



CEIAG Policy

(Careers Education, Information, Advice and Guidance)

Written by	Adopted by Governing Body	Review Date
Jade Driscoll (January 2024)		September 2024

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1. Introduction

Careers, Education, Information, Advice and Guidance (CEIAG) refers to a range of activities and interventions that help young people to make the right choices. This includes impartial advice and guidance at key transitional times for young people and access to up-to-date information on careers and other issues affecting their well-being and staying on in learning.

CEIAG should help students develop skills, attitudes and abilities, which will enable them to be effective in a variety of adult occupations and roles. Effective provision allows stereotypes to be challenged and supports the active promotion of equality and diversity within our community.

Effective CEIAG raises aspirations, enables students to make informed decisions about the number of opportunities available. It can equip young people to meet challenges positively and to learn throughout life, which is why is a crucial part of the school's curriculum.

Baysgarth School has a number of duties in relation to careers guidance, this includes the following:

- An obligation to provide independent careers guidance from Years 7 to 11 (statutory guidance is from 8 to 13)
- Providing all young people with a stable and structured careers programme
- Ensure there is an opportunity for a range of education and training providers to access all students.
- Use the Gatsby Benchmarks to improve careers provision through regular self-assessment and evaluation
- Appoint a named person to the role of Careers Leader
- To publish details of the careers programme for young people and their parents

Our careers provision is based on a partnership role with parents and students.

The CEIAG Policy should be read in conjunction with:

- (DfE Careers guidance and access for educations and training providers December 2018).
- Safeguarding and Child Protection Policy
- Equality and Diversity Policy
- Data Protection Policy

2. Aim

The aims of the CEIAG policy are to ensure Baysgarth School provides outstanding careers education, information, advice and guidance in order to ensure that each student has high aspirations and is fully prepared for their next steps in learning, training or employment beyond their time with us.

3. Curriculum Provision

The CEIAG curriculum is interwoven through the school's curriculum and holistically its aims are:

- To develop the skills in students which will help to make informed and realistic choices for their future
- To enable students and parents to be aware of the alternatives and opportunities open to them at different stages of their life and to raise aspirations
- To encourage understanding and experience of the world of work through work related learning (WRL) and enterprise activities
- To encourage students to investigate career opportunities both locally and nationally and through direct experience of the world of work, work related learning and enterprise activities.
- To encourage students to implement their career plans
- To challenge stereotypes and celebrate equality and diversity in society

4. Career Guidance Lessons and Appointments:

Careers guidance and advice are given through the ICE Programme and the Gateway Curriculum.

The school works closely with the careers advisor, local industries and other establishments in the area. Our Business link through the Humber LEP is Wren Kitchens

Towards the end of Year 8 all pupils attend general talks concerning realistic self-assessment and they are given guidance regarding the subjects they will need to study for particular careers and courses as part of their option choices. Opportunities are provided for students to experience taster sessions of different subjects in order to facilitate their choices.

During Year 10 students will begin to have their allocated careers interview. Pupils are shown how to obtain information about careers from the sources which are available. They are given guidance regarding job applications and approaches to interviews. Throughout Year 11 careers advice and guidance intensifies and pupils are guided through the post 16 application procedure.

Opportunities are taken to encourage pupils to meet with people from a variety of career backgrounds. Assemblies are utilised to ensure that all local providers are able to communicate directly with students. Specific events for targeted careers are provided for students on an interest basis.

5. Student Entitlement

Baysgarth School endeavours to ensure an equitable programme and experience for every student based on DfE guidelines and statutory requirements.

The careers curriculum is overseen by a member of the Senior Leadership Team and is supported by a dedicated member of staff who specialises in careers education.

We aspire to provide:

- Access to a range of activities that inspire them, including employer talks, careers fairs, motivational speakers, college and university visits and access to coaches and mentors.
- Links with local employers, to help boost attitudes and employability skills, learn about the range of roles and opportunities available.
- Work experience provision where it is appropriate and beneficial.
- Meaningful encounters with employers, helping all students learn about what work is like or what it takes to be successful at work.
- Access to advice on options available at Post-16 including apprenticeships and entrepreneurialism, and opportunities available from other post-16 providers.
- Face to face advice and guidance to build confidence and motivation.
- Coordinated support from external agencies including the local authority where students are vulnerable, have special educational needs or are at risk of becoming NEET.
- Information about the local Labour Market
- Careers interviews in Year 9-11
- Tutor time and Inspire activities that promote awareness of a wide range of career opportunities and progression routes.
- Gateway curriculum in Year 9 actively teaches and develops employability skills, whilst exploring career pathways in that subject area
- Tailored support for all statemented and EHCP students through progression and transfer reviews, and individual meetings for all students in Year 9 and above.
- Creation of the culture passport for every student to ensure they capture experiences and opportunities which help them demonstrate their employability skills

6. Responsibilities

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 an employability mentor.

The Senior leader with responsibility for CEIAG will be responsible for the:

- management and co-ordination of the various aspects of work-related learning
- the range of activities in each key stage
- monitoring and evaluation of the CEIAG activities
- procurement of independent careers advice
- quality assuring the information and guidance given to students
- equity of provider access
- development of staff's knowledge within the world of work

All staff contribute to CEIAG through their roles as Tutors, Subject Teachers, Heads of Faculty, Learning Managers, Careers Professionals and Heads of House.

Heads of Faculty and Classroom Teachers will support students' career development by:

- Provide relevant information and discussion in lessons and assemblies to help students make informed decisions about their future.
- Provide a gateway curriculum project that explores the jobs and occupations linked to the subject
- Provide opportunities for trips and visits to put the subject and how it can be utilised into practice
- Ensuring that their schemes of work contribute to work-related aims identifying the types of activity at relevant points in the schemes of work;

Students can access CEIAG through one-to-one interviews, workshops and enrichment activities.

7. Provision of External and Independent Careers Guidance

Independent and impartial careers advice and guidance is provided via qualified careers professional who is permanent member of staff, a range of CEIAG computer-based programmes and websites in addition to our links with businesses and training providers.

8. Provider Entitlement

Providers (Apprenticeship Providers, Employers, Colleges and UTCs etc.) can access students to promote their programmes in a variety of ways including:

- Careers talks and visits organised through curriculum areas or as a year groups
- Careers & Aspirations Fair – large event where all providers can access parents and students
- Key Stage 4 Options Evenings
- Whole school careers themed events

9. Other Formal and Informal Partnerships

The school has a range of formal and informal partnership arrangements including with post-16 apprenticeship providers, UTCs, colleges, employers, HE and training providers. The school is also fortunate to be linked to Wren for work experience and employment opportunities.

10. Staff Development

All staff should have access to regular developments in careers pathways through faculty CPD and sharing of best practice. Updates and relevant information are shared with staff through briefings and the school bulletin.

Specific needs are identified in conjunction with the SLT member with responsibility for CPD and is reviewed on an annual basis

11. Equal Opportunities

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.

12. Monitoring and Review

The Governing Body will receive an annual report from the Head Teacher and will review the policy every two years.

Signed: _____ [Chair of Governors]

Date: _____

Signed: _____ [Head Teacher]

Date: _____

Appendix 1: Careers Education Plan Curriculum Activities and Progression

Year	ICE Learning Outcomes	CEIAG Activities		
		Autumn Term	Spring Term	Summer Term
7	Begin to raise awareness of careers and opportunities. Beginning to explore and think about life after secondary school. Students exposed to aspirational thinking and goals are set based on this	ICE Programme Assemblies	ICE Programme Careers Fair Assemblies	ICE Programme Wren Talks Assemblies
8	Recap the skills and qualities that we possess and think about how these have changed since Year 7. We look at the different pathways that students can take and think about what GCSE options would be suitable and where we might like to go post 16.	ICE Programme Assemblies	ICE Programme Options Evening Option Taster Sessions Careers Fair Assemblies	ICE Programme Wren Talks Assemblies
9	How can decisions I make affect my future job? Students have the opportunity to explore career prospects through trips, visits and motivational speakers. Students use these opportunities as a way of beginning to inform decision making around careers.	ICE Programme Gateway Curriculum Assemblies WIME Event	ICE Programme Gateway Curriculum Careers Fair Assemblies	ICE Programme Wren Talks KPMG Work Ready Day Assemblies
10	Students are introduced to CV's and	ICE Programme	ICE Programme	ICE Programme

	<p>the importance of building a personal profile about themselves to help prepare for the world of work. Students look at the importance of planning and what they can do to help get ready for Year 11</p>	<p>Assemblies WIME Event</p>	<p>Careers Fair Assemblies</p>	<p>Wren Talks Assemblies Mock Interviews Career interviews Wyke Day JLC/North Lindsey Day</p>
11	<p>Look at the labour market and think about what skills are required to go into certain careers. Post 16 pathways are explored which includes a focus on apprenticeships. Students discuss the skills, which would be useful for interviews to help prepare for any college/apprenticeship interview.</p>	<p>Army Careers Session WIME Event College Providers Assemblies Apprenticeship providers Assemblies Tutor time activities Career interviews Sheffield Uni Trip</p>	<p>Mock Results Day College Providers Assemblies Apprenticeship providers Assemblies Careers Fair Tutor time activities Career interviews</p>	<p>Year 11 Results Day Tutor time activities Career interviews</p>