

Date Adopted	Autumn 2021
Review Date	Autumn 2022



CAREERS EDUCATION, INFORMATION & GUIDANCE (CEIAG) POLICY	Statutory
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1. INTRODUCTION

- 1.1 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 14 -19 pathways and to enable them to manage their careers and sustain employment throughout their lives.
- 1.2 Effective careers education is impartial and considers young people's personal abilities, needs and preferences. It is motivating and it raises aspirations – by providing clear goals and by encouraging young people to participate in learning and to attain qualifications that reflect their potential.
- 1.3 Gordano School has a statutory duty to provide careers education in Year 7 to 11 and to give students access to careers information and impartial guidance.

2. RATIONALE

- 2.1 Gordano School is committed to providing high quality careers education, information, advice and guidance, which helps learners plan and manage their progression through learning and work. This policy responds to the school's legal duties, national Careers, Education Information, Advice and Guidance (CEIAG) quality standards, the Common Inspection Framework (Ofsted) and the Academic Review Process (QAA).
- 2.2 This policy was developed, and is reviewed annually, through discussions with teaching staff, the school's Careers Advisor, students, parents, governors, advisory staff and other external partners.
- 2.3 Links with other Policies - This policy is underpinned by the school's policies for teaching and learning, assessment, recording and reporting achievement, enterprise and work related learning, equal opportunities, health and safety, and special needs.

3. SCHOOL AIMS

- 3.1 Provide impartial careers education to all students which promote the best interests of the students and gives them the information and advice to choose the appropriate 14-19 national learning route which suits their needs.
- 3.1 Provide opportunities for all students to undertake appropriate learning courses in all four of the 14-19 National Learning Routes. These include Apprenticeships, Diplomas, Foundation Learning and GCSEs/A Levels.
- 3.2 Follow local, regional and national frameworks for good practice and other relevant guidance from DfE, QCA and OFSTED.
- 3.3 Develop a programme which is inclusive; which will help our young people to gain the knowledge, understanding, skills, attitudes and attributes required to make informed choices; which will challenge stereotypes and which will help to increase student confidence and motivation.
- 3.4 Provide a programme which is student-centred, integrated into the whole curriculum and based on a partnership with students and their parents /carers.
- 3.5 Incorporate CEIAG into the School Improvement plan where agreed.
- 3.6 Ensure that the benefits to the students of CEIAG are valued, assessed, reported on and accredited where appropriate.
- 3.7 The CEIAG programme is designed to meet the needs of all students at this school. It is differentiated to ensure progression through activities that are appropriate to students' stages of learning, planning and development.
- 3.8 Students are entitled to careers education and guidance that is impartial and confidential. It will be integrated into their experience of the whole curriculum, based on partnerships with students and their

parents or carers. The programme will promote equality of opportunity, inclusion and without discrimination of any form.

4. LEARNING OBJECTIVES

Learning objectives are to:

- 4.1 Provide students with planned activities to help them understand themselves and the influences on them and to help them investigate opportunities in learning and work.
- 4.2 Provide students with the skills attitudes, attributes and behaviours needed for a successful transition into the world of work.
- 4.3 Enable students to relate their own abilities, attributes and achievements to career intentions and make informed choices based on an informed evaluation of the alternatives.

5. IMPLEMENTATION

- 5.1 The focus is on the development of a coherent, broad and balanced programme for CEIAG which gives students opportunities to build on what they have learnt and to progress.
- 5.2 The CEIAG programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work-related learning (including work experience - or virtual work place opportunities) and individual learning for specific career pathways.
- 5.3 Careers education sessions are taught through the tutor programme, the assembly programme, work related learning, Year 8 Options Parents' Evening, Year 11 Meet My Future Interviews, Sixth Form Careers lessons and Activities Week.
- 5.4 Students will receive:
 - 5.4.1 Targeted guidance activities including group and individual interviews.
 - 5.4.2 Information and research sessions during the pastoral programme.
 - 5.4.3 Invitations to events such as the LSP Business Breakfast, Careers Convention, Tea-Time Networking and Visiting Speakers programme.
 - 5.4.4 Work Related Learning which includes work experience preparation and review, including Applying for Work, Employer Expectations, Health and Safety in the Workplace, Mock Interviews, access to Unifrog software (tracking the Gatsby Benchmarks).
 - 5.4.5 Provision that is discrete; integrated and extended.

6. PARTNERSHIPS

Gordano School will also develop links with local businesses through the Gordano School Business Partnership, LSP Multi Academy Trust and Careers Enterprise, where all students will have further CEIAG opportunities to engage in, for example: Internship programmes, Apprenticeship placements and Personalised employability mentoring support.

7. ROLES AND RESPONSIBILITIES

- 7.1 **Governing Body** - The Governing Body should review and approve the Careers Education policy on an annual basis, ensuring that it meets statutory requirement as defined by the DfE.
- 7.2 **School Leadership Team** - The *Headteacher* will ensure that the policy is integrated into the rest of the curriculum; is implemented in accordance with the above principles and ensure that sufficient resources are allocated to the programme.
- 7.3 **The Deputy Headteacher (Learning & Standards)**, under the direction of the Headteacher, will ensure that Careers Education is delivered in accordance with the statutory framework and will ensure that work related learning is embedded in schemes of work across all faculty areas to signpost the elements of Careers Education covered in each learning stage.
- 7.4 **The Assistant Headteacher (Head of Sixth Form)**, under the direction of the Deputy Headteacher, will line manage the Careers Adviser, Careers Coordinator and Teaching Careers Lead in all matters relating to Careers Education Information Advice and Guidance.

7.5 The Careers Adviser will:

- Organise and coordinate the provision of CIAG for each year group.
- Support the delivery of careers education across the curriculum.
- Deliver relevant INSET sessions to other staff.
- Liaise with outside bodies concerned with careers education.
- Ensure the provision of suitable up to date resource materials.
- Develop school-based materials for students and parents.
- Evaluate the programmes.
- Plan and implement the Year 10 work experience programme or offer virtual WEX experience opportunities.
- Organise the annual Careers Convention Fair (or facilitate virtual careers fair opportunities).
- Report to the Assistant Headteacher (Head of Sixth Form).
- Lead on the provision of 'advice and guidance' to the students within Gordano School Sixth Form.
- Plan and deliver the Sixth Form Careers programme.
- Develop links with local organisations for work-shadowing, mock interviewers, e-mentoring, specialised advice and guidance.
- Support individual students with UCAS application queries through weekly UCAS / careers clinics.
- Provide support and guidance for Year 12 students arranging work shadowing opportunities.
- Liaise with local universities
- Develop expert knowledge of transitional issues to Higher Education
- Track careers activity for all students via Unifrog
- Track destinations data for Year 11 and Year 13 students.

7.6 The Careers and Work Experience Co-ordinators:

- To organise the delivery of Work Experience (or virtual WEX preparation) for every Year 10 Student
- To organise the annual Careers Convention (or facilitate virtual careers fair opportunities)
- To support the Careers Adviser with the organisation of Business Breakfasts/Virtual Teatime networking events

7.7 Teaching Staff

All staff are expected to contribute to the careers education and guidance programme through their roles as tutors and subject teachers.

- Careers education is planned, monitored and evaluated by the Careers Adviser.
- Careers information is available through Unifrog software (teachers and tutors use this software to track work related learning and referencing for their students and tutees)
- The Teaching Staff Careers Lead is responsible for ensuring all staff are aware of their role in embedding The Gatsby Benchmarks into the Curriculum.

7.8 Students

Students should be encouraged to engage positively with the Careers Education programme and to maximise the Unifrog research and tracking tools. They should attend the Year 8 Options and Post-16 Opportunities advice evenings to encourage informed decision-making. Students will seek further support from the Careers Advisor, their tutor, Head of House and the Careers Teaching Lead.

7.9 Parents/Carers

Parents and carers will be encouraged to support the work of the School, by attending the Year 8 Options evening and KS5 Post-16 Opportunities evenings. Parents and carers will support their child(ren) in identifying appropriate work-placements and completing requisite proforma as requested by the school.

8. MONITORING, REVIEW AND EVALUATION

The CEIAG programme is reviewed annually by the Careers Adviser, the Deputy Head (Curriculum), the Assistant Headteacher (Head of Sixth Form), the students via student voice feedback and the Teaching Careers Lead when areas for improvements are identified and tracked against The Gatsby Benchmarks (using the Compass Tool and audited by Careers Enterprise). These then form the basis of the annual development plan for CEIAG. This policy will be reviewed by the Education Committee of the Governing Body annually or sooner if circumstances change.

Date Policy Adopted 22nd November 2021

(through Attitudes & Engagement Sub Committee)

Neil Wiley

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Chair of Governors



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Headteacher