser to report on the impact of guidance interviews with students.

Quality

The school believes that working towards the then-named *Investor in Careers CEIAG quality award* brought about a much clearer focus on CEIAG within the curriculum. As a result, subject departments have specified where CEIAG is delivered across the curriculum.

Contact Details:

Keisha Walker Careers & Work Experience Coordinator

Phoenix High School

Ambitious to succeed – Inspired to achieve

Shepherds Bush, London W12 0RQ

Tel: 020 8749 1141

Email: keisha_walker@phoenix.lbhf.sch.uk

Web: www.phoenixhighschool.org

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