

POLICY NAME: CEIAG Policy

APPROVAL BODY: Local Governing Body

APPROVAL DATE: February 2023

REVIEW DATE: February 2024

INTRODUCTION

“Careers Education” and “Information, Advice and Guidance” by definition is a means of developing a young persons’ knowledge, understanding, 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.

Aims

Information, Advice and Guidance (IAG) is a means of providing all young people at Kingsway Park with **personalised support to make realistic, informed decisions** on progression to post 16 education, employment and/or training opportunities. This includes A Levels, T Levels, Apprenticeships, Traineeships and Study Programmes. The C.E.I.A.G policy at Kingsway Park High School is underpinned by the 8 benchmarks from the Gatsby Charitable Foundation, which are as follows:

1. A stable careers programme
2. Learning from the careers and labour market information
3. Addressing the needs of all students
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education providers
8. Personal guidance

(See the Gatsby Career Guidance document for full details.)

In order to embed these benchmarks into our provision, Kingsway Park High School will follow the following recommendations made to schools from the report:

1. We use the benchmarks to enable us to review and improve our provision of CEIAG. Our provision is regularly and systematically monitored, reviewed and evaluated, and actions are taken to improve the provision in response to the findings.
2. We have a stable careers plan which is shared and published on the school website.
3. We aim to embed careers into curriculum learning.
4. We have a link Governor for the IAG Team.
5. We provide internal personal career guidance and with external providers.
6. We develop our links with further and higher education providers and employers.
7. We provide personal guidance that responds to the need of each learner.

Along with the Gatsby Recommendations that were introduced in 2018, the Baker Clause was authored by the former education secretary, Lord Kenneth Baker. The guidance stipulates that schools must allow colleges and training providers to access every student in years 7-13 to discuss non-academic routes that are available to them.

Further updated in July 2021, the government’s Statutory guidance for schools and guidance for further education colleges and sixth form colleges sets out the following: “Schools and colleges have a responsibility to set students on the path that will secure the best outcome which will enable them to progress in education and work and give employers the highly skilled people they need.”

As a school, we ensure that all students are aware of both academic and non-academic routes to allow them to have wider understanding of the jobs and careers available to them through our core events for each year group.

In addition to the Gatsby recommendations and The Baker Clause, at Kingsway Park High School, it is our expectation that:

- 1) There is clear Leadership and Management structure in place to drive the Careers Education, Information, Advice and Guidance (CEIAG) agenda forward at Kingsway Park.
- 2) Students are informed about how they can access careers guidance from year 7 upwards and how this service can help them to access other services they need.
- 3) Students receive the information, advice and guidance on personal wellbeing and financial capability issues.
- 4) Students have the information, advice and guidance that empowers them to make well-informed and realistic decisions about education, training and career pathways, within school and post-16.
- 5) All students are helped to progress within the curriculum and are given opportunities to raise their aspirations.
- 6) Information, advice and guidance services work in partnership with the school to promote equality of opportunity, celebrate diversity and challenge stereotypes.
- 7) Information, advice and guidance is provided to parents and carers, which will enable them to support their children to make realistic and informed decisions about their future.
- 8) Information, advice and guidance providers understand their roles and responsibilities and work in partnership with Kingsway Park High School.
- 9) Aspirational programmes of career and personal development for students are planned and provided collaboratively.
- 10) Staff providing information, advice and guidance are appropriately qualified, work to relevant professional standards and receive continuing professional development.

Kingsway Park will achieve this through the following initiatives:

- Making progress against GATSBY indicators through our termly COMPASS review with GMAC.
- Deliver and embed a quality CEIAG programme from year 7 upwards through our Social Science curriculum. We will review this annually.
- Work closely with Positive Steps to provide support to all students and to further reduce our NEET figures.

OBJECTIVES

Students will learn how to access and use a variety of CEIAG information, advice and guidance sources and to complete/ present themselves well in Curriculum Vitae's, personal statements, applications and interviews.

Students will receive support from their personal tutors and teachers so that they make appropriate options choices. Also, all students will receive impartial guidance and support for their IAG with a 1:1 interview in KS4.

Students will be offered taster activities to raise their aspirations and they will be closely tracked up to the age of 19 in terms of their EET destinations.

Learning Outcomes

Students will be able to:

Describe their progress and achievements orally and in writing.

List personal and academic weaknesses.

Know who to ask for support in their CEIAG decision making.

Identify time when they need careers information, advice and guidance.

Review and revise their career plans in the light of self-assessment, research and interviews.

Prepare, maintain and use personal records and information in applications and interviews.

Be able to make realistic and appropriate decisions/choices in terms of courses and destinations.

Delivery and Implementation

General topics and opportunities covered:

Y7/Y8/Y9	<ul style="list-style-type: none">• Introduction to CEIAG at KPHS• Finance and Budgeting• Self-awareness Activities• Y9 option progress support• Post 16 options• Speed networking event with local professionals• Weekly VISION activities.
Y10/11	<ul style="list-style-type: none">• CEIAG Interview supported by Positive Steps• Understanding of the Apprenticeship route• Y10 Post-16 taster sessions• Y11 applications/CV for Post-16• In-house school career fair.• Weekly VISION experiences.

Monitoring and Evaluation

Kingsway Park recognises the need to review the internal structure of staff delivering the CEIAG agenda.

Senior Leadership Team: Aaron Johnson
Head of CEIAG: Dominic Kennerley
CEIAG Co-ordinator: Minaal Farooq
CEIAG Operational Lead: Lindsay Ozluk
Positive Steps Careers Adviser: Michelle Plant

Any issues regarding CEIAG matters will be raised at SLT meetings by Aaron Johnson.

Monitoring and evaluation of the CEIAG programme will be via Careers Team meetings and curriculum reviews. CEIAG Activity within School will be evaluated i.e. with Students, Student Council, Staff, Governors, Parents and Carers on an ongoing basis.

Evaluation will take place on an ongoing basis to enable the curriculum to be reviewed and updated accordingly.

Compiled by:

**Dominic Kennerley
Head of CEIAG**

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