



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

**Date:** May 2002

**Reviewed:** October 2020

**Review Schedule:** 3 Years

**Next review Date:** Autumn 2023

**Responsibility:** Curriculum, Learning & Teaching Committee

Company Number 07564519  
A Company Limited by Guarantee  
Registered in England  
Clyst Vale Academy Trust, known as Clyst Vale Community College, is an exempt charity

### **Rationale:**

There is a need for a planned programme of activities, learning and support to be delivered to young people to enable them to make decisions and plan their careers. In Dec 2017, the Department for Education published its updated statutory guidance: 'Careers Strategy: making the most of everyone's skills and talents'. The aim of Careers Education, Information, Advice and Guidance (CEIAG) is to raise our student's aspirations, broaden their horizons and empower them to make informed realistic decisions at all key transition points in learning and work.

The Gatsby benchmarks are a set of world class standards that we use to measure our careers provision effectiveness and are aligned with the statutory requirements. They provide an aspirational set of standards that we will work towards achieving by 2020. Using the online tracking tool we will be able to assess our progress on a 6 monthly basis at the start and middle of each academic year. This data informs our strategy and actions.

## **Commitment:**

Clyst Vale Community College is committed to providing a planned programme of careers education for all students in year 7-13. We employ an independent careers advisor who advises students about post 16 and post 18 destinations and Careers South West work with groups of students who fulfil the set criteria.

Our school has been selected by the Careers and Enterprise Company to be involved in a local careers hub. This means that working together with other schools, and with partners in the business, public, education and voluntary sectors to deliver the Gatsby Benchmarks and ensuring careers outcomes are improved for all people. We commit to meeting with our enterprise advisors and linking with local employers to enable students to gain a first hand insight into the world of work. Our careers leader regularly completes networking meetings with the careers hub leader, enterprise advisor, link governor and SLT.

All students receive careers education across years 7-13 and the programme is designed to enable us to meet the Gatsby benchmarks. This involves embedding careers across the curriculum as well as teaching a bespoke scheme in Course 42 lessons. The careers programme enables students to engage in the decision making process and plan positive futures. Overall the careers programme links to the college RRS ethos- respect, participate and learn. Embedded in the programme is the desire for our students to reach their potential.

Clyst Vale Community College is committed to respond to the student's and employer's needs ensuring that we prepare students for the future courses and career routes that are available. We use labour market information to ensure that students are aware of the local employability landscape and make students aware of areas where there are skills shortages.

We have a policy statement for managing access of providers to pupils this complies with the school's legal obligations under Section 42B of the Education Act 1997.

### **This means that all pupils in years 8-11 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.

### **Links with other policies:**

It supports and is underpinned by the college's policies for teaching and learning, assessment, monitoring, recording, reporting achievement, Course 42, Equal opportunities and diversity, health and safety, gifted and talented and special needs.

## **OBJECTIVES**

Key objectives include-

At Clyst Vale Community College we will ensure:

- all students understand the full range of post 16 and 18 options available to them, to learn from employers about work and the skills that are valued in the workplace and to have first-hand experience of the workplace;
- all students get an excellent programme of advice, guidance and development that is delivered by individuals with the right skills and experience;
- support is tailored to the needs of the individual and independent CIAG is available to all students at KS4 and again at KS5;
- strong links are developed and maintained with outside agencies which can be used to develop and enhance the careers programme;
- that the impact of our activities are measured and inform our future strategy and actions;
- that parents are kept informed of our progress and are encouraged to actively engage and support CEIAG activity.

## **MANAGEMENT**

The statutory guidance states the importance of having a named careers leader within school. This role is undertaken by our Work-related Learning (WRL) Coordinator (Nicola Bennett) who assists young people's career learning, planning and development by leading and managing the development of CEIAG in school through the development of an annual plan of activities and resources to support the needs of our students and measure their impact. The WRL Coordinator works under the direction of a member of the Senior Leadership Team (Sara Jacobs) who facilitates the contribution of colleagues, students and partners, develops the careers programme, organises resources and ensures that students have access to impartial CEIAG within the Academy and independently.

Meetings between the careers lead and the IAG team are regularly held. The SENCO is also directly involved in working with students and ensuring their IAG meets their needs and destinations.

### **Staffing:**

All staff in the college contribute to the careers programme through their role as tutors and subject teachers. The careers programme itself is delivered by the C42 teachers and on DLD's through the tutor team. This is coordinated by the careers lead. Careers information is available in the careers library, through the website and moodle. In addition careers information is displayed on the boards and through the school newsletter.

### **Curriculum:**

The Key Stage 3 curriculum provides students with information about the world of work and different qualifications and employability skills. This will enable the students to choose the options which are most suited to their career aspirations in year 9.

In Key Stage 4 students are given further information and experiences which enable them to consider post 16 options. Through their careers DLD and programme in year 10 students are able to develop CVs, Letter writing skills and interview techniques. Lessons

also include information about the courses which are available to them when they finish year 11. Students in year 10 are given the opportunity to complete a work experience placement which gives them direct experience of the world of work. Students are given the opportunity to receive advice and guidance from apprenticeship providers and FE colleges where appropriate.

**Partnerships-** We work in partnership with other hub schools, our enterprise advisors, CSW and complete a partnership agreement with CSW for our Work Experience programme.

**Resources-** Funding is allocated in the annual budget round in the context of the whole school priorities and particular needs of the IAG area. The careers lead is responsible for the effective deployment of resources.

**Staff development-** The careers lead has attended training and needs are identified by the college's CPD coordinator.

**Monitoring, Review and Evaluation-** The careers provision is reviewed every 6 months using the online tracker tool to recognise progress towards the Gatsby Benchmarks. This is shared with our link governor and enterprise advisor.

**Date: October 2020**

Acronyms used in this policy document:

WRL: Work Related Learning

QCA: Qualification and Curriculum Authority

IAG: Information, Advice and Guidance

CEIAG: Careers Education, Advice and Guidance

DCSF: Department for Children, Schools and Families

NVQ: National Vocational Qualification

CPD: Continuing Professional Development

ASDAN: Award Scheme Development and Accreditation Network

DEBP: Devon Education Business Partnership