Careers Education, Information, Advice and Guidance (CEIAG)

Policy date: November 2019

Review date: November 2022

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Introduction

All young people need, and are entitled to, a planned programme of careers education and access to information, advice and guidance, to enable them to develop the skills, understanding and knowledge they need to enable them to make well-informed and realistic decisions about the education, training and work pathways available to them, and to enable them to implement these decisions, and manage the outcomes.

Development

This policy was developed in consultation with staff, senior leadership, and Directors. It will be reviewed biennially. This policy is informed by and informs other relevant school policies including Equal Opportunities, Curriculum and SEN Policy.

Aims of Careers Education, Information, Advice and Guidance at WHP Trust

Our key aim is to ensure that CEIAG forms an intrinsic part of the learner journey of students across the Trust, enriches the aspirational culture of the Trust and provides each and every student with the skills and knowledge to prepare them for a happy and successful adult life.

- To help students develop an awareness of themselves, their capabilities and their interests in relation to the work of work.
- To help students understand the full range of options available to them at 14+, 16+ and 18+.
- To develop students' confidence and self-esteem and encourage high aspirations enabling them to achieve economic well-being.
- To develop students' abilities to make informed and realistic career decisions.
- To enable students to manage successful transitions through education and in to work.

The Trust aims to meet the 8 Statutory Gatsby Benchmarks for Careers by September 2020 and also takes account of

- Framework for Careers and Work Related Education (ACEGF)
- The OFSTED Framework
- Careers guidance and inspiration in Schools (government departmental advice)
- CDI Framework for careers, employability and enterprise education 7-19
- D2N2 LEP Employability Framework

Objectives

For Students:

A CEIAG programme is designed to meet the needs of students within the WHP Trust. It is designed to ensure progression in skills, knowledge and understanding through activities that are appropriate to students' stages of career learning, planning and development. It is delivered through Citizenship, PSHE and Modern Studies lessons and supported by additional events targeting specific year groups. The programme covers Years 7 through to Year 13. (See appendix 1)

A week of work experience for Year 12 in the Summer Term.

An online careers library (http://vcl.whpfederation.org/)

Independent, impartial careers guidance from our Ideas4Careers advisors or school staff according to need.

Students have opportunities to engage with employers to enhance their learning about the world of work and support development of their employability skills.

For parents:

Parents are expected to take an active part in CEIAG delivery, whether it be through home based discussions, actively working with students on career planning tasks, or even working alongside the Trust by attending career related activities or providing support in the form of guest speakers.

For staff:

All staff are responsible for the delivery and support of CEIAG, specifically through Gatsby Benchmark 4 – Linking Curriculum Learning to Careers, through the delivery of tutor time activities, assemblies and facilitating PSHE, Citizenship and Modern Studies lessons. That all careers activities use the WHP Careers Logo.

Staff are expected to act as role models for students in encouraging aspirational attitudes which will form the foundations for motivating students to be life long learners.

For Heads of Department:

To ensure that schemes of work are audited and reviewed to ensure they meet the Gatsby Benchmark requirements for careers. To ensure that appropriate employer, FE and HE links are made and utilised as part of lessons, trips and enrichment activities. The Heads of PSHE and Citizenship are responsible for ensuring that the highest quality resources are available for the delivery of careers through PSHE and Citizenship.

For the Careers and Personal Development Leader:

To ensure that the CEIAG curriculum is effectively planned to meet the statutory requirements, with clear learning outcomes and progression for all students across the Trust.

For the Governors:

To be fully involved and supportive in the development of CEIAG across the Trust. To have a dedicated Careers link governor at each school within the Trust. To biannually review and agree the CEIAG policy.

For the Careers Service – Ideas4careers:

A contractual agreement between the Trust and Ideas4careers states the number of days a specialised personal advisor will be on site to provide individual support for students and parents. Any additional individual advice and guidance will be provided by the careers and Personal Development Leader and Careers Manager.

Monitoring, Review and Evaluation

Teaching of CEIAG related topics and learning outcomes are monitored and evaluated by SLT through lesson observations, learning walks and book scrutinises in line with the Trust's quality assurance programme.

General monitoring of the careers education programme is ongoing with modifications being made as necessary. Formal evaluations are undertaken of the Year 10 programme (feedback from the students and interviewers at the Mock Interview Day) annually. The Year 9 Options process is evaluated through a survey and analysis of requests to change subjects in Year 10. Feedback for the Year 11 programme is collected from staff and students on a more informal basis. Parent views are sought as part of the annual parent survey. Student destinations also inform the review process. Each year one unit of the programme undergoes an in depth evaluation and review.

The review and evaluation process identifies areas for further development.

Partnerships

The Federation has a partnership agreement with Ideas4Careers to ensure that qualified, independent and impartial guidance is available to our students. Provision is differentiated: mainstream and targeted. The targeted support, known as Support4Progression, is targeted at students in danger of being NEET post 16. This provision is negotiated annually and is influenced by the nature and size of the cohort.

General Data Protection Regulations (GDPR) & Data Protection Act (DPA 2018)

Data will be processed in line with the requirements and protections set out in the GDPR and the DPA 2018. Data will be held in accordance with the Trust's Management and Retention of Record's policy. Data may also be shared when appropriate in accordance with our statutory duties and as detailed in the Trust Privacy Notice.

Policy Statement on Provider Access

This policy statement sets out the schools arrangements for managing the access of providers to students across the Trust for the purpose of giving them information about the provider's education or training offer. This complies with the schools legal obligations under section 42B of the Education Act 1997.

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

Management of Provider Access Requests

A provider wishing to request access should contact: Miss V Barnett (01159 168900)
Requests will be considered in line with our visit speaker procedure and our safeguarding policy.

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