



**St Cuthbert's
Catholic High School**

Live life in all its fullness

CEIAG Policy

2018 - 2019

Person responsible for Policy:	Leader of CEIAG / Senior Leadership Team
Committee responsible for Policy:	Curriculum & Outcomes
Date To Governors:	October 2018
Date Agreed:	September 2018
Review Due:	September 2019 and annually thereafter
Is this Policy to appear on school website:	Yes

Careers Information, Advice and Guidance (CEIAG) Policy

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Aim:

Careers Education, Information Advice and Guidance provides a bridge via which students' move not only to further education, vocational training or employment, but to the next stage of their development as members of society.

Lifelong learning is a key concept for all students leaving St Cuthbert's Catholic High School and this includes providing opportunities to develop key employability skills which are highly valued by employers, colleges and universities. By engaging parents, employers and the local community our aim is for every child to fulfil their potential and be inspired to achieve a successful future, develop high aspirations and be ambitious. It is with this objective that our CEIAG programme has been developed.

Introduction:

This policy statement sets out the schools arrangements for managing the access of providers to students at the school for the purpose 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.

Legislation Update January 2018:

*'The statutory guidance reflects policy changes announced in the Government's **Careers Strategy: Making the most of everyone's skills and talents** (DfE, 4th December 2017). It updates and replaces the statutory guidance issued in March 2015 and re-issued in April 2017. It is 'framed' around the eight **Gatsby Charitable Foundation's Benchmarks** of good practice in careers provision, with information about what schools need to do to meet each one.'*

The school has an embedded CEIAG programme across all subjects on the curriculum, each one signposted against the relevant benchmark and how they fulfil that criteria. There is a comprehensive timetable of activities and events for students to access both within and outside of curriculum lessons. This is further enhanced by holistic events that are combined alongside the school's PSHEe (personal, social, health and emotional education) programme. Subject leaders are encouraged to provide work related contexts for their students' learning which are signposted within their Schemes of Learning.

All students are provided with access to high quality, impartial and unbiased careers information and equal opportunities for work-based learning. Effective delivery of CEIAG, which includes provision for self-development, career exploration and career management, will enable students to have a greater understanding of the requirements for their career interests. It is intended that this will have an important impact in terms of raising their aspirations and help students make challenging but realistic plans for their future career progression.

Management of Provider Access Requests:

The CEIAG programme of delivery, the content and evaluation is co-ordinated and managed by the designated Careers Leader.

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers (please see website for details). Anyone wishing to request access should contact the Careers Leader to inform them of their needs.

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Objectives:

At St Cuthbert's School we help students to achieve the following outcomes:

All students in Years 8 – 13 are entitled to:

- A better understanding of their strengths, achievements and weaknesses and support to evaluate how these might inform future choices in learning and work.
- Find out about technical education qualifications and apprenticeship opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- 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.
- Understand how to make applications for the full range of academic and technical courses.
- Know how to access unbiased, impartial, up-date CEIAG (Careers Education, Information, Advice and Guidance).
- Have opportunities to learn about STEM related careers (Science, Technology, Engineering and Maths).
- Been given direct access to employers, colleges, universities and training providers.
- Been given guidance to help identify a range of post-16 options and careers advice and support networks that they can use to plan and negotiate their career pathways.
- Been provided with the resources to complete the post-16 application procedures, including CVs, personal statements, and preparation for interview.

Provision:

Careers Displays & Resources: Displays will be eye-catching and regularly updated within each subject area to include pathways to jobs, careers with subject sectors and links to Further/Higher Education information. Resources will be well maintained in the Aspire room, kept up-to-date and include a range of easily accessible resources, including top 10 tips of how to prepare for Further/Higher Education and job applications, alongside Open Day events and University prospectuses.

ICT/Website: all students will be encouraged to develop ICT skills and impartial research into post 16 options via the Careers on-line portal. All resources and the yearly activities programme will be available on the school website for students and parents to access. The Alumni section on the website also enables students to discover more about potential career pathways/opportunities.

External Providers: St. Cuthbert's currently employs Career Connect to deliver a comprehensive programme of CEIAG to students, looking at specific needs and the provision available for Further Education. Programmes such as Unlocking Potential and Pathways are also delivered alongside

Career Connect. Additional CEIAG is delivered via assemblies, presentations, market places and tutorial sessions.

Activities: In school and off-site activities are planned for students to access that provides information and guidance on Further and High Education, Apprenticeships, Job opportunities and personal experiences through visiting speakers.

Interviews: Career Connect will carry out interviews with a range of students; from the whole of Y11 to identified students with specific needs or potential NEETs across the other 4 year groups. The Head of Year will meet with students in Y8 to provide general advice relating to future career planning and option choices. All Heads of Year will also have relevant and appropriate discussions with identified students, focusing on career ideas, motivation, raising achievement and discussion regarding Post 16 option choices and progression routes.

Premises and facilities:

The school will make the drama theatre, gymnasium, classrooms or Aspire room available for discussion between providers and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support the provider with any presentations they require. This will all be discussed and agreed in advance of the visit with the Careers Leader.

Providers are welcome to leave a copy of their prospectus or other relevant course literature which will be then made available for students to access in the Aspire room. This resource base is available for students to access at break and lunch times.

Review and evaluation:

The Careers Leader, Head Teacher and Governing Body will be responsible for monitoring, reviewing and evaluating the programme of activities through a range of methods:

- Regular meetings for informal feedback and discussion with the Headteacher.
- Teacher, student and parental responses to events and activities.
- Analysis of the destination data and student tracking documentation.
- Career guidance interviews and mentoring feedback with Career Connect.
- Formal meetings with external agencies – Career Connect, Employers and other school contributors.
- A students' evaluation form, which allows students to review and comment on the CEIAG programme.

The CEIAG policy will be reviewed annually by the Careers Leader in accordance with school policy and to reflect future statutory requirements and recommendations.

Approval:

Approved 9th October 2018 by Governors at the Curriculum & Outcomes Committee.

Next Review: September 2018

Signed:

Father Philip Swanson
Chair of Governors

Mrs Catherine Twist
Headteacher