



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

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<b>INDEX</b>	<b>Section</b>
Introduction	1
Commitment	2
Aims	3
Implementation	4
Curriculum	5
Assessment & Accreditation	6
Partnership	7
Resources	8
Staff Development	9
Monitoring & Review	10
Appendix 1	
Appendix 2	

# Careers Education Information Advice and Guidance Policy

## 1 Introduction

Careers education and guidance<sup>1</sup> programmes make a major contribution to prepare young people for the opportunities, responsibilities and experiences of life. At Barbara Priestman Academy in line with our vision we will ensure that students are supported to make informed realistic decisions and to choose pathways that suit their interests and abilities.

We aim to raise aspirations, challenge stereotypes and encourage students to consider a wide range of careers. Through carefully planned careers education and guidance, it is hoped that students will be encouraged to go on to further learning including Supported Interns, Apprenticeships or into employment.

This policy will outline our commitment to excellence in line with our strategic aims and values. The policy is reviewed against Government Statutory Guidance. Appendix 2.

## Links with other Policies

This policy links to Strategic Aims and Mission of Barbara Priestman Academy and Teaching Learning and Assessment Policies. The policy is supported by other Academy Policies e.g. Provider Access Policy, Equality and Health and Safety.

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<sup>1</sup>DfE Definition Appendix 1

<sup>2</sup> Updated Strategic Aims

## 2 Commitment

Barbara Priestman Academy is committed to ensuring that the statutory duties related to careers education are fulfilled. We will ensure that independent guidance is;

- Presented in an impartial manner
- Includes information on the range of education and option choices
- Is given in the best interests of the young person

We will;

- Provide a well designed and appropriate programme of Careers Education, Information, Advice and Guidance (CEIAG) for all students in years 7 – 14 with explicit learning outcomes. In line with the Career Development Institute Framework for Careers, Employability and Enterprise Education (November 2015)
- We will ensure that Gatsby benchmarks are met fully by 2020
- Review all CEIAG activity as part of the School SEF with particular emphasis on the student voice.
- Provide Work experience and/or work related learning opportunities for all students
- Ensure impartial and unbiased CEIAG is accessible by students in year 8-14 from Connexions.
- Establish effective collaboration and partnership working e.g. Local Authority, Connexions Personal Advisor, Employers, Local Colleges and Training Providers, Work Placement Providers and other partner organisations.
- Seeks the involvement of student's parents and carers in the further development of CEIAG work.
- **Maintain the** Quality in Careers Standard

Barbara Priestman Academy endeavours to follow best practice guidance from the DfE and other expert bodies such as Ofsted, CDI and other published research such as the Gatsby Charitable Foundation's Benchmarks.

### **3 Aims**

#### **The Aims of the CEIAG policy are;**

- to contribute to raising achievement through high expectations of all students
- to support inclusion, challenge stereotyping and promote equality of opportunity
- to encourage participation in further learning including Supported Internships and Apprenticeships and or employment.
- to encourage participation in further learning and or employment
- to develop enterprise and employment skills
- to meet the needs of all our students through appropriate differentiation
- to focus students on their future aspirations
- to involve parents and carers
- to provide independent and impartial specialist careers guidance.

#### **As a student at Barbara Priestman Academy the CEIAG programme will help you to:**

- Understand yourself, your interests, likes and dislikes, what you are good at and how this affects the choices you make.
- Find out about different courses, what qualifications you might need and what opportunities there might be.
- Develop the skills you may need for working life including work experience.
- Make realistic, but ambitious, choices about courses and jobs.
- Develop a plan of action for the future.
- Understand the different routes after Year 11 including training, further education courses and employment.
- Be able to make effective applications for jobs, training and further and higher education.
- Develop your interview skills.
- Improve your confidence.

## **4 Implementation**

### **Management**

CEIAG will be co-ordinated and managed by the Quality Assurance/Work Related Learning Lead (QA/WRL) reporting to the Deputy and Assistant Head teacher.

This role is supported with Key Posts Co-ordinating Transition process for year 6-7, 11-12 and 14 and the co-ordination of Work Placements and links with post 16 providers and employers.

### **Staffing**

All staff contribute to CEIAG through their roles as tutors and subject teachers.

The Careers programme is planned, monitored and evaluated by the QA/WRL Lead.

The QA/WRL Lead will liaise and consult with the Connexions PA to ensure that specialist career guidance is available when required.

The WRL Lead is responsible for maintaining the Careers Library and advising on specialist resources to support and facilitate learning.

The QA/WRL Lead is the designated person responsible and is supported by the Transition Leads and Work Experience Co-ordinator and Specialist staff to support learners to travel independently.

## **5 Curriculum**

The Careers programme includes careers education sessions, careers days, career guidance activities (group work and individual interviews with Connexions Personal Advisor), information and research activities, work experience, work related learning and individual learning activities. The curriculum also links to PSE and established Employability Programmes.

The Careers curriculum follows the core aims of the Careers Development Institute (CDI)

- Developing yourself through careers, employability and enterprise education
- Learning about careers and the world of work
- Developing your career management, employability and enterprise skills.

The curriculum also includes a focus on LMI and STEM activities.

The curriculum is key stage appropriate and will be differentiated to meet the needs of each student.

The careers curriculum is published on the academy website along with contact details for the Careers Lead.

## **6 Assessment and Accreditation**

Student participation and achievement of the careers education programme will be tracked throughout their time at Barbara Priestman Academy and reviewed each year.

Key milestones to recognise achievement are built into the curriculum. Key activities are expected to be completed throughout each year.

Accredited courses are also undertaken by students which develop transferable work related skills such as team work, time management and independence skills.

Awards such as Duke of Edinburgh are undertaken by all students from Year 12

Students will study accredited qualifications in addition to participating in the careers education programme.

Students will contribute to the review of the CEIAG programme and related activities through an evaluation process.

## **7 Partnerships**

A service level agreement reviewed annually is in place with Connexions. Connexions provide impartial CEIAG for students in Years 8-14.

Links with local colleges and training providers are in place. Information sessions and visits are arranged for students and parents.

Well established partnerships are in place to support work placements.

## **8 Resources**

Funding is allocated in the annual budget.

## **9 Staff Development**

Senior leadership team and QA/WRL lead are responsible for the dissemination of key information to support the ongoing development of CEIAG.

Staff development priorities are reviewed and planned annually and in conjunction with Performance Review process.

The quality of CEIAG will be reviewed through annual observations and teaching and learning walks.

External training will be sourced where necessary to support the achievement of **all Gatsby benchmarks and ensure the Academy maintains Quality in Careers Standard.**

At least one member of staff will hold accredited Level 6 units (21/22/23) in CEIAG leadership and management.

QA/WRL lead will attend local authority training and updates and disseminate information to colleagues.

## **10 Monitoring and Review**

CEIAG activities are monitored and evaluated annually via Self Evaluation and through the use of surveys (student, parent/carer and employers) focus groups and student achievement of planned outcomes. This is used to inform future curriculum planning.

The programme is reviewed annually by QA/WRL Lead and his / her Leadership Team Line Manager. Changes and improvements to the programme are entered into the School Improvement Plan along with timescales for completion.

Updates will be provided to the Board of Trustees through termly Local Accountability Body meetings.

## **Appendix 1**

Department for Education definitions.

### **Careers Guidance.**

A coherent programme of activities that inform, inspire and motivate young people, preparing them for work and helping them to understand where different education and training choices could take them in the future.

Careers Guidance and inspiration in schools: Statutory guidance for governing bodies, school leaders and school staff: DfE: (March 2015)

## Appendix 2

Careers guidance and access for education providers. **Statutory guidance** for governing bodies school leaders and school staff – updated October 2018

<https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools>

### Careers Strategy 2017

<https://www.gov.uk/government/publications/careers-strategy-making-the-most-of-everyones-skills-and-talents>