



Proposed Policy:	Careers Education & Information, Advice & Guidance	Responsibility Of:	Mr Tim Justice
Date of Ratification:	March 2022	Date of Review:	March 2023

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

1. Rationale

The term career refers to the progress and actions taken by a person throughout their lifetime related to their employment. At Rednock School we consider that all young people will lay the foundations for their future economic well-being and spiritual, moral, social and cultural progression through their subject, Careers and Work-Related Learning.

Careers Education and Information, Advice and Guidance (CEIAG) makes a major contribution to preparing young people for the opportunities, responsibilities and experiences of life, in order to help them make a successful transition to adulthood by:

- Supporting young people to plan and manage their own futures;
- Providing comprehensive information on all options;
- Raising aspiration;
- Promoting equality, diversity, social mobility and challenging stereotypes;
- Enabling young people to sustain employment and achieve personal and economic well-being throughout their lives.

All young people need a planned programme of activities to help them choose 14-19 pathways that are right for them and to be able to manage their careers and sustain employability throughout their lives.

Schools have a statutory duty to secure independent and impartial careers guidance for students in Years 8 – 13. Although careers education is no longer a legal requirement we wish to continue to make provision in this area. Our policy is also framed to benefit our Pupil Premium students.

2. Commitment

Rednock School is committed to providing all its' students with a planned programme of careers education and work-related learning activities throughout their school career, with opportunities at key transition point to access up-to-date impartial expert advice and guidance (IAG) for all students in Years 7 – 13.

Rednock School is committed to maximising the benefits for students by using a whole school approach involving parents, carers, external IAG providers, employers and other local agencies.

Rednock School's CEIAG programmes follow the Association for Careers Education and Guidance (ACEG) Framework (April 2012) CDI Career Development Framework 2021, Gatsby Benchmarks (2014). In

addition, the school looks at practical outcomes such as positive destinations, successful transitions and on-going development of employability skills. Reference is also made to The Education Act 2011 and statutory guidance published by DfE 2017 Skills for Jobs white paper. Reference is also made to DfE Governance handbook section 6.5.9

3. Development

This policy will be reviewed and developed through discussions with teaching staff, parents, students, the School's Careers Guidance Adviser, Governors and our business partners. The policy will be reviewed biennially.

The policy for CEIAG supports, and is itself underpinned by a number of key school policies, especially those for Work-Related Learning and Enterprise Education, Citizenship and Life Skills Education which should be reviewed in relation to this policy.

The school policies for equal opportunities, gifted and talented, looked after children and special educational needs and for teaching and learning, assessment and recording and reporting achievement are also integral.

4. Objectives

The School's CEIAG programme is designed to meet the needs of all students at Rednock School. It is differentiated and personalised to meet the needs of key groups, including statemented students, students with Special Educational Needs, Looked After Children, students with attendance issues, Traveller Children and students from Black Minority and Ethnic groups. It aims to support transition and ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

Students are entitled to CEIAG which meets professional standards of practice and which is person-centred, impartial and confidential. It will be taught by trained professionals, in partnership with South Gloucestershire & Stroud Colleges Careers Service and out business partners, St James' Place and other local businesses including Renishaws. CEIAG will be integrated into students' experience of the whole curriculum and will be based on a partnership with students and their parents or carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

5. Implementation

I. Management

The Assistant Head Teacher responsible for SMSC has strategic responsibility for the management of the CEIAG, oversight of a CEIAG Co-Ordinator who co-ordinates the day-to-day delivery of the CEIAG programme and a Work Experience Co-Ordinator. The Assistant Head Teacher also has access to administrative support when required.

The Assistant Head Teacher will also oversee the structure for delivery by members of staff who have access to relevant training. The Assistant Head Teacher and the CEIAG Co-Ordinator will review and evaluate the provision with all stakeholders including young people and the external IAG service, taking in to account the school's destination measures.

II. Staffing

All staff are expected to contribute to CEIAG through their roles as tutors, subject teachers and support staff. Careers Education lessons in Year 7 – 11 are delivered by the PSHE Life Skills Education Team: Careers Education lessons in Years 10 & 11 are taught by a team of teachers as part of the PSHE / Life Skills curriculum. Lessons are enriched by relevant external visits such as representatives from Colleges and the National Apprenticeships Service and local employers. The CEIAG programme is

planned, monitored and evaluated annually by the Assistant Head Teacher responsible for Teaching and Learning and the CEIAG Co-Ordinator. Impartial and accurate IAG at transition points, such as the Year 9 Options Process, is the responsibility of all teaching and support staff. One-to-one guidance is given to all students during an interview with a member of the South Gloucestershire and Stroud Colleges Schools Careers Service.

The Assistant Head Teacher responsible for SMSC is responsible for the SGS Schools Careers Service who provide specialist and impartial careers IAG on a one-to-one basis for students in Years 7 – 13. The Assistant Head Teacher ensures key groups such as Statemented students, students with Special Educational Needs, Looked After Children, those with poor attendance, traveller children and students from Black Minority and Ethnic groups are prioritised in their access to one-to-one Careers Guidance Interviews. The parents and carers of vulnerable students are invited to attend these interviews. All students may self-refer using a post box in Student Reception.

Careers information is available in the Learning Resource Centre which is maintained by the school librarian. Administrative support from Student Reception is available to the Careers Co-Ordinator.

III. Curriculum

The CEIAG programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities (using SACU-student, career radar and several other sites) and work-related learning (including one week's work experience in Year 10 and further work experience opportunities within KS4 and KS5 courses).

Challenge events form part of the CEIAG programme which enhance the experiences of our students, facilitating extended and active ways of learning and incorporating the expertise of our business partners Magnox Plc. Extensive work experience preparation and follow-up takes place in PSHE lessons.

Students are actively involved in the planning, delivery and evaluation of activities.

IV. Assessment and Accreditation

The intended career learning outcomes for students are based on the Association for Careers Education and Guidance (ACEG) Framework (April 2012), Careers Guidance and Inspiration in Schools (April 2014), Gatsby Benchmarks (2014) and CDI Career Development Framework (2021)

V. Partnerships

The policy recognises the importance of partners that support the CEIAG offer within Rednock School. These include:

- A service level agreement negotiated between the school and SGS Schools Careers Service due to be reviewed in the summer of 2022;
- Liaison with post 14, 16 providers, local UTC and higher education institutions;
- Our business partners – St James' Place and others – who contribute to the planning and delivery of CEIAG during enterprise events, facilitating the application of 'real world' business perspectives and enhancing the engagement of our students;
- Employers (work experience contacts, etc) and training providers;
- Parents and carers.

VI. Funding

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the CEIAG area. The Assistant Head Teacher is responsible for the effective deployment of resources. Sources of external funding are actively sought.

VII. Staff Development

Staff training needs are identified as part of the service level agreement with SGS Schools Careers Service and the Career Development Institute and in conjunction with the school inset co-ordinator.

The school will endeavour to meet training needs within a reasonable period of time.

VIII. Monitoring, Review and Evaluation

The service level agreement with SGS Schools Careers Service is reviewed annually. The CEIAG programme is reviewed and evaluated annually by the Careers Co-Ordinator, incorporating the views of students and parents and using the Association for Careers Education and Guidance (ACEG) Framework (April 2012) and the DfE Careers Guidance and Inspiration in School (April 2014) to identify areas for improvement. Reference is also made to the Gatsby Benchmarks (2014) and CDI career related learning and development framework (2021). A report is submitted to the Senior Leadership Team and Governors annually.