

Careers Education, Information, Advice and Guidance Policy (CEIAG)

Policy Number: N103

Policy Owner: Careers Leader

Governing Body Responsibility: Welfare Committee

Version: 5.0

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Policy to be reviewed on or before June 2024



Kesteven and Grantham Girls' School

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1. Introduction

Careers Education, Information, Advice & Guidance (CEIAG) is an integral part of the preparation of students for the opportunities, responsibilities and experiences of adult life and, consequently, it makes a vital contribution to our general aims. It also provides many opportunities for students to develop their key skills, employability skills, and understand the current labour market and changes to the world of work. It encourages students to experience encounters with employees, employers and workplaces and provides opportunities for them to do this. It also provides opportunities for colleges and training providers to access KGGS students to discuss non-academic routes that are open to them. At all Key Stages, CEIAG is integrated into the Guidance and Support curriculum and, in Y10; there is also a timetabled Personal Development lesson. Every year there is a dedicated Careers Week where this area of student development is a focus for students through their academic subject lessons.

2. The CEIAG programme aims:

- To provide a stimulating, differentiated and supportive learning environment which enables every student to acquire knowledge, skills, qualities and attitudes needed to raise their achievement and be effective in a variety of roles and occupations.
- To provide opportunities for students to:
 - a. Develop awareness and self-reliance. Students should learn how to understand themselves and develop their capabilities.
 - b. Receive personal guidance
 - c. Explore careers, the current labour market and opportunities in an ever changing society and world of work
 - d. Encounter employers and employees and experience workplaces
 - e. Encounter Further and Higher Education (in accordance with the Baker Clause)
 - f. Manage their careers and implement their personal career plans.
 - g. Understand how curriculum learning links to careers
 - h. Develop a knowledge and understanding of the world of work through a range of work related experiences.
 - i. Develop employability skills and commercial awareness.
 - j. Develop skills to manage change and deal with transitions.

3. Objectives:

- The Learning Outcomes for each Key Stage are explicit in the Guidance schemes of work.
- Objectives and outcomes are reviewed and amended to ensure that they meet the students' needs. These will be communicated to all teachers, students and others involved in the CEIAG programme.

4. Entitlement

All students are entitled to guidance and support to make sound career decisions.
The core components of the student entitlement are:

- Access to impartial and objective individual guidance from Form Tutors, subject teachers, Heads of Year and a Careers Adviser in accordance with the Careers Strategy Dec. 2017: A planned programme of careers education and guidance.

- Advice, encouragement and opportunities to experience the world of work, work related activities, workplaces and meet employers
- Open access to a well-stocked Careers Resource Centre and advice about the use of internet resources.
- Access to schemes of work which are designed to promote a range of possible learning outcomes and enable students to identify what went well and to highlight areas of development.
- Access to relevant labour market information and information on changes to the way work is organised
- Arrangements for an annual discussion of career plans and subsequent action planning.

An entitlement to CEIAG is promoted throughout the school CEIAG programme and curriculum teaching CEIAG

5. Implementation

The CEIAG programme is delivered:

- Through the Guidance programme in years 7 to 13 (1 hour every 2 weeks)
- As a timetabled subject, Personal Development, in Year 10
- Through the annual careers week featuring the relationship between work in curriculum lessons and the world of work
- Through visiting speakers
- A variety of teaching and learning strategies and methods are used to involve students in the learning process as outlined in the school's Teaching and Learning Policy. The school has strong links with their Independent Careers Adviser, who contributes to the CEIAG programme by providing regular opportunities for impartial individual interviews
- The school's Independent Careers Advisor and the Careers Leader reports to the school Governors annually. These reports focus on the developments in the CEIAG programme and gives quantitative data on the interactions that have taken place. Student aspirations are also tracked and these are used to inform staff when planning external speakers and attendance of students at external careers events
- Representatives from local industry, commerce, training organisations, colleges, universities and community organisations including a number of ex-students are involved in the CEIAG programme, providing sources of information, guidance and experience.
- The school is in close contact with its local Enterprise Coordinator and Enterprise Advisor who both assist with careers planning and help in providing contacts for students to experience employers and guest speakers

The purposes of the CEIAG programme in the school is to promote the ethos of equal opportunities by:-

- Enabling all students to achieve their own individual potential.
- Challenging attitudes, beliefs and stereotypes.
- Providing information that is objective, impartial and free from bias.
- Providing access to a full range of support, careers, training and educational options available to them (in line with the Baker Clause)

- We recognise the important role that parents play in helping to shape the career and education choices of young people and, therefore, involve them through information evenings.
- The school has a well-stocked Careers Resource Centre, containing up to date careers education and training literature on the full range of opportunities at 16+ and 18+. The school's network provides up-to-date careers software programmes which all students are encouraged to access and are introduced to through Guidance and Personal Development lessons.
- Our Careers administrator creates a weekly bulletin of opportunities which highlights local and national employment opportunities for all Y11-13 students. This includes University schemes, apprenticeships and Open days
- All students in Y9 & Y11 have an interview with their Head of Year about their GCSE/ /A Level/other post-16 choices.
- All students in Y11 have an individual meeting with a member of SLT about their post 16 plans
- All students in Y13 receive individual help and support with University applications from the Sixth form pastoral team.
- Students who choose not to go to University work on their personal action plans with the Sixth Form administrator and Guidance mentor as well as the Independent careers Advisor where appropriate.
- In Key Stage 5 all students receive an Individual Development Plan (IDP). This document sets out their core aims and through Guidance/Support sessions they develop an action plan. It also allows them to record the development of their employability skills through their curriculum learning

Students can request to see the Independent Careers Advisor as many times as they wish

The CEIAG programme is reviewed and evaluated by CEIAG staff at the end of each academic year, taking into account student feedback. The outcomes of the evaluation will be reflected in future developments, including the School Development Plan if appropriate, so that changes can be implemented and resourced.

6. Work related activity

Y8 – Take Your Daughter to Work Day

Y9 – Real Game

Y9 – South Kesteven Careers Exhibition

Y9 – Financial Capability Activity

Y10 Careers Advisor information talks. Apprenticeship talk

Y10 Introduction to Kudos Inspire program.

Guest Speakers

Y11 – Personal careers' interviews. Encouraged to source a work experience placement between Y11 & Y12

Y12 All students are encouraged to carry out work experience during school time on a Wednesday afternoon when lessons are not timetabled.

Y11 & Y12 students are involved in the National Citizenship Scheme, Young Enterprise Award and the Duke of Edinburgh Award Scheme.

Y13 – Guidance through the university application system and one-to-one help and advice with accepting offers and/or application for jobs or apprenticeships

7. Supporting documentation

The Equality Act 2010

Careers Strategy: Making the most of Everyone's Skills and Talents –DfE December 2017

Good Careers Guidance – The Gatsby Foundation and Compass

Careers, Employability and Enterprise Framework, CDI March 2020

Stat Guidance - Personal, social, health and economic (PSHE) education Sept 2013

Careers Strategy (DFE) December 2017

Careers Guidance and access for education and training providers (DFE) January 2018
(updated October 2018)

PSHE Association 2017

8. Related School Policies:

Citizenship Policy

Equal Opportunities Policy

Personal, Social and Health Education Policy

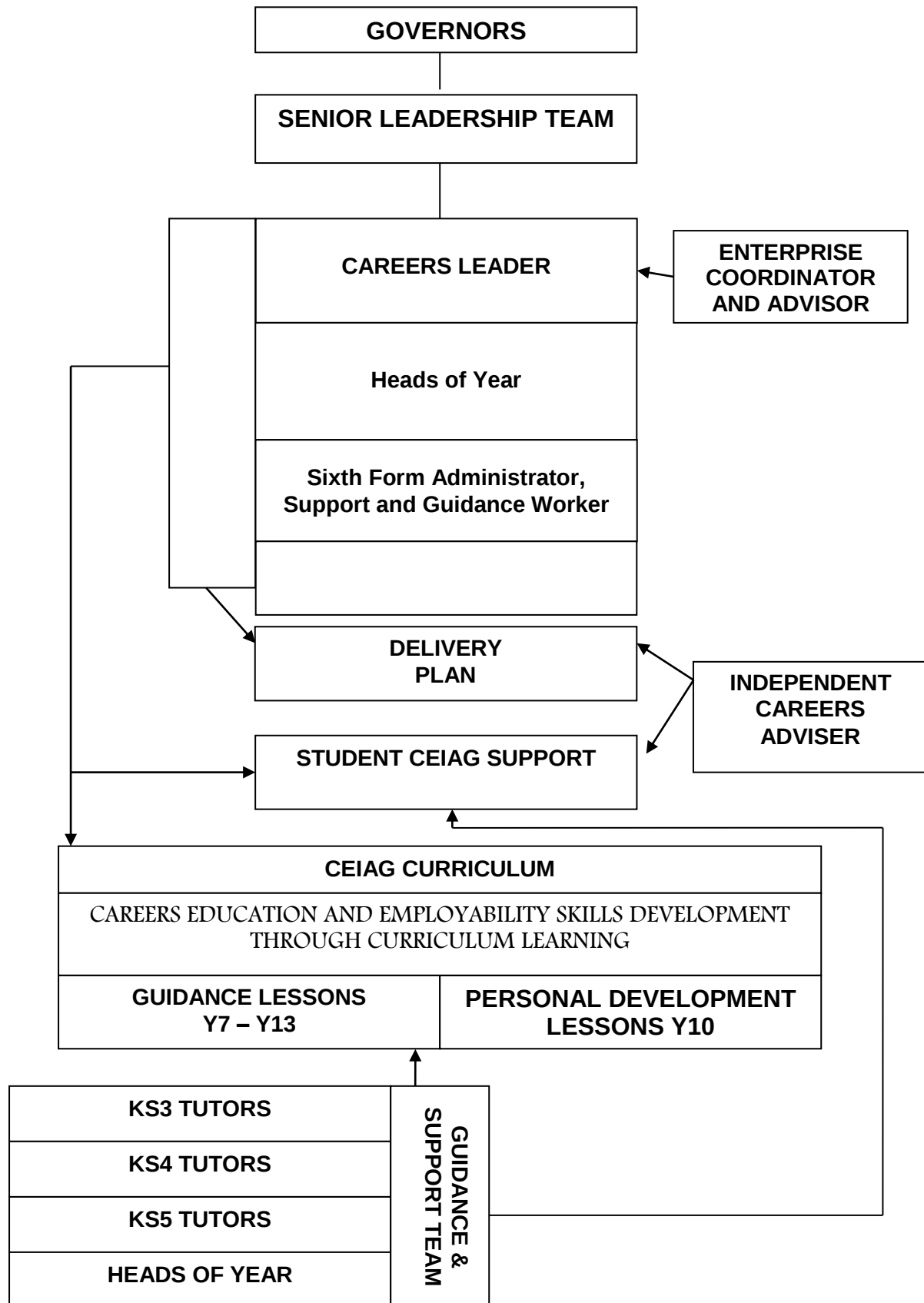
Special Education Needs & Disability Policy

Student Support Policy

Teaching and Learning Policy

9. Appendix 1

The organisation of Careers Education and Guidance incorporating Work Related Learning



10. Appendix 2

Careers Education & Guidance Statement – on School Website

Key staff

Careers Leader Mrs S. Macpherson (staffsmacpherson@kggs.org)

1. Provider Access Policy

Introduction

This policy statement 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.

Pupil Entitlement

All pupils in years 8-13 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 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

Procedure

A provider wishing to request access should contact Mrs S Macpherson, Assistant Headteacher staffsmacpherson@kggs.org Telephone 01476 For safeguarding purposes, providers should bring photo identification with them when visiting the school.

Opportunities for access

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

Careers Programme			
	Autumn Term	Spring Term	Summer Term
Year 8	Reflective Learners 1:1 Reviews Future Hopes & Dreams Confidence Science – Medic Day	Life Skills – assembly and tutor group opportunities Take Your Daughter to Work Day The World of Work	Life Skills – assembly and tutor group opportunities Team Building Day (RAF) Careers Survey First Aid Careers Week
Year 9	GCSE Options Evening Real Game Santander - Talks	Resilience research Money Matters	Financial Capability Access to Independent Careers advisor Careers Week
Year 10	Life Skills – Entering the World of Work Careers Interviews Magistrate Talks Science – Big Bang Fair	Employment Rights & Laws Careers Interviews Personal Finance CV Writing Post-16 Options Apprenticeship talk	Life Skills – assembly and tutor group opportunities Careers Interviews Employability Skills Careers Week
Year 11	Life Skills – assembly on opportunities at 16 Careers Interviews	Post – 16 evening Post -16 taster sessions Oxbridge Conference Careers Interviews	
Year 12	Higher Education Fair Post-18 assembly – apprenticeships Benefits of extra-curricular activities. Employability Skills Promotion of Work Experience	Small group sessions: future education, training and employment options. Higher Education talks Review of work experience and extra- curricular activities UCAS Exhibition Oxbridge Conference	Higher Education evening (Student Finance) Interview skills & mock interviews Preparing a CV Post-18 Day
In Y12 & Y13 students have ongoing careers interviews and all-year-round talks about different careers according to their requests e.g. law, midwifery, routes into teaching, armed forces, psychology etc.			
Year 13	Workshops – HE and higher apprenticeship applications 1:1 reviews Post-18 options research Employability skills Update work experience log	Studying abroad/gap years Personal Financial Management Survival skills for living away from home.	

Premises and Facilities

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 AV and other specialist equipment to support the provider presentations. This will be discussed and agreed in advance

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, The Careers Resource Centre is available to all students at lunch and break times.

11. Configuration History

Version:	Date:	Author	Contributors
1.0	October 2008	Careers, Education and Guidance Planning	
1.1	March 2010		
1.2	October 2010		
1.3	October 2014	Deputy Head, Learners & Learning	
2.0	June 2016	Deputy Headteacher	Sally Macpherson Dawn Wood Tracey Doig
3.0	June 2018	Deputy Headteacher	Sally Macpherson Kay Boothby Tracey Doig
4.0	June 2020	Assistant Headteacher	Sally Macpherson
5.0	June 2022	Assistant Headteacher	Sally Macpherson

Audit trail of change

Version	Date	Reason for Change
1.0	October 2008	Policy Review
1.1	March 2010	Policy re formatted
1.2	October 2010	Policy Review
1.3	October 2014	Policy Review
2.0	June 2016	Policy amendment to incorporate Work Related Learning
3.0	June 2018	Policy amendment due to new Government initiatives
4.0	June 2020	Policy Review
5.0	June 2022	Policy Review

Authorisation

Name	Date	Signature
Mrs A Dorkes	June 2022	