



CAREERS EDUCATION, INFORMATION AND GUIDANCE (CEIAG) POLICY

LONG STRATTON HIGH SCHOOL

Policy Consultation & Review

This policy is available on request from the school office and available on the school website.

This policy will be reviewed in full by the Governing Body every two years. This policy was last reviewed and agreed by the Full Governing Body in May 2021. It is due for review in May 2024.

Policy prepared by	Long Stratton High School
Last update	May 2021
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Approved by	Headteacher Chair of Governors

Contents

Rationale	3
Policy Aims	3
Roles and Responsibilities	4
CEIAG Entitlement Statement	4
Statutory duty.....	5
Continued Professional Development: Good Practice	5
Supporting documents	5
Equality and diversity	6
Implementation of careers education	6
Careers and Aspiration Programme aims.....	7
Parents and carers.....	7
Staffing.....	8
Curriculum content.....	8
Partnerships	8
Norfolk County Council	8
Monitoring, review and evaluation	8
New Anglia LEP	9

Rationale

Long Stratton High School is committed to providing all pupils with a programme of careers education, information, advice and guidance (CEIAG) throughout Years 7-11, known as the Careers and Aspiration Programme. We recognise that CEIAG is an integral part of the preparation of all students for the opportunities, responsibilities and experiences of life in a modern society.

The Careers and Aspirations Programme progressively develops pupils transferable skills, supports pupils in choosing 14-19 pathways that suit their interests and abilities and helps pupils make informed choices about future career paths and sustained employability throughout their working lives.

Policy Aims

Long Stratton High School's Careers Education, Information and Guidance policy has the following aims.

- To meet the Gatsby Benchmarks by:
 - Providing a stable careers programme
 - Providing career and labour market information
 - Addressing the CIAEG needs of each pupil
 - Linking curriculum learning to careers
 - Providing encounters with employers and employees
 - Providing experiences of workplaces
 - Providing encounters with further and higher education
 - Providing impartial and independent personal guidance
- To prevent pupils becoming NEET
- To involve parents and carers in the CIAEG education of our pupils
- To support inclusion, challenge stereotyping and promote equality of opportunity
- To encourage participation in continued learning including higher education, further education and apprenticeships
- To raise the aspirations of our pupils
- To develop enterprise and employment skills
- To contribute to the economic prosperity of our individual pupils and our communities
- To contribute to strategies for raising achievement, especially by increasing motivation
- To support the raising of the participation age and assist with positive destinations for all pupils post 16

Roles and Responsibilities

Assistant Headteacher with responsibility for CEIAG: Miss Franklin

Careers Lead: Mrs Sharpe

Aspirations Co-ordinator: Miss Payton

CEIAG Entitlement Statement

CEIAG is an important component of the curriculum and at Long Stratton High School. We fully support the statutory requirement for a programme of careers education in Years 7-11.

As a pupil of Long Stratton High School, pupils are entitled to receive a programme of careers education, advice, information and guidance (Careers and Aspirations Programme).

The Careers and Aspirations Programme will help pupils to:

- Understand themselves, their interests, likes and dislikes, strengths and weaknesses and how this affects the choices they make
- Find out about different courses, what qualifications these require and what opportunities may be available
- Develop the skills needed for working life
- Make realistic ambitious, choices about courses and jobs
- Develop a plan of action for the future
- Understand the different routes after Year 11/13 including training, further and higher education, apprenticeships and jobs
- Make effective applications for jobs, training, apprenticeships, further and higher education
- Develop interview skills
- Improve confidence

There is a range of support available to support pupils with this, including:

- Careers lessons
- Collapsed timetable activities
- Curriculum based careers content (subject specific)
- Guided tutor time
- Assemblies
- 1 to 1 Careers Guidance
- Aspirations Teams Resources
- Careers information and support through curriculum time
- Aspiration Programme (e.g contact with external providers, trips and visits, competitions)

Statutory duty: Key Points

The statutory duty requires governing bodies to ensure that all registered students at Long Stratton High School are provided with independent careers guidance.

The governing body must ensure that the independent careers guidance provided:

- Is presented in an impartial manner
- Includes information on the range of education or training options, including apprenticeships and other vocational pathways
- Will promote the best interests of the students

Continued Professional Development: Good Practice

The policy is reviewed annually by the Careers Lead and Assistant Headteacher, based on current good practice guidelines including:

- *Careers guidance and access for education and training providers Statutory guidance for governing bodies, school leaders and school staff (2018)*
- *Careers guidance and Inspiration in schools - Statutory guidance for governing bodies, school leaders and school staff (2015)*
- *Careers Strategy: Making the most of everyone's skills and talents (2017)*
- *Careers Guidance and Access for Education and Training Providers including the Gatsby Bench Mark (2018)*
- *Personal Guidance in Careers: Summary of Research 2019-2020*
- Ongoing developments through Gatsby and the Careers and Enterprise Company (<https://www.gatsby.org.uk/education/focus-areas/good-career-guidance> and <https://www.careersandenterprise.co.uk/our-research/21>)

Supporting Documents

This document is underpinned by key school policies including those for assessment, health and safety and safeguarding. These are all available on the school website: <https://lshs.org.uk/ourpolicies/>

Termly, we track our progress against the Gatsby Benchmarks using Compass Evaluation tool (The Career and Enterprise Company). These documents are stored electronically and used to inform future planning.

Our Careers and Aspirations Programme outlines details of the implementation of careers education. This can be found at <https://lshs.org.uk/careers/>. Please see below for more detail.

Equality and diversity

Careers education is provided to all pupils. Pupils are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All pupils are provided with the same opportunities and diversity is celebrated.

All staff involved in Careers Guidance have a responsibility to promote equality of opportunity, which ensures that all students have an entitlement and appropriate access to Careers Guidance regardless of race, gender, religion, ability, disability, social background or sexual orientation. All advice given will be impartial and confidential. Students will be helped to understand the importance of equal opportunities and be made aware of the risks of stereotyping and discrimination.

Implementation of careers education

Careers education is delivered through the Careers and Aspiration Programme throughout Years 7-11 by subject teachers, form tutors, Aspirations Coordinator and external providers at appropriate points throughout the academic year. This is overseen by the Careers Lead, Assistant Headteacher for CIAEG and the Aspirations Co-ordinator.

The Careers and Aspirations Programme outlines further detail of the implementation of careers education. However, this is adapted annually to respond to the specific and evolving needs of our pupils, where appropriate.

In order to support our pupils as best as possible, we draw on a range of data and information available to us. This includes (but is not limited to):

- Local and national employment rates
- Local and national unemployment rates
- Particular barriers affecting access to the labour market
- Particular barriers affecting progress within work
- Qualification and achievement levels
- Level of career aspirations and information on the types of career and learning choices
- Analysis of school leaver destination
- Numbers of NEET students and those at risk of NEET

Careers and Aspiration Programme Aims

As outlined above, the Careers and Aspiration Programme offers a consistent programme of support to all pupils. Whilst the exact content of the programme will vary annually (in response to pupil need, external factors and availability of opportunities), the core aims for each year group remain stable:

Year 7

Focus: Introduction to Careers and Aspiration Programme, Enterprise and Life Skills, self-reflection related to their own personal development and linked to careers. Introduction to Labour Market Information.

Year 8

Focus: Understanding employment opportunities, Labour Market Information, stereotyping, careers through curriculum offer, transferable skills. Self-reflection related to their own personal development and linked to careers

Year 9

Focus: Supporting option choices, knowledge of pathways through education, employment skills, transferable skills, personal development and its contribution to careers and aspirations.

Year 10

Focus: Supporting progression towards post-16 options. 1 to 1 guidance, meaningful interactions with providers and employers. Identification of those at risk of NEET and support given.

Year 11

Focus: Post-16 option support, application process (post-16 and work). Employability skills, application support, meaningful encounters with employers/providers. 1 to 1 guidance. Continued support for those at risk of NEET.

Parents and Carers

Parental involvement is encouraged at all stages. Parents are kept up to date with careers related information through our website, Twitter feed, leaflets and at open evenings. Parents are welcome at careers interviews and, where necessary, are invited.

Staffing

All staff contribute to CEIAG through their roles as tutors and subject teachers.

The Careers and Aspiration Programme is planned, monitored and evaluated by the Careers Lead and overseen by the Assistant Headteacher. The Aspiration Coordinator works alongside these roles in order to manage and implement the careers programme.

The Careers Lead will liaise and consult with the Norfolk County Council guidance advisors and other key professionals such as SENCo to ensure that special needs are met and appropriate support is in place to assist with transition points.

Curriculum Content

The Careers and Aspirations programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities and individual learning activities. Where appropriate, links to careers are made within subject curriculum time.

Drop-down day events and activities are planned and organised separately throughout the year. In Year 11, pupils complete a bespoke scheme of work for Careers and Aspirations content.

Partnerships

A partnership agreement is ongoing with Norfolk County Council, detailing the contributions to the programme that each will make.

Norfolk County Council (NCC)

- A Guidance Adviser should be available to pupils with very specific requirements as needed, particularly at key transition posts
- Contributes to monitoring activities such as destination reports and tracking
- Provides a Common Application Process (CAP) to ensure we can track all post 16 application and be certain all leavers have a realistic intended destination.
- Other links with local 14-19 providers are made when required, as are links with the local universities, business leaders (via the Enterprise Adviser programme). Links with parents / carers and the wider community are maintained using a variety of methods (parental leaflets, letters, options evenings, post-16/18 evenings, website, Twitter).

Monitoring, review and evaluation

Careers guidance is monitored and evaluated annually through discussion with key staff and pupils and appropriate observation of activities by the Career Lead's line

manager. Pupil voice is used regularly to evaluate the impact of specific support, content and sessions.

An annual contract is negotiated with an independent Careers Adviser who also contributes to tracking students, analysing data and guidance documents, updating policy and ensuring Long Stratton High School meets all the statutory requirements for CEIAG. This is supported by the role of the Aspirations Co-ordinator.

New Anglia LEP

Enterprise Co-ordinator work in partnership with the school to attain the Gatsby Benchmarks by using Compass and Tracker tools to assess the impact of the school's careers provision.

Data from NCC is regularly scrutinised to ensure young people are making sustainable and appropriate transitions. Partners such as our Enterprise Adviser are consulted regularly to ensure young people are developing work skills. The Partnership Agreement with Norfolk County Council is reviewed annually.

The careers programme is reviewed annually by Careers Lead and Assistant Headteacher. When reviewing the programme, the academy improvement plan (AIP) is used to ensure that the careers programme is fully supporting whole school aims.

Policy co-ordinators: **Careers Lead/Assistant Headteacher**