

Careers Education, Information, Advice & Guidance (CEIAG)

DRAFTED BY:	SFI	STATUS:	Non-Statutory (Academies)
APPROVED:	06/2018	GOV. PANEL:	Standards
ISSUE:	1	NEXT REVIEW:	As required

1. Purpose

This policy statement sets out the school's arrangements for both delivering effective careers guidance and managing the access of providers/employers to students for the purposes of distributing information about education as well as training offers. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

2. Vision and Strategic Objectives

The vision for the school in relation to careers education, information, advice and guidance (CEIAG) is to provide a programme of careers education that challenges, inspires, and raises the aspirations of our students.

3. Student Entitlement

Good career guidance is the key to social mobility; it is about showing young people - whatever their social and family background - the options open to them, and helping them make the right choices to set them on the path to rewarding future careers. Students in Years 7-13 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- To hear from a range of local providers including employers about the opportunities they offer, including technical education and apprenticeships - through options evenings, assemblies, group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.
- To a range of work placements across the employment sectors.

4. Strategic Objectives: The Gatsby Benchmarks

- a) A stable careers programme: embed a career education and guidance programme which is known to students, parents/carers, teachers and employers.
- b) Learning from the career and labour market information. High quality local labour market information (LMI) will be regularly shared allowing students and their parents/carers to capitalise on the opportunities available to them.
- c) Addressing the needs of each student: tailor needs to individual learners by embedding equality and diversity. Stereotypical thinking will be challenged in order to raise aspirations.
- d) Linking curriculum learning to careers: all teachers should link curriculum learning to careers.
- e) Encounters with employers: all students should have multiple opportunities to learn from employers about work, employment and the skills that are value din the workplace.
- f) Experience of workplaces: every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.
- g) Encounters with further and higher education: all students should have the full range of learning opportunities that are available to them. This includes both academic and vocational routes as well as learning in schools, colleges, universities and in the workplace.

h) Personal guidance: every student should have opportunities for one-to-one guidance interviews.

5. Management of Provider / Employer Access Arrangements

5.1. PROCEDURE

A provider/employer wishing to request access should contact the Careers Leader.

5.2. OPPORTUNITIES FOR ACCESS

A number of events, integrated into the school careers programme, will offer providers/employers an opportunity to visit school and speak to students and/or their parents/carers:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
Year 7	Events for University	Life skills - assembly and tutor group opportunities.	<ul style="list-style-type: none"> Life skills - assembly and tutor group opportunities. Wider Learning Week (WLW)
Year 8	Events for University Technical Colleges	<ul style="list-style-type: none"> Life skills - assembly and tutor group opportunities. Y8 options event: arts 	<ul style="list-style-type: none"> Life skills - assembly and tutor group opportunities. Wider Learning Week (WLW)
Year 9	<ul style="list-style-type: none"> Event for University, Technical Colleges 'Speed Networking' event with providers and employers. LMI distribution. 	<ul style="list-style-type: none"> KS4 options event. LMI distribution. 	<ul style="list-style-type: none"> PSHCE preparatory sessions. LMI distribution.
Year 10	<ul style="list-style-type: none"> PSHCE and Life Skills - work experience (WEX) preparation sessions. LMI distribution. 	<ul style="list-style-type: none"> Search for work placement. Intensive form tutorials. Employer breakfast meetings. LMI distribution. 	<ul style="list-style-type: none"> Life skills - assembly and tutor group opportunities. PSHCE - health & safety. Two-week work placement. LMI distribution.
Year 11	<ul style="list-style-type: none"> Life Skills - assembly on opportunities at 16. Employer breakfast event. LMI distribution. 	<ul style="list-style-type: none"> Post 16 evening with alumni speakers. Post 16 taster sessions. LMI distribution. 	
Year 12	<ul style="list-style-type: none"> Higher Education Fair. Post 18 assembly - apprenticeships. Life skills programme within tutor time. Medics club. LMI distribution. 	<ul style="list-style-type: none"> Small group sessions: future education, training and employment options. Employer breakfast event. Medics club. LMI distribution. 	<ul style="list-style-type: none"> Small group sessions: future education, training and employment options Wider learning week - one day employability workshops, CV writing and interview skills
Year 13	<ul style="list-style-type: none"> Workshops - HE and higher apprenticeship applications. Employer breakfast event. 		

5.2.1. The school's Careers Leader will lead on developing an employability programme; this will include brokering partnership work with employers as well as alumni. Effective employer engagement will require close scrutiny of the school policy on safeguarding, in particular, the school's approach to allowing providers / employers into school as visitors to talk to students.

5.3. PREMISES, FACILITIES AND RESOURCES

5.3.1. The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available audio-visual and other specialist equipment to support provider/employer presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of the senior team.

5.3.2. Providers and employers are welcome to leave a copy of their prospectus or other relevant course literature within the Careers Resource Centre and/or the school library which is available to all students.

5.4. CONFIDENTIALITY

Access to the written CEIAG student reports and/or student action plans will be limited to the pastoral leaders, form tutor and/or nominated member of the senior leadership team.

5.5. EQUALITY, CONSISTENCY AND FAIR ACCESS

5.5.1. The Headteacher will have overall responsibility for the quality assurance of the CEIAG process for students.

5.5.2. The Governing Body is committed to ensuring consistency of treatment and fair access; they will abide by all relevant equality legislation. This includes celebrating diversity and promoting inclusion.

5.6. RETENTION OF STATEMENTS

The Governing Body and Headteacher will ensure that all written face-to-face interview records are retained in a secure place for six years and then destroyed.

6. Monitoring and evaluation

6.1. The Headteacher will be responsible for reporting annually to the Governing Body on any relevant issues.

6.2. The Careers Leader will liaise with a senior teacher to produce an annual impact report, SWOT analysis and action plan based on the benchmarks produced by the Gatsby Charitable Foundation.

7. Retention and Data Protection

Through the application of this policy, the School may collect, process and store personal data in accordance with our data protection policy. We will comply with the requirements of the Data Protection Legislation (being (i) unless and until the GDPR is no longer directly applicable in the UK, the General Data Protection Regulation ((EU) 2016/679) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998). Records will be kept in accordance with our Privacy Notices, our Retention & Destruction Policy and in line with the requirements of the Data Protection Legislation.

8. Reviewing

The governing body will review the policy as required, to ensure the effectiveness of the procedure and make changes where necessary.