



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

Author	A Gowell/ R Dickins	Source	Previous Policy
Date	February 2022	Review	February 2023
Review Body	Local Governing Board	Status	Statutory

### Ratification

Role	Name	Date
Chair of Local Governing Board	Sally Clark	17/03/2022
Chief Executive Officer	Kaye Palmer-Greene	17/03/2022

### Details of Policy Updates

Date	Details

## **1. Introduction**

Careers education is at the heart of our school vision. North Star was born out of a drive to do something different for those who need more, formed by the desire to shape futures. As a school we want to be equipping young minds to join with their communities. Through carefully planned careers education and guidance and a clear and structured employability pathway, students will identify and engage purposefully with a pathway into further learning, apprenticeships and employment.

As pupils move towards adulthood, we work with a range of post 16 providers to support their transition when they leave school at the end of year 11. We aim to offer pupils the opportunity to visit providers and develop their understanding of adult life. The Careers programme will complement this and will offer pupils opportunities to meet with a range of different employers and participate in activities and events that broaden their knowledge of different career pathways. This will include options for voluntary work, participating in the local community and opportunities to explore their own personal interests with other people as we apply the concept of carers in a wide range of contexts.

This policy will outline our commitment to excellence in line with our strategic aims and values.

## **2. Responsibilities**

The following people have responsibilities under this policy:

- Careers Leaders
- Headteachers

All teachers are responsible for the delivery of our employability programme and for ensuring that a careers focus is part of subject teaching.

## **3. Statutory duties and guidance**

North Star Academy Trust is fully committed to ensuring that the statutory duties related to careers education are fulfilled by providing our students with a comprehensive programme of careers education, information, advice and guidance (CEIAG) for all students from Years 7 to Year 11.

North Star Academy Trust will follow the DfE 'Careers Guidance and access for education and training providers' Statutory Guidance issued January 2018, and other relevant guidance as it appears. We will work towards achievement of the eight Gatsby Benchmarks to ensure every student across the school receives comprehensive, tailored and impartial advice and guidance. Through effective collaboration across Bristol, working with, Colleges, Employers, Local Authorities, Training Providers, Work Placement Providers, students and parents, we will ensure we are developing careers activity that will enhance, enthuse and meet the individual needs of every student in Years 7 through to 11.

## **4. Aims of the Policy**

### **4.1 To contribute to raising achievement through high expectations of all students**

North Star Academy Trust will do this by working with all students from year 7 to year 11 within the school. Employability and enterprise skills are embedded within the curriculum through ASDAN Employability Skills Development Programme, Personal Employer Engagements, training provider and college open day and transition visits, internal, external and supported work experience placements and vocational guidance interviews. Students have a well-supported and individual careers plan to support their transition into further education, employment and training.

### **4.2 To encourage participation in further learning and or employment**

North Star Academy Trust will do this through a range of strategies (although this list is not exhaustive):

- Careers fayres
- College open days
- Skills events
- Bristol Works (when I grow up program)
- Employer engagement programmes

Students and their parents and carers are kept up to date with Further Education and training provider open days and taster days, and transitional visits will be arranged and supported as part of EHCP Annual Review process from year 9 onwards. Students will be taught skills such as interview and oracy skills, CV writing, application writing and job searching through their employability lessons.

### **4.3 To meet the needs of each and every student**

North Star Academy Trust will ensure the embedding of all 8 Gatsby standards in order to meet the needs of each and every student. The careers education, information, advice and guidance will be differentiated in accordance with their individual needs and abilities, ensuring that every student within North Star Academy Trust has had employability and careers learning at the appropriate level and so are confidently able to make realistic and ambitious choices about future courses and jobs. These discussions also form part of the annual review process where students are able discuss their future aspirations and post 16 pathway and we will support students to contribute to their 'Preparing for Adulthood' plan which forms part of the EHCP process from year 9, including liaising with parent, carers and other provisions. This information is then used to make appropriate adaptations to our curriculum offer where appropriate.

### **4.4 To focus students on their future aspirations**

North Star Academy Trust will, through their Education, Health and Care Plan (EHCP) Annual Review and termly update of our Personalised Provision Map document, ensure that every student will have the relevant knowledge and skills to make an informed choice about their future. Careers will be built into the curriculum through weekly employability lessons in KS4, our PHSE curriculum in KS3 and as part of all subject delivery. Students will have at least one careers guidance interview with a level 6 qualified careers advisor as part of their statutory guidance.

#### **4.5 To involve parents and carers**

The Trust will involve parents and carers through newsletters, school website, careers events, and EHCP annual reviews. Parents and carers will be kept up to date with regards to work experience placements, college interviews, taster days, transition visits and all other training or employment opportunities.

### **5. Provision and curriculum**

The Careers programme is focused on understanding the world of working life and developing employability skills for the future. By definition "Employability defines the knowledge, skills, attitudes and behaviours required by individuals to seek, obtain and sustain employment at all levels in the labour market." (Skills for Business Network Definition, 2007). Our careers programme ensures we develop transferable skills including literacy, numeracy, problem solving, team working and communication. These range of skills have been identified by Asset Skills, working with the network of Sector Skills Councils (SSCs) and employers, as being imperative for an individual to become "work ready."

North Star Academy Trust fully embraces careers education and guidance, meeting statutory requirements and aiming to fully achieve the 8 SEND Gatsby Benchmarks, ensuring that every student receives this entitlement.

Our Trust CEIAG programme will help students:

- Understand themselves, their interests, likes and dislikes, what they are good at and how this affects the choices they make.
- Find out about different courses, what qualifications they might need and what opportunities there might be.
- Develop the skills they may need for working life, including work experience.
- Make realistic and ambitious choices about courses and jobs.
- Develop a plan of action for the future.

- Understand the different routes after Year 11 including training, further education courses and employment, supported internships and apprenticeships.
- Be able to make effective applications for jobs, training and further and higher education.
- Develop interview skills
- Develop key employability skills (LORIC)
- Understand key life skills such as managing money and finance

## **6. Safeguarding**

As part of our safeguarding procedure we check external visitor and arrangements for work encounters. All careers provision must be delivered in accordance with the safeguarding policy.

## **7. Implementation**

CEIAG will be co-ordinated and managed by the Careers Lead, reporting to the Headteacher. This role is supported by Curriculum Leads and teachers.

## **8. Equality and Diversity**

Careers education is provided to all students in the school, irrespective of pathway. Students are encouraged to follow career paths that suit their interests, skills and strengths.

## **9. Partnerships**

North Star Academy Trust have well established partnerships in place to further enhance our careers programme and choice for all of our students.

Present partners are listed below:

- The Careers and Enterprise Company
- Local Colleges and training providers
- The Careers HUB (West of England Combined Authority)
- Local CEIAG network and SEND CEIAG network
- Local Employers
- Bristol WORKS
- Level 6 careers advisors

## **10. Resources**

Funding is allocated in the annual budget. Additional funding may be sought through The Careers and Enterprise Company.

## **11. Staff Development**

Senior Leadership Team and Careers Lead are responsible for the dissemination of key information to support the on-going development of CEIAG. Staff development priorities are reviewed and planned annually and in conjunction with performance review process. External training will be sourced where necessary to support the careers strategy. Careers Lead will attend local authority training and updates and disseminate information to colleagues.

## **12. Monitoring and Review**

North Star Academy Trust will carry out a regular audit against the Gatsby benchmarks through The Careers and Enterprise Companies Compass Tool. The Senior Leadership Team will monitor progress and measure the impact of the programme against the careers plan. The programme is reviewed annually by the Careers Lead. Changes and improvements to the programme are entered into the School Improvement Plan along with timescales for completion. The quality of CEIAG will be reviewed through annual audits, observations and teaching and learning walks.

This policy and careers programme shall be reviewed every year and revised if necessary. The document will be approved by North Star Academy Trust Local Governing Body.

## **13. Links with Other Policies**

The CEIAG policy links to the following policies:

- PSHE
- Teaching and Learning
- Health and Safety
- Safeguarding

*Note*

*The job title Headteacher is interchangeable with Head of School in all North Star Academy Trust's Policies*

## **Appendix 1**

### **Application for Provider Access**

#### **Introduction**

This document sets out the school's arrangements for managing the access of providers to pupils 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.

#### **Pupil entitlement**

All pupils in years 7-11 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 events, assemblies and group discussions and taster events;
- 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 Rob Dickins.

Telephone: 0117 3772275

Email: [rob.dickins@northstar-academy.co.uk](mailto:rob.dickins@northstar-academy.co.uk)

##### **Opportunities for access**

The school offers a comprehensive Careers Education, Information, Advice and Guidance programme and an overview of this programme can which can be seen on the school website.

Please speak to our Careers Advisor to identify the most suitable opportunity for you.

The school will make a suitable space available for discussions between the provider and students, as appropriate to the activity. The school will also make available ICT and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Advisor.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Advisor so that they can be displayed.