



North Leamington School

Careers Education

Information, Advice and

Guidance Policy.

June 2022

<u>Approval and Review</u>
This Policy is reviewed in discussion with staff and governors.
Effective from: June 2022
Approved by:
Review date: June 2025
Review leader: CEIAG Lead (Assistant Headteacher)

Policy Name: CEIAG Policy

Introduction – CORE

Commitment:

North Leamington School is committed to providing all students with inspirational, diverse and dynamic experiences of the full range of future education and training options, and to developing the qualities, standards and skills students will need to make successful decisions about their future so that they can make a positive contribution to society. Fundamental to this commitment is the creation, and regular evaluation, of a stable, structured programme of careers education activities and experiences throughout the school career of all students, with opportunities at key transition points to access impartial information and expert advice and guidance.

Opportunity:

Throughout their educational journey at North Leamington School all students have a range of opportunities to access and interact with external providers; receive information about different career opportunities, and how to apply for them; and to have first-hand experiences of the world of work.

Respect:

We respect all students' rights to be able to make informed choices about the progression pathway they wish to follow. We are committed to ensuring that students have bespoke independent and impartial information, advice, and guidance, as well as any additional support they may need, to allow them to reflect and make decisions that will allow them to make good choices about their next steps.

Excellence:

North Leamington School strives to deliver a careers programme that embeds the Gatsby standards, exposes students to the language of employment, allows students to see the relevance of school to the world of work, and equips students with the aspiration, information, qualities, and skills so that they have excellent chances of securing a job that they aspire to, and to have a successful career.

Aims

The Government's careers strategy published in December 2017, sets out a long-term plan to build a world class careers system that will help young people and adults choose the right career for them.

In accordance with this strategy, we continue to implement the 8 Gatsby benchmarks for CEIAG so that it is built into the fabric of the school, as follows:

1. **A stable careers programme:** The Governors, Headteacher, Senior Leadership Team, careers lead and careers coordinator are committed to providing the very best CEIAG programme for every student within the school.
We aspire not only to maintain the formal accreditation of our careers programme achieved through the Quality in Careers Standard in March 2020 (the national quality award for careers education, information, advice, and guidance) but to achieve the gold standard by 2023.
2. **Learning from career and labour market information:** We strive to ensure that our careers programme informs our students of the full range of opportunities available to them in education, training, and work, both locally and nationally. Our qualified Careers Adviser supports all students so that they can make the best use of this information when making choices.
3. **Addressing the needs of each student:** Opportunities for advice and support are tailored to the individual needs of our students, and our careers programme strives to embed equality and diversity, as well as challenge stereotypical thinking, throughout.
4. **Linking curriculum learning to careers:** We strive to make increasingly greater links to careers across the curriculum between our curriculum learning and careers, and to develop the language of the qualities, standards, and skills that our students will need to be successful in the world of work.
5. **Encounters with employers and employees:** We are committed to ensuring that every student has multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace.
6. **Experience of workplaces:** Every pupil has the opportunity to have first-hand experiences of the workplace to help their exploration of career opportunities and to expand their networks.
7. **Encounters with further and higher education:** We are committed to ensuring that every student understands the full range of learning opportunities that are available to them, including both academic and vocational routes, as well as learning in schools, colleges, universities, and the workplace.
8. **Personal guidance:** Every student has a guidance interview with a qualified careers coordinator which is timed to meet their individual needs. This interview is supported by other relevant adults and tailored to ensure that it is bespoke to the individual needs and context of the student.

Background

High quality careers education and guidance in schools is critical to young people's futures. It helps them to prepare for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps students to make informed choices about their pathways, improve their life opportunities and to contribute to a productive and successful economy.

The amended Baker Clause (Education Act 1997/amended 2018) sets out the statutory requirement of schools to ensure that all Y7-13 have opportunities for education and

training providers to speak to them about technical educational qualifications and apprenticeships, and to publish a policy statement setting out the arrangements the school has in place for students to access education and training providers.

In assessing a school's personal development offer, Ofsted inspectors will assess the quality of CEIAG provision by looking at the quality of the unbiased careers advice and guidance for students, the school's implementation of provider access arrangements to enable a range of education and training providers to speak to students in Y7-Y13, how the school provides good quality and meaningful opportunities for student to encounter the world of work, and the implementation of all the Gatsby standards.

CEIAG Strategic Principles

Curriculum Provision

There is a published, planned programme of learning experiences, with success criteria, for Y7 to Y13, which will include a transition programme from Y6 to Y7, to enable young people to:

- Develop themselves through career and work-related education
- Learn about careers and the world of work
- Develop career management and employability skills

North Leamington School, alongside the governing body, will ensure that the independent careers guidance provided:

- Is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education, or work option.
- Includes information on the range of education or training options, including apprenticeships and technical education routes.
- Is guidance that the person giving it considers will promote the best interests of the students to whom it is given.

North Leamington School is committed to providing opportunities for a range of education and training providers to access all students in Y7 to Y13 for the purpose of informing them about approved technical education qualifications or apprenticeships, as part of a careers programme which provides information on the full range of education and training opportunities available at each transition point. The curriculum will provide opportunities through a range of activities, including internal and external events, assemblies, Learning Mentor conversations, Tutor Time sessions, careers talks, visits, workshops, work experience, and interviews.

Process for Educational Providers

North Leamington is committed to providing students with impartial provider access. Therefore, the following guidelines have been put in place for all external educational providers.

Procedure: Any educational provider wishing to access North Leamington School must email: careers@northleamington.co.uk, with specific details of the request.

Grounds for granting and refusing requests for access: North Leamington School has the right to refuse requests of any provider who does not have an accredited, appropriate, age-related course.

The provider must also comply with any safeguarding regulations as stipulated by the school.

Facilities to be provided: facilitators will be provided with appropriate rooms for their sessions, access to IT or other technical equipment, alongside support from North Leamington Staff and will be given a key liaison person to ensure that individual needs are met prior to the event.

Personal Provision

Elements of the CEIAG provision will require access to individual information advice and guidance through:

- Internal staff, external visitors and mentors including alumni
- External sources using email, telephone, and websites, the National Careers Services, Prospects, and specialist face to face careers guidance

We will secure additional access to face-to-face external specialist careers guidance, as stated in the Education Act 2011, for our vulnerable students (as defined by North Leamington School's governing body.)

Resources

North Leamington School will provide resources for the successful implementation of this policy through securing:

- An annual budget to cover internal needs, CPD opportunities, and the commissioning of external sources.
- Adequate staffing
- Student and staff access to information (electronic and hardcopy)
- Designated space for individual, group, and research sessions

Partnerships

This policy recognises the range of partners that support the CEIAG offer within our school. These include:

- Formal arrangements with external providers of careers guidance and others
- Liaison with post 16 providers and higher education institutions
- Liaison with Employers and training providers
- Liaison with Parents and carers
- Input from Alumni and external mentors

These partnerships are maintained by means of local area network meetings, relevant information sharing, invitations to talks and meetings, participation in CEIAG events, the school's website, newsletter and parent bulletins, and through the school portal.

Evaluation:

Success is measured using:

- Destination data (internally) and destination measures (externally) post Y11, 12 and 13. This information will be used to monitor and evaluate the careers programme; to ensure that advice and guidance is tailored to individuals; to actively seek to challenge stereotypical thinking and raise aspirations, to review destination for disadvantaged students, and to compare destinations to other local schools (Destination Data Good Practice Guide for Schools, GOV.UK)
- Student voice.
- Achievement of quality careers gold award – this will both drive any identified areas for improvement and give independently verified evidence of CEIAG provision.

Roles and Responsibilities**Careers Leader:**

- To support the planning, facilitate delivery and evaluate the CEIAG curriculum and resources.
- To manage the CEIAG budget.
- To manage the work of the Careers Coordinator
- To liaise with relevant staff to identify students needing additional guidance
- To report to SAHT, SLT and Governors
- To manage external partnerships
- To provide CPD to ensure regular sharing of CEIAG vision, and evaluations so that CEIAG provision is increasingly embedded into fabric of school.

Careers Coordinator:

- To provide independent advice and guidance for all students at North Leamington School, from either internal or external sources.
- To support the Careers Leader and other staff in developing, delivering, and evaluating the CEIAG curriculum and resources.
- To maintain accurate records and report on destination data
- To maintain regular communication with all stakeholders
- To identify, facilitate and manage a range of internal and external wider curriculum opportunities for students.
- To support Career Leader with delivery of CPD on Careers.
- To increase the profile of the Careers Coordinator and facilitate flexibility to be involved with subject evenings, other key school events such as Open Evenings, assemblies and engaging parents/carers on a regular basis.

Governors:

- To understand the key principles, values, vision, and associated ideas, which underpin the provision and to use this understanding (as well as outcomes and data) to support, monitor and challenge.

Senior Leadership Team:

- To be proactive (as well as reactive) in reviewing and shaping principle, values, and vision for CEIAG
- To ensure that this policy coordinates and integrates with other policies
- To provide whole-school support, training, and intervention as appropriate
- To communicate clearly issues such as changing need and outcomes of provision

Year Leads:

- To support the provision, implementation, and evaluation of CEIAG provision.

Faculty and Subject Leaders:

- To support the identification and provision of opportunities to make CEIAG links within the curriculum.

Teaching and Support Staff

- To make CEIAG links explicit to students so that they understand the relevance of the qualities or skills they are developing, in addition to the link the curriculum has to specific careers.

Students:

- To make the most of the opportunities offered to them and their peers, in order to support them making informed decisions about their future pathway.
- To reflect on the qualities, standards, and skills being developed in school, and make links to those that they will need in order to be successful in the workplace.
- To make increasingly proactive use of resources in order to support them making informed decisions about their future pathway.

Parents & Carers:

- To access the parent careers section of the school website.
- To support their child in accessing information about future pathways via the school website, or other online resources.
- To support their child during individual advice and guidance sessions where appropriate.

Links to associated documents

This policy document needs to be read in conjunction with other documents. These other documents include but are not limited to:

- Teaching, Learning & Assessment and CPD policy
- Pupil Premium Policy
- Behaviour and engagement policy
- Curriculum Policy