



Notley High School & Braintree Sixth Form

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

Last reviewed:	May 2024
Next review due:	May 2026
Ratified Full Governors:	May 2024
Designated Postholder:	Assistant Headteacher

Rationale

Careers education and guidance programmes play a major part in helping young people choose pathways that suit their interests, abilities and individual needs. A robust careers programme helps avoid disengagement, puts school learning into a wider and more relevant context, and helps raise aspirations.

Statutory requirements and recommendations

The policy is designed to meet the Gatsby benchmarks and conforms to statutory requirements.

Students are entitled to CEIAG which meets professional standards of practice and is both personalised and impartial. It is integrated into students' experience of the whole curriculum and based on a partnership with students and their parents/carers.

The primary aims of the careers education and guidance programme are to:

- Prepare students for the transition to life beyond secondary school (higher education and the world of work);
- Make students aware of the range of opportunities which are realistically available to them in continued education and training at 14+, 16+ and 18+;
- Develop in students an awareness of the wide variety of education, training and careers opportunities both locally and nationally;
- Support students in making informed decisions which are suitable and ambitious for them;
- Provide students with well-rounded experiences;
- Develop characteristics e.g. social skills, communication, innovation, resilience and leadership which support students in the curriculum and in their careers;
- Promote equality of opportunity, celebrate diversity, challenge stereotypes and ensure all students who require any extra assistance and guidance to reach their potential, receive it;
- Provide additional support where necessary to students in receipt of Pupil Premium funding and students with Special Educational Needs or Disabilities (SEND), through personalised support from the SENCO, careers advisor and external bodies where appropriate;
- Inspire and motivate students to develop their aspirations

Implementation

The school guarantees impartial and independent advice via:

- Access for all students to the careers exploration website 'UniFrog';
- Promotion of independent websites relevant to all career needs, from choosing a university to pursuing a career via a half termly bulletin for students, parents/carers and staff;
- Access to a wide variety of external speakers offering independent sources of information including employers, representatives from professional bodies and

organisations including apprenticeship companies and representatives of higher education establishments.

All staff have a part to play in the implementation of this policy through their role as tutors and as subject specialists.

Careers Adviser

All students have access to an independent careers adviser, provided by Directions, who works alongside the Head of Faculty and Careers Leader. All students are able to meet the advisor for individual appointments, together with their parents/carers if requested. Meetings are followed up with advice summaries sent to students.

Implementation: Staffing

All staff contribute to CEIAG through their roles as tutors and subject teachers. The PDT team at Key Stage 3 and 4 deliver specialist sessions. RSLs liaise with the careers leader to address needs of all students, including support from teachers and external agencies, such as the independent careers advisor.

The designated lead for CEIAG in the school is Michelle Robb. The Careers lead will:

- Take responsibility for developing/running and reporting on the school's career programme.
- Plan and manage careers activities.
- Support teachers to build careers education and guidance into subjects across the curriculum.
- Establish and develop links with employers/education and training providers and careers organisations.
- Work closely with relevant staff, including the SENDCO, to identify the guidance needs of all SEND needs and put into place personalised plans.
- Review the Provider Access Statement annually in agreement with the LGC.

The designated governor for CEIAG is Jackie Foster. The Local Governing Community will:

- Ensure the link Governor takes a strategic interest in careers education and encourage employer engagement.
- Ensure details of the schools careers policy and the name of the Careers Lead are published on the school website.
- Ensure that the school meets the requirements of the Baker Clause including the publication of the Provider Access Statement.

Key Stage 3:

The careers programme at Key Stage 3 supports the students in their planning and choices of GCSE subjects through a range of activities including:

- The PDT 'World of Work' curriculum
- The use of Unifrog

- Assemblies with external speakers
- Taster days
- Careers insight day
- Tutor time and subject activities during the Apprenticeship and Careers weeks

Any student can request an individual careers interview with an independent IAG advisor; this can be at their request, or the request of a parent or member of staff.

Key Stage 4

The Key Stage 4 careers programme aims to help the students research and understand their choices and routes into education and training through:

- The PDT 'World of Work' curriculum
- Preparation for and completing a mock interview
- Careers Fair
- Apprenticeship Fair
- Assemblies with external speakers
- KS5 vocational information evening for parents and carers
- Taster days
- Tutor time and subject activities during the Apprenticeship and Careers weeks

Any student can request an individual careers interview with an independent IAG advisor; this can be at their request, or the request of a parent or member of staff. All Year 11 students will be offered a careers interview and Year 10 are all offered the opportunity for a mock interview.

Key Stage 5

The Key Stage 5 careers programme supports the student in planning for the future, including university and apprenticeships. Students have a wealth of opportunities to obtain advice regarding Higher Education:

- Higher Education Fair at a local university
- Guidance from Sixth Form staff and external speakers
- Information evening for students and parents and a presentation on Student Finance.
- Personal Statement workshop and support
- Mock interviews
- Work experience

During the tutor programme, students receive guidance on writing letters, application forms and CVs. Students interested in apprenticeship are also invited to a workshop run by Aim Apprenticeships and all students are assigned access details to UniFrog which supports both progression routes.

Any student can request an individual careers interview with an independent IAG advisor; this can be at their request, or the request of a parent or member of staff. All Year 13 students will be offered a careers interview and Year 12 are all offered the opportunity for a mock interview.

Monitoring and Evaluation

The Assistant Headteacher and Head of Faculty will work alongside the careers leader and independent careers advisor to review the provision of CEIAG:

- Lesson observations within PDT lessons as part of the School's Statement of Action;
- Developmental activity is identified annually in the SIP;
- Feedback on the effectiveness of the CEIAG programme is sought through student and parents'/carers' questionnaires and staff evaluations. Resulting action points then feed into the following year's planning process to ensure they are addressed;
- Evaluation and feedback via Directions, independent careers service;
- Review of the school's adherence to the Gatsby benchmarks through Compass, an online self-evaluation tool for schools;
- Evaluation of destinations data.