

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

## Equalities Statement

Over recent years, schools and academies have (in line with other institutions and public bodies) been working towards an improved understanding of the diverse nature of their communities. Much of the work is in response to new legislation that places an increased duty on schools, academies and other settings to tackle radicalisation and to establish a positive ethos of British Values. Legislation requires schools and academies both to eliminate direct or indirect discrimination, victimisation or harassment and to promote equalities for students, staff and others who use their facilities.

In our Trust we work to ensure that there is equality of opportunity for all members of our community who hold a range of protected characteristics as defined by the Equality Act 2010, as well as having regard to other factors which have the potential to cause inequality, such as, socio-economic factors.

### Document Management

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Approved by:	Board of Directors
Responsible for:	Secondary Improvement Team

*Before formulating this policy consideration was given to Best Practice outlined in the CDI Careers Guidance in Schools and Colleges, and Gatsby Benchmarks.*

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## **1. Content**

The Whitstable School puts the needs of each student at the center of all learning and social experiences, and has a commitment delivering a high standard of CEIAG. Through CEIAG work The Whitstable School utilises a nurturing approach to ensure every student gains the confidence and self-belief alongside the skills, knowledge and experience required to manage their own career progress.

The Whitstable School will appoint a Link Governor for careers. The governing body will review and monitor the CEIAG within school via updates submitted by the school careers adviser to the local governing body/challenge committee.

## **2. Purpose**

The purpose of The Whitstable School CEIAG policy is to explain the way in which The Whitstable School prepares students for transition into the world of work, FE/HE, and Apprenticeships. The Whitstable School celebrates the positive differences of all students and recognises their worth within the work place. This leads to bespoke ways of working with each student to ensure needs are met through the CEIAG programme. Students will be equipped with the skills required to follow their chosen career pathway.

## **3. Scope**

Teachers are encouraged and supported to make links to CEIAG across the Key Stages. Examples include:

- Science trip to STEM activities and universities.
- English trips to theatres, shows and exhibitions.
- Guest speakers from industry and enterprise.

## **4. Aims and Objectives**

### **Aim**

The overarching aim is to deliver professional careers education, information, advice and guidance. Careers guidance is delivered by the onsite specialist Careers Adviser and subject staff. Students will have opportunities embedded within the CEIAG programme to gain employability skills and will be supported to manage their careers pathway.

### **Objectives**

#### *Learner entitlements*

Learners will have access to onsite specialist careers adviser for impartial 1 to 1 careers guidance. Access to a careers education programme will:

- Promote employability skills, self-awareness of skills and interests;
- Explore options;
- Help learners gain an understanding of education, training and employment routes.

Learners will have opportunities to go out on work experience, undertake voluntary work, take part in day trips to colleges, universities, industry trips, employer talks within school, build a CV, and practice interview techniques.

## 5. Learner outcome

Students will be able to:

- Where appropriate, try out different work opportunities;
- Gain an insight into the labour market;
- Gain an understanding of skill sets and how skills are transferrable;
- Understand soft skills, hard skills and how to sell themselves using CVs/application forms/interviews;
- Develop the skills employers look for such as resilience, team work, and problem solving;
- Have access to both paper-based and online resources to assist in their career exploration;
- Have access to impartial information on options Post-16 and Post-18 and beyond;
- Gain support and guidance through the full HE process, including Student Finance and parental support where needed.

### *Learners' progression*

By the time learners are ready to leave they will be more able to make their own career plan:

- Start to independently make action plans for the future;
- Feel better about managing their transitions into HE or the work place;
- Know how to look for opportunities and who to ask for assistance if support is required;
- Be able to complete application forms, University forms, and update CVs.

Each learner's progression will be monitored by a student enrichment booklet. The book will record the following activities/interactions/events:

- Careers activities/meetings/events;
- In school career talks by employers/apprenticeship providers/HE providers;

- Work experience;
- Voluntary work;
- Enterprise activities;
- Part time work;
- Industry/Career visit;
- College visit;
- University visit;
- Careers guidance interview.

The enrichment booklet will be updated by students during their mentor sessions and values lessons, or during study periods.

Learners' progression will also be monitored via the destinations database, and updated by the school's Careers Lead each academic year.

## **6. CEIAG Implementation**

Learners are encouraged to attend employer/provider talks within school to learn about different employment opportunities.

Learners from Year 10 have the opportunity to take part in trips to industry/universities/colleges/careers and skills events/UCAS events on a 1 to 1 and small group basis.

Careers guidance interviews by the onsite specialist Careers Adviser will be available from Year 9 onwards.

There will be access to home Careers Advisers for EHCP students if the local authority offers this service.

Links between the Education People and the Whitstable School SENCo and Careers Adviser will ensure the most appropriate approach is being utilised to enhance careers understanding for each of the school's EHCP students.

Collaborative work between mentors/the Careers Adviser and The Head of Sixth Form will support learners moving into the sixth form and transition from the sixth form to employment, further education or training.

Networking with colleges/employers/universities will ensure students are supported with transition and that systems are in place to support students.

## **7. Student Entitlement**

All students, including those from vulnerable groups, are entitled to equal access to the same provision.

The Careers Activity Plans for all year groups is published on the school website under Information – Careers. The document can be downloaded as a pdf file.

Some talks are targeted at students in Year 10 and upwards i.e. apprenticeships/university talks. Industry talks and spotlight on careers talks are also available to students, usually from Year 8 upwards. Year 10 students explore post-16 options.

Students will be supported on visits to post-16 provision and skills events. Sixth formers will continue to receive support with careers planning for post 17/18/19 options. This includes college and university visits, employer visits and support with application forms.

Parents/carers are now introduced to the onsite Careers Adviser from Year 9, or earlier if this is appropriate.

## **8. Destinations**

Student destinations are held on a school database, with a range of returns made to KCC according to Kent guidelines. Progress is tracked and assistance is available to learners if they require information, advice and guidance after leaving school.

## **9. Policy Review**

To be reviewed every three years or sooner if required.

## Appendix 1 – Provider Access Protocol

The Whitstable School

### Introduction

This policy statement sets out the school’s arrangements for managing the access of providers to pupils at the school for the purposes 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.

### Student entitlement

Students 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 evenings, assemblies and group discussions and taster events plus a yearly onsite Careers Fair.
- 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 Luci Brown, Assistant Headteacher, Careers Lead.

Telephone: 01227 931300 Email: Luci.Brown@swale.at

### 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:

	<b>Autumn Term</b> <b>September - December</b>	<b>Spring Term</b> <b>January - March</b>	<b>Summer Term</b> <b>April - July</b>
<b>Year 7</b>		Spotlight on careers, an audience with series.	Spotlight on careers, an audience with series.
<b>Year 8</b>	Mentor time activities	Spotlight on careers, an audience with series.	Spotlight on careers, an audience with series.

<b>Year 9</b>		Spotlight on careers, an audience with series.	Spotlight on careers, an audience with series.
<b>Year 10</b>		Careers Fair onsite Spotlight on careers, an audience with series.	Spotlight on careers, an audience with series.
<b>Year 11</b>		Careers Fair onsite. Spotlight on careers, an audience with series.	Spotlight on careers, an audience with series.
<b>Year 12</b>		Careers Fair onsite. Guest speakers from universities and apprenticeship providers. Spotlight on careers, an audience with series.	Work experience. Spotlight on careers, an audience with series. Careers Fair (onsite and visit to London for an external Careers Fair) Guest speakers from universities and apprenticeship providers.
<b>Year 13</b>		Careers Fair (onsite and visit to London for an external Careers Fair) Spotlight on careers, an audience with series. Careers Fair (onsite and visit to London for an external Careers Fair) Guest speakers from universities and apprenticeship providers.	Spotlight on careers, an audience with series. Careers Fair (onsite and visit to London for an external Careers Fair) Guest speakers from universities and apprenticeship providers.

The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students.

#### **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 provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at Main Reception for display within the School Library, Careers Hub and Sixth Form Study Area. The Careers Hub containing Careers Information is available to all students at lunch. Students can also make drop in appointments with the Careers Advisor.

## **Appendix 2 – Offsite provision**

Offsite provision at The Whitstable School

This list is not exhaustive and is always growing to meet the specific interests of our students.

### **Provision bought in by The Whitstable School with qualifications attached:**

Available on request.

### **Provision bought by The Whitstable School with learning/soft skills but no qualifications attached:**

Employability skills, CV writing, Digital footprint – Caroline Lambert, Department for Work and Pensions (DWP).

First Aid.

### **Voluntary work opportunities:**

Sometimes there is an age stipulation of 16 or 18 years of age. The Whitstable School will look at different work areas to match areas of interest. In recent years, students have worked in:

The Umbrella Centre

Local Charity Shops

Revival

Care Homes

### **Work Experience opportunities:**

Currently accessible to students in the sixth form. Placements can be arranged on a one day a week basis for a set number of weeks, or a 1-week block placement. Students can access more than 1 placement, either local to home or local to school. A small example of some of the placements:

Amphenol – Whitstable.

Others are available on request.

We also encourage students to go to work with parents/careers on activities day in July of each year.