

# **CAREERS EDUCATION, INFORMATION & GUIDANCE (CEIAG) POLICY**

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## INDEX

### 1 The Policy Statement

#### 1.1 Purpose

Careers Education helps young people to develop the knowledge, confidence and skills that they need to make well-informed, thought-through choices and plans that enable them to progress smoothly into further learning and work, now and in the future. As a School we must ensure that high quality information and guidance enables our pupils to make the best of their talents and achieve their ambitions by choosing the pathway that is right for them.

#### 1.2 Aims

Delta Academies Trust has a statutory requirement when delivering careers education in its Academies, to ensure that information about learning options and careers is presented impartially and that advice promotes the best interests of pupils. We aim to ensure that our programmes:

- Empowers young people to plan and manage their own futures
- Responds to the needs of each learner
- Provides comprehensive information and advice
- Raises aspirations
- Actively promotes equality of opportunity and challenges stereotypes
- Helps young people to progress

### 2 Entitlement Statements

#### 2.1 Student entitlement

Teachers in the academies and qualified career professionals will support students' career development in a number of ways including:

- Information and discussion in lessons, drop-down days and assemblies to help students make informed decisions about their future.
- Access to careers advisers in a variety of ways including individual meetings,
- Drop-in sessions, enrichment activities and on results days.
- Careers information and I.T based careers programmes.
- Information and updates on notice boards, plasma screens and the School website.
- The School uses a tracking system to identify the needs of all students to target students who require early or additional support in their transition. Students, parents/carers and School staff can refer students for one-to-one careers support. Students can access CEIAG through one-to-one interviews, workshops and enrichment activities.

## **2.2 Parent/Carer entitlement**

Parents can access careers support for their child in a variety of ways including:

- individual meetings
- drop-in sessions, options and parents evenings and on results days
- Careers information and computer-based careers programmes, such as the Portal and National Careers Service website.
- Information and updates on the academies' website and Twitter

## **2.3 Equality and Diversity**

The careers education and guidance delivery satisfies the requirements of the school's Equal Opportunities Policy. All students, regardless of their race, class, gender, faith or special educational needs, have the same access to our resources, wherever possible.

## **3 Delivery of the CEIAG provision**

### **3.1 Place within the Curriculum and Tutorial Support system**

The careers curriculum has been devised following the guidance of the ACEG National Framework for all year groups in core provision and/or drop-down days. This is supplemented by the following:

Programme of assemblies, enrichment workshops and external visits.

Inset for staff includes training and updates on careers information by qualified careers professionals.

On drop-down days a wide variety of companies and apprenticeship providers may also attend offering advice and guidance.

Academies may also organize specific events for parents/carers and students to provide specialist support.

### **3.2 Monitoring and tracking of young people**

Delta Academies Trust places a responsibility on its Academies to maintain a full and comprehensive tracking system that gives every student a RAG rating for intervention. The School tracks:

Intended destinations

Supports the September Guarantee and Activity Survey, (collecting data on sixth form, apprenticeship starters)

Offering individualized support to those students who are at risk of becoming NEET or become NEET.

The School maintains records of all CEIAG interventions and interviews.

Vulnerable students who are at risk of becoming NEET are referred to their Local Authority team for additional support.

## **4 Management of CEIAG Provision**

### **4.1 Management**

The CEIAG Programme and work experience is planned and implemented by the nominated member of SLT and involves working closely with the staff, students, parents and the wider community. This area is supported by a nominated link member of the Education Advisory Board.

### **4.2 Staffing**

All staff contribute to CEIAG through their roles as Tutors, Subject Teachers, Curriculum Leaders Learning Managers, Careers Professionals and Heads of Sixth Form. Staff training is provided on a regular basis and updates are given in briefing or circulated via the VLE. Staff are provided with guidance sheets, handouts and option booklets. All staff have access to the u-explore website which includes specific information and resources.

### **4.3 Provision of external and Independent careers guidance**

Independent and impartial careers advice and guidance is provided via qualified careers professionals, a range of CEIAG computer-based programmes and websites in addition to our links with businesses and training providers. Students are also encouraged to access the National Careers Service via a link on the School website.

### **4.4 Other formal and informal partnerships**

The School has a range of formal and informal partnership arrangements including with post-16 providers, colleges, employers, HE and training providers.

### **4.5 Information resources**

A range of careers information, in a variety of formats, is provided in the Careers Hub and the Learning Resource Centre so that it is accessible to all students. Resources are managed in the School to ensure that they are up to date and meet the needs of all students. The 'Start Profile' programme will be launched in January 2020 and will encompass 'Careers Inc' and Tees Valley initiatives

### **4.6 Budget**

Funding is allocated in the School to a careers annual budget, maximum use will be made of quality assured free resources and currency/longevity of careers materials is taken into consideration when purchased priced materials. Tees Valley also allocate funding up to £10,000 that can be used for Events, Transport and Complementary guidance services

### **4.7 Staff development**

All staff should have access to a minimum of 2 hours per year through CPD time to update themselves in relation to current developments in careers pathways. Specific needs are identified in conjunction with the School CPD co-ordinator and reviewed on an annual basis.

### **4.8 Monitoring, review and evaluation**

A report will be submitted to the Educational Advisory Board on an annual basis, including an account of activities, a review of progress and an evaluation of pupil and parental response to provision.

**Appendix A: Leadership & Management – Named Contact**

Position	Name	Title
EAB Member Link Governor	Paul McGrath Fran Lynch	<b>SAB Chair</b> Foundation Governor
Named Contact School Leadership Team	<b>Chris Rea</b>	<b>Assistant Principal</b>
Operational Leader	Diane McKay	<b>Y11 Learning Manager</b>

**Appendix B: Staffing**

Position	Name	Title
Heads of Year / House / Sixth Form	Diane McKay	<b>Y11 Learning Manager</b>
	<b>Rachel Scott</b>	<b>Y10 Learning Manager</b>
	Andrew Cole	<b>Y9 Learning Manager</b>
	<b>Adam Mc Mahon</b>	<b>Y8 Learning Manager</b>
	<b>Jeanette Chapman</b>	<b>Y7 Learning Manager</b>

**Appendix C: Provision of External and Independent Careers Guidance**

Organisation	Name	Title
Careers Inc Tees Valley Careers Service	<b>Pauline Leach</b> Suzanne Strathern	<b>Careers Adviser</b> Careers Co- coordinator

**Appendix D: Other Formal & Informal Partnerships**

Organisation	Name	Title
The Lionweld Kennedy Group Fuji Film Tees Valley Combined Authority Careers Service	<b>Karl Wrightson</b> <b>Tiffany O'Connor</b> <b>Suzanne Strathern</b>	<b>Group Technical Manager</b> <b>Careers and Enterprise Co</b> <b>coordinator</b>

**Appendix E: Information Resources**

Organisation	Resource	Location
Careers Inc.	Online Portal	School Website
Careers Hub / Library	Prospectus, posters, written information	LRC/ Classroom doors
Noticeboards	Posters, written information	Front of school and plasma screens

**Appendix F: Careers Education Plan**

Curriculum Activities and Progression Year Group		Gatsby Benchmark/Learning Outcome

Also Check 'CEIAG AT A GLANCE'		
Year 7	Start Profile and discrete lessons . Challenging Stereotypes. My Career Journey Planning Ahead Choices and Motivation The Art of Careers Research. Lesson Employability and Research NCW Week Wider Curriculum Aspirations and Enterprise	GO 1. A stable careers programme GO 2. Learning from career and labour market information GO 3. Addressing the needs of each pupil GO 4. Linking curriculum learning to careers GO 8. Personal guidance.



Delta Careers Education, Information & Guidance Policy

<p>Year 8</p>	<p>Year 8 Discrete Lessons on The Following...</p> <p>Start Profile</p> <p>Advice Column</p> <p>What Can I do With My Skill Set</p> <p>What will be My Options</p> <p>Class Presentations</p> <p>NCW Week</p> <p>Wider Curriculum Aspirations and Enterprise</p>	<p>GO 1. A stable careers programme</p> <p>GO 2. Learning from career and labour market information</p> <p>GO 3. Addressing the needs of each pupil</p> <p>GO 4. Linking curriculum learning to careers</p> <p>GO 8. Personal guidance.</p>
<p>Year 9</p>	<p>Start Profile</p> <p>Self-discipline to achieve</p> <p>Employability – applying and practice</p> <p>Workplace Skills</p> <p>Enterprising qualities and personality skills</p> <p>Work skills – what can we learn</p> <p>NCW Week</p> <p>Wider Curriculum Aspirations and Enterprise</p>	<p>GO 1. A stable careers programme</p> <p>GO 2. Learning from career and labour market information</p> <p>GO 3. Addressing the needs of each pupil</p> <p>GO 4. Linking curriculum learning to careers</p> <p>GO 8. Personal guidance.</p>
<p>Year 10</p>	<p>Start profile</p> <p>The right Career for me</p> <p>What are employers looking for?</p>	<p>GO 1. A stable careers programme</p> <p>GO 2. Learning from career and labour market information</p>



	<p>Why a STEM career?</p> <p>Preparing for work experience</p> <p>Rights and Responsibilities in the work place</p> <p>Why do we need an international womens day? NCW Week</p>	<p>GO 3.Addressing the needs of each pupil</p> <p>GO 4.Linking curriculum learning to careers</p> <p>GO 8. Personal guidance.</p>
<p>Year 11</p>	<p>Start profile</p> <p>Applying to college and university</p> <p>Independent living</p> <p>How to prepare for job interviews</p> <p>Health and Safety at work</p> <p>How do trade unions protect us</p> <p>Students will have a 1:1 meeting with an Independent Careers Adviser from Careers Inc</p> <p>Students will complete their CV and will experience a mock interview</p> <p>Students will apply to colleges/sixth forms and apprenticeships NCW Week</p> <p>1- 1 Careers Advice (Careers Inc)</p>	<p>GO 1. A stable careers programme</p> <p>GO 2. Learning from career and labour market information</p> <p>GO 3.Addressing the needs of each pupil</p> <p>GO 4.Linking curriculum learning to careers</p> <p>GO 8. Personal guidance.</p>

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## Appendix G: Student Entitlement

### Investing in your Future

The careers education and guidance programme at a Ingleby Manor Free School seeks to positively support you to acquire the educational, social and employability skills necessary for lifelong success in a diverse and changing world of work.

We will support you to aim high in your career goals and aspirations.

As a pupil at a Ingleby Manor Free School you are entitled to a careers education and guidance programme which:

- is personal to you and always puts your interests first
- motivates and inspires you to consider all opportunities open to you within and outside a Delta School
- helps you to gain the skills you need to make your career ambitions a reality
- provides the support you need to be successful
- helps you access any additional support you might need
- is delivered by trained and qualified teachers and advisers, with up-to-date knowledge and understanding of career pathways and local labour market information
- protects and respects your personal information and shares it only with your consent • always puts your interests first

Together with a range of career professionals, businesses and training providers we will support your career development in a number of ways including:

- Information and discussion in lessons and assemblies to help you make decisions about your future
- Activities and events such as employability days
- Access to careers advisers in a variety of ways including individual meetings, drop in sessions, enrichment activities and on results days

- Careers information and computer-based careers programmes
- Information and updates on notice boards and plasma screens
- The Delta School website

## **Appendix H: Parents Entitlement.**

### **Investing in your Son/ Daughter's Future**

Research has consistently shown that parents and carers are *the* most influential factor in students' decisions about the future. Your support and encouragement influences their choices, and the guidance you provide will be invaluable to their eventual achievements and career pathways. This might feel a little daunting...the jobs of the future may be very different from your own experiences and choices. In fact, they may not even be invented yet!

There are some very simple and practical steps you can take to support your child.

- Talk to them about their current educational attainment and estimated grades and encourage them to aim high (the skills shortages of the future will be in higher level jobs)
- Discuss where they want to be and research how to get there (lots of great resources in the School and on the internet)
- Use the links on the school website [ingelbymanorschool.org.uk](http://ingelbymanorschool.org.uk)
- Encourage them to seek out the advice and experiences they need to help them achieve their goals
- Help them with the steps they need to take

Together with a range of career professionals, businesses and training providers we will support your son's/daughter's career development in a number of ways including:

- Information and discussion in lessons and assemblies to help them make decisions about your future
- Activities and events such as employability days
- Access to careers advisers in a variety of ways including individual meetings, drop in sessions, enrichment activities, parents and option evenings and on results days
- Careers information and computer-based careers programmes
- Information and updates on notice boards, plasma screens and websites
- Start Profile information and full termly review

You are welcome to attend your child's careers meeting and we encourage you to contact your Delta School if you need any more help or information.

### **Appendix I: Provider Entitlement.**

This appendix sets out the School's arrangements for managing the access of providers to pupils at the School for the purpose of giving them information about the provider's education or training offer. This complies with the School's legal obligations under Section 42B of the Education Act 1997.

#### **Management of provider access requests**

##### **Procedure**

A provider wishing to request access should contact – **Chris Rea**  
Telephone: **01642 352450**

##### **Opportunities for access**

The School will arrange a Careers and Aspirations Day in the first term (September –December) as part of the next step planning and setting the aspirations of our students. This day is integrated into the School careers programme and will offer providers an opportunity to come into the School to speak to pupils and/or their parents/carers. Details of these can be found within this policy and the careers section of the website.

We also arrange a series of Careers Cafes held at lunchtimes. These are based on Local Market Information and Employers and Provider (if appropriate to the LMI area) will be invited / request to attend these events also.

Please speak to our Careers named contact to identify the most suitable opportunity for you.

##### **Premises and facilities**

The School will make space available for discussions between the provider and students, as appropriate to the activity. The School will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Hub, which is managed by our Careers Professionals. The Careers Hub is available to all students at lunch and break times.