



Burnside College

CEIAG Policy

2020

Statement of Principle

Intent

Careers education, information advice and guidance provides a bridge via which pupils 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 Burnside College and this includes providing opportunities to develop key employability and enterprise skills which are highly valued by employers, colleges, universities and apprenticeship providers. By engaging parents and the local community our aim is for every child to fulfil their potential and be inspired to achieve a successful future. It is with this objective that our CEIAG programme has been developed, alongside reference to the recommended Gatsby benchmarks.

1. Introduction

From September 2012, the DFE (Department for Education) has determined that schools have a statutory duty to secure independent and impartial careers guidance for their pupils and strongly recommend that a quality programme of careers education is provided to students in years 8 through to 13.

Following this directive there have been a number of informative publications providing a framework for the provision of careers education and guidance; notably CDI (Careers Development Institute) Careers & Enterprise Framework (2015) and the Gatsby Foundation Good Career Guidance (2014) which highlights eight good practice benchmarks. These documents have been used to review and evaluate our current provision.

The school's Guidance programme, through which the CEIAG components are covered, incorporates many careers activities.

All students are provided with access to high quality, impartial and unbiased careers information and equal opportunities for careers education from year 7 onwards. 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 and 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. It should be an integral part of helping to raise achievement.

The CEIAG programme of delivery, the content and evaluation is coordinated and managed by the member of leadership with responsibility for CEIAG.

2. Objectives

All students have an entitlement to CEIAG and the DfE recommend careers and work related contexts are incorporated into the school curriculum.

At Burnside College we help pupils to achieve the following learning outcomes:

- Understand themselves and develop their full/unique potential (both academic and personal) and to overcome barriers to progression and challenge stereotypes
- Investigate and research careers and job opportunities and develop a general understanding of the world of work
- Understand the requirements and possibilities within Further and Higher Education and gain knowledge of Apprenticeships and vocational pathways
- Are aware of and understand the raising of the participation age
- Able to interpret information and to review and adapt their plans
- Recognise, develop and apply their skills for enterprise and employability
- Engage with people, ideas, challenges and applications from the business world
- Have experience (direct or indirect) of working practices and environments
- Know how to access unbiased, impartial, up-to-date IAG (Information, Advice and Guidance)
- Have opportunities for a personalised careers guidance interview with a professionally accredited careers adviser
- Have opportunities to learn about STEM related careers (Science, Technology, Engineering and Maths)
- Be able to career plan and set targets incorporating the use of dedicated careers IT software.

3. Delivery methods

All students from year 7 onwards will have access to a comprehensive and impartial programme of careers and work related learning activities. This will include formal delivery of dedicated CEIAG topics via tutor time, within lessons, external visits, internal presentations and collapsed timetable events. In addition there will be associated information evenings for students and parents/carers.

A careers plan and entitlement statement will be published on the school website at the start of the academic year.

External partnerships and service level agreement are developed, implemented and reviewed on an annual basis with Connexions as well as the NTLT 'World of Work' team.

The methods by which the CEIAG team will accomplish these goals are:

- Providing a range of opportunities that enhance the curriculum (STEM Projects, Visits to Colleges/Taster Days/Masterclasses)
- Promoting awareness of the world of work (Employer Engagement, Year 12 Work Experience)
- Promoting a range of opportunities and provisions which assist in raising aspirations and achievement (Armed Forces days and visitors, Visitors from Colleges and Sixth Forms, Career Speed Dating & Year 11 Interview Day)
- Promoting awareness and understanding of work, industry, the economy and community
- Developing students' personal and social skills to relate to the world of work
- Providing informed and impartial guidance (Options Evenings, Sixth Form Open Evening, Engagement with local Post 16 Providers)
- Enabling students' to make considered decisions in regard to future choices
- Maintaining and developing effective links with key partners including Connexions, LA, Wallsend Cluster, North Tyneside Learning Trust (WOW Team).
- To prepare students' for transition to Further/Higher Education or employment with training
- Staff development around the principles of CEIAG will be incorporated into the Tutor time CPD time to be supported in identifying Careers Education elements and includes these in lesson planning.
- Schemes of Work should recognise the importance of Careers Education
- Lesson plans should include work related learning opportunities
- Departments should display subject links to occupations and progressions
- Specific, impartial and independent Information Advice & Guidance is provided to students through a number of ongoing delivery methods:
 - CEIAG ("World of Work") lessons across Key Stages via PSHE
 - Tasters and assemblies for principal Post 16 and Post 18 destinations
 - University Tasters
 - Widening Participation Initiatives with local universities
 - Industry specific talks and presentations & Employer Engagement
 - Face to Face guidance with a qualified Level 6 in Career Guidance Connexions practitioner
 - Group work for specific pathways (i.e More Able (HE)/Apprenticeships)
 - Display boards
 - CEIAG Lunchtime club

4. Legislation and guidance documents

Legislation and guidance documents referred to during the development of the programme are:

- CDI (Careers Development Institute) Careers & enterprise Framework (2015)
- Gatsby Foundation Good Career Guidance (2014)
- DfE Careers guidance and inspiration in Schools – April 2014
- The Education Committee report on careers guidance - 23 January 2013

5. Resourcing

An annual CEIAG budget is set and agreed between the Head, School Business Manager and the Careers Manager.

6. Review and Evaluation procedures

The Careers Manager and PSHE co-ordinator will be responsible for monitoring, reviewing and evaluating the programme of activities through a range of methods:

- Team meetings for informal feedback and discussion.
- Working towards full completion of the nationally recognised Career Mark award, which will evidence high standards and an efficient monitoring, review and evaluation process
- Teacher, student and parental responses to events and topics – including work experience
- Analysis of the destination data and student tracking documentation
- Career guidance interviews and mentoring feedback
- Formal meetings with external agencies, including Connexions and Virgin Money (Enterprise Advisors)
- Work scrutiny and completion of diagnostic questionnaires and career plans
- Lesson observations, where practical
- Employer feedback following events and subject specific contributions

The person responsible for CEIAG will report bi-annually to Governors (at Full Governors once per year and at Achievement Sub Committee once per year) on the destinations of learners from Years 11,12 & 13.

7. Contact Us

We are happy to help and guide you through the CEIAG Policy if you have any questions or concerns please do get in touch:

Careers Lead: Mrs H Patterson
Telephone 0191 259 8500
Email: h.patterson@burnsidecollege.org.uk
Website: www.burnsidecollege.org.uk



Date of next review - Dec 2021

Reviewed by HP - Dec 2020
Ratified by Governors - Jan 2021