

# **School Policy**

## **Careers Education and Information, Advice and Guidance (CEIAG)**



THE  
SUTHERS  
SCHOOL

### Policy / Procedure management log

<b>Document name</b>	<b>Careers Education and Information, Advice and Guidance (CEIAG)</b>
<b>Author</b>	<b>Rob Lamb</b>
<b>Date approved</b>	<b>September 2023</b>
<b>Date issued</b>	<b>September 2023</b>
<b>Date of review</b>	<b>July 2026</b>
<b>Reviewer</b>	<b>James Griffiths</b>

### Document history

<b>Version</b>	<b>Date authored</b>	<b>Author</b>	<b>Date approved</b>	<b>Date issued</b>

## **INTRODUCTION**

Students need a planned programme of activities to enable them to gain the knowledge, understanding, skills, attitudes and attributes required to make informed choices about their 11 -18 pathways and to enable them to manage their careers and sustain employment throughout their lives.

Effective careers education is impartial and considers young people's personal abilities, needs and preferences. It is motivating and it raises aspiration, by providing clear targets and by encouraging young people to participate in learning and to attain qualifications to reach their full potential.

A clear picture of the current and projected local and national labour market helps to support students' future career intentions and helps inform future education and training plans. The Suthers School is committed to providing all students from Years 7 to 11 with access to high quality careers information and impartial guidance. This is further strengthened by a sustained and deliberate focus on the development of five key character strengths (Tenacity, Optimism, Respect, Curiosity, Hard work) for all pupils.

## **AIMS AND OBJECTIVES**

This policy aims to detail the procedures and guidelines for the delivery and availability of Careers Education, Information, Advice and Guidance (CEIAG). The main aims of the policy are:

- To set out the procedures put into place to ensure that CEIAG is delivered in line with the Gatsby Benchmarks.
- To develop students' aspirations, self-awareness and participation in CEIAG.
- To encourage students to make good use of resources available to them in order that they can make well informed decisions throughout their school journey and beyond.
- To enable staff to explore the resources available so that they are able to support students with CEIAG throughout the school, across all teaching staff including (subject teachers, heads of department, pastoral leaders and SEN support staff).
- To maintain a good working relationship between the school and outside agencies including The Careers Enterprise Company, D2N2 Local Partnership and employers who work in partnership with the school, local Colleges, Apprenticeship Providers and Universities.
- To create mechanisms for feedback from staff, students and parents about the delivery and availability of CEIAG, so that the procedures and delivery can be continually evaluated and improved via the School Improvement Framework (SIF).

- To ensure that the Head Teacher, Senior Leaders and Governors are kept up to date on changes in legislation who in turn ensure appropriate resources and budget are in place to deliver the Strategy.
- To ensure that all students have the employability skills required by employers at the end of Year 11. These employability skills are those from the D2N2 employability framework. Students will have to have seven meaningful face to face encounters with employers from Year 7 to 11.
- To motivate and encourage every student to not only achieve their full potential academically but to also make the most of enrichment opportunities as well as work experience by the end of Year 11. It is the school's duty to ensure that students are employable at the end of Year 11 before moving on to their Post 16 destination.
- To monitor and evaluate destination information for Year 11 leavers.
- To recruit former students as part of our Alumni network to inspire current students.

The CEIAG policy is underpinned by the School's provision for Personal Development and pastoral care. Pupils identified as most at risk of becoming NEET, Looked After Children, pupils receiving Pupil Premium and pupils identified as having Special Educational Needs are all given additional support from specialist teams in school. This is also applicable to Gifted and Talented students. The CEIAG policy has been developed alongside other whole school policies, reinforcing those aims that are appropriate to CEIAG.

The policy has been reviewed in line with the recently published DfE guidance document 'Careers guidance and access for education and training providers – Statutory guidance for governing bodies, school leaders and school staff. (DfE, January 2018)

This policy accepts the 8 Gatsby Charitable Foundation's benchmarks as set out in the DfE guidance.

This policy covers the legal duty of schools to ensure that a range of education and training providers can access pupils in Year 7 to Year 11 for the purpose of informing them about approved technical education qualifications or apprenticeships.

## **MANAGEMENT AND KEY STAFF**

The School Careers Leader is Mr R Lamb. The Link Governor for Careers is Mr A Hemmings.

## **PROVISION**

The delivery of CEIAG occurs through Personal Development lessons as well as across all other curriculum areas. This is further supplemented by events which take place beyond the classroom. Some events involve all students, while others are

targeted to students according to their individual needs. Delivery is focussed at key transition points:

- Key Stage 3: Self-knowledge (TORCH), identifying strengths, getting to know me, option choices, making well informed decisions.
- Key Stage 4: Destination Planning – Sixth Form, College, Apprenticeship, Traineeship, other education/training.

The CEIAG programme includes:

- Deliberate and sustained focus on 5 key character strengths of Tenacity, Optimism, Respect, Curiosity, Hard Work (TORCH)
- 'Milestone' careers / future pathway events for each year group (from Year 7 upwards)
- Discrete careers education units within Personal Development curriculum
- Personal Development Days
- Weekly enrichment programme which helps foster and develop essential transferable skills
- Student Parliament – including Careers and Destinations Committee
- Year 9 Options Evening and online information guides
- 1-1 interviews with senior staff at key transition points (including Year 9 GCSE Options)
- Fast Forward events for parents to provide personalised guidance on achievement from Year 10 upwards
- Visits to Employers and Careers Fairs including Future First Expo
- Enterprise challenges
- Duke of Edinburgh Award (DofE)
- Guest Speakers
- Year 10 World of Work (WoW) Day incl CV writing, interviews, guest speaker
- Year 10 Work Experience (Summer Term)
- Real World Application embedded into curriculum planning across all subjects
- Online information, advice and future planning tools for all pupils via UniFrog

## **ENTITLEMENT FOR CEIAG**

Students are entitled to careers education, information, advice and guidance which is both impartial and confidential. At all key stages, students are able to access an interview with a member of staff and with a Careers Adviser. Targeted support is available for students at risk of becoming NEET. There is also the opportunity for students to have access to careers advice from independent and local institutions including many employers, local colleges, apprenticeship providers and universities. Students have access to UniFrog and are able to access further resources.

## **CONTINUOUS IMPROVEMENT**

All tutors and teaching staff receive training on the Careers provision annually. Staff who are new to the school and/or the tutoring system each year will receive training via the induction programme/INSET training.

## **PARENT UPDATE**

Parents are kept up-to-date with careers education at The Suthers School via regular parents' evenings, Parent events, the website, and via The Bulletin, our weekly school newsletter.

## **ACTION PLAN AND BUDGET**

A designated careers action plan and budget is available each year to cover the CEIAG.

## **EQUAL OPPORTUNITIES AND DIFFERENTIATION**

All information, advice and guidance will be provided impartially to all students and will be provided free of bias. Students will be encouraged to look at careers and courses outside the normal gender stereotypes. Following the guidance all students with SEND will be entitled to transition plans. Where a student has an Education Health Care Plan, all reviews of that plan will include a focus on preparing them for adulthood, independent living, employment and participation in society. Students with SEND will receive independent and impartial advice about mainstream education, training and employment opportunities on offer, regardless of their individual circumstances to support them for the next phase of education or training and beyond into adult life.

## **EVALUATION AND REVIEW**

This policy will be reviewed annually as part of the whole-school self-assessment process for continuous improvement and will be reviewed by the governors when any additions or amendments are made. The delivery of CEIAG, including external provision to students will be evaluated annually through discussion with students, evaluation forms, and surveys and during supervision of the day.

Individual Careers-linked events such as visits to Careers Fairs, Year 10 Mock Interview Day and Enterprise Days are evaluated individually and reported to senior staff as part of the annual reporting process. The school will also utilise both local and national destination data to assess the success in supporting students to take up education and/or training which offers good long-term prospects.

## **ADDITIONAL INFORMATION**

Careers and Enterprise Company  
D2N2  
Ideas4Careers  
UniFrog  
Compass+  
Currys  
Ford & Slater  
Skanska