Knowledge Schools Trust

CEIAG Policy

Status: Statutory	**Member of staff responsible:** Assistant Principal, Wixams Academy	**Ratified date:** January 2019 January 2020 January2021 January 2026
Issue No: 4	**To be approved by:** Wixams Academy Advisory Body	**Next Review Date:** September 2027

Our Vision

"The KST vision is to support students to achieve their absolute best whatever their ability or background. We aim to:

1. Work collaboratively to deliver an inclusive and outstanding education to all students, thereby driving up local standards.
2. Maximise social mobility and life chances, through the highest expectations of and aspirations for all students.
3. Encourage and support a range of high performing and distinctive educational establishments for local communities."

Our Values

Student focus - We will seek to achieve a high quality learning experience for every student

High performance - We will strive for consistently high levels of performance in all aspects of our work

Respect, openness and honesty - We will treat everyone with respect, encourage openness and honesty, and recognise each other's contribution and achievements.

1. Introduction

The following policy has been developed to underpin and support Wixams Academy's CEIAG Strategic Plan in response to the DfE statutory guidance 'Careers guidance and access for education and training providers' January 2018.

The aim of this policy is to ensure that standards and resources are well-defined and in place. In turn this will provide a secure platform from which outstanding CEIAG is delivered to all students.

We are committed to meeting national and local expectations in relation to careers by:

- Securing independent and impartial careers guidance for students in Year 7 – Year 11 as required by the 2011 Education Act. In implementing this duty, we will pay particular regard to the Gatsby Benchmark regarding person guidance and Ofsted's inspection criteria for evaluating careers provision in schools (September 2015).

- Fulfilling our duties under the Equality Act 2010 to promote equality of opportunity, foster good relations across all people, eliminate harassment and discriminatory practices and support children with protected characteristics.

- Ensure the trust's CEIAG is aligned with the South East Midlands Local Enterprise Partnership (SEMLEP) 'Growing People' skills plan with Careers and Enterprise Company support through focus on employer engagement, relevant labour market information and provision

The policy for CEIAG supports and is itself underpinned by a range of key priorities and best practice, including the eight Gatsby benchmarks which were devised from their international careers survey 2014 as what good, quality, impartial CEIAG should look like.

The eight Gatsby benchmarks are:

The Academy's planned CEIAG provision reflects the CDI Framework for Careers, Employability and Enterprise Education, as well as the National Curriculum programme of study for PSHE and citizenship.

2. Rationale

A principal aim of the Academy is to prepare young people for life beyond school and college. It is important therefore that all students leave the Academy aware of themselves as individuals, aware of the opportunities available to them and able to make some decisions about their own life. They should be prepared for the transition from full time education to the world beyond. Careers Education, Information, Advice and Guidance at Wixams Academy should provide a foundation for pupils to move not only in to further education, vocational training or employment, but to the next stage of their development at citizens.

We are committed to providing a planned programme of high quality Careers Education, Information, Advice and Guidance (CEIAG) to all students and recognise the important role that careers education / work-related learning plays in:

- preparing and supporting young people to sustain employability and achieve personal and economic wellbeing throughout their lives

- empowering young people to plan and manage their own futures
- contributing to strategies for raising achievement, especially by increasing motivation

- raising aspirations and inspiring young people to achieve their full potential

- developing core competencies, such as communication, resilience, team working, problem solving and personal management

- promoting equality, diversity, social mobility and challenging stereotypes

3. Aims & Objectives

Bedford College Academies Trust seeks to provide a planned programme of CEIAG for students in partnership with Bedford Borough Council, training and HE providers, businesses, parents, alumni and other external agencies. The trust's ambition is to ensure that all students leave equipped with the relevant skills and knowledge required to successfully support their entry to the next stage of their development.

To this end, the trust's CEIAG programme has three main aims:

- Self-Development – enabling students to understand themselves, their strengths and the influences on them, acquiring the core competencies and skills necessary to enable them to access range of opportunities

- Career Exploration – investigation of opportunities in learning and work, understanding the changing world of work and labour market information

- Career Management – developing skills enabling them to make and adjust plans and to manage change and transitions.

Careers education forms an integral part of the curriculum at Bedford College Academies Trust. The taught curriculum is supported by a comprehensive programme of organised activities. Careers guidance focuses on the specific needs of individual students to promote self-awareness and personal development. The trust's aim is to provide current and relevant information, in an impartial, confidential and differentiated manner, to enable each student to make well-informed decisions about their future.

4. Leadership and Management

The trust's CEIAG is planned, delivered, monitored and evaluated by:

• Assistant Principal (Curriculum) with overall responsibility for CEIAG

• PSHCE Co-ordinator

These staff work closely with leading Careers experts from the CEC to ensure that provision meets the high standards expected by the trust.

5. Operation

Teachers, support staff and dedicated careers staff will:

- Encourage students to achieve and to be ambitious in their choice of career.
- Work to ensure that no student is disadvantaged in gaining access to education, training or work
- Ensure the advice they give is accurate, up to date and impartial
- Provide resources and advice to enable students to understand and develop career choices.
- Promote an understanding of the world of work and the ability to respond to changing opportunities at all ages
- Link curriculum learning to careers
- Enhance independent research skills so that students can make good use of information and guidance
- Encourage students to use their self-knowledge and knowledge of the labour market when thinking about and making choices
- Help students to develop the skills they need to review achievements, plan future actions, make decisions, present themselves well and cope with change and transition.
- Ensure students have access to, and be able to use, a variety careers information
- Ensure students know who can, and will, help them make decisions
- Ensure students are able to complete an application form and prepare a Curriculum Vitae
- Offer a meaningful encounter with at least one employer a year
- Offer students encounters with further and higher education providers
-

Provide Personal information, advice and guidance. This service is delivered by our commissioned external specialist careers guidance practitioner, as stated in the Education Action 2011. A Level 7 Practitioner is available on a weekly basis to enhance the service.

Assistant Principal/Careers Leader will:

- Ensure all students receive unbiased careers education that prepares them for the workplace.
- Ensure that students have access to an external and independent source of guidance.
- Involve students, parents and carers in the further development of careers work.
- Provide sustained contacts with employers, mentors and coaches who can inspire pupils with a sense of what they can achieve and help them understand how to make this a reality.
- Prepare and implement a career guidance development plan.
- Provide access to a range of activities that inspire young people, including meaningful encounters with employers alumni talks, careers fairs and carousels, motivational speakers, visits and encounters with further and higher education providers
- Measure the Academy careers programme against the eight Gatsby benchmarks of good careers guidance.

- Work in partnership with the Careers & Enterprise Company, SEMLEP and other external Careers guidance agencies.
- Analyse annually the 'Destination Measures' data to determine the success of the transition of students into the various options available to them.
- Advise on policy, strategy and resource for careers guidance and demonstrate how the Gatsby Benchmarks and statutory guidance are met.
- Ensure compliance with the legal requirements to provide independence guidance and give students access to providers of further higher and technical education and apprenticeships including the publication of the provider access policy on the academy website.
- Monitor, review and evaluate the range and quality of personal guidance delivered.
- Ensure a consistent approach to careers is evident across the academy.
- Work with other members of SLT to ensure careers provision is being delivered across the Academy.

6. Staff Development and CPD

Staff training needs for planning and delivering the CEIAG programme are identified through staff appraisal and activities planned to meet them. Funding is accessed from the INSET budget held by the Assistant Principal with responsibility for staff development. The CEIAG & Employer Engagement Co-ordinator regularly attends careers meetings / networking events as well as industry specific events in order to ensure they are up to date with all industry and labour market information.

7. MONITORING, EVALUATION AND REVIEW

Wixams Academy assesses the impact of the Careers Programme on pupils through monitoring and evaluation. This is achieved by various means:

- On line evaluation tools – Compass and Tracker with the support of the Careers and Enterprise Company
- Student destination going forward as we continue to grow
- Student feedback from the Work Experience Programme and employer engagement activities
- Employer feedback from the Work Experience Programme and employer engagement activities
- Independent Careers Adviser carry out annual evaluations with students who have attended one to one interviews

The CEIAG policy is reviewed on an annual basis by the Careers Leader. This is ratified by the Principal and Governors. This policy will be reviewed and evaluated in **September 2027.**