



**St Edmund's
Catholic Academy**

CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG) POLICY

DRAFT POLICY - TO BE APPROVED BY THE LOCAL GOVERNING BODY

1. Introduction

At St Edmund's Catholic Academy, we are committed to providing a planned programme of impartial careers education and information, advice and guidance (CEIAG) for all learners in Years 7-13, so that our pupils can aspire to be the best that they can be in an increasingly competitive and ever-changing world. Through engaging in a high-quality careers programme, we aim to ensure all pupils make the most of their God given talents, so that they are prepared for the next stages of their education, employment, or training and they can make a significant contribution to society in their chosen vocation.

'Commit your work to the Lord, and your plans will be established' Proverbs 16:3

"Use your God given gifts to serve others' 1Peter 4:10

We are committed to ensuring our careers programme meets the requirements of the Gatsby Benchmarks:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of work places
7. Encounters with further and higher education
8. Personal guidance

The careers programme at St Edmund's Catholic Academy is designed to meet the needs of all pupils. We adhere to the Department for Education guidance, 'Careers guidance and access for education and training providers' (DfE, October 2018), which stipulates that all schools must allow other educational providers access and that we must publish a provider access policy.

2. Background legislation

The careers provision at St Edmund's Catholic Academy is in line with the statutory guidance developed by the Department for Education. From September 2013 the Education Act of 2001 placed schools under a duty to ensure that all registered pupils in Years 8-13 have access to independent, accurate and impartial information, advice and guidance.

In addition, the academy is compliant with the careers guidance that the government set out for delivery from 5 January 2018: 'Careers Guidance and Inspiration for young people in schools.' This states that all academies must give education and training providers the opportunity to talk to students about approved technical qualifications and apprenticeships.

The policy for CEIAG supports and is itself underpinned by a range of key academy policies especially those for teaching and learning, assessment, more able learners and SEND. The policy must be considered alongside the Provider Access Policy, which is found on the academy's Careers website.

3. Aims

St Edmund's Catholic Academy is committed to providing outstanding careers education,

information, advice and guidance in order to ensure that each young person has high aspirations and is fully prepared for their next steps. This will be done through providing pupils with the opportunity to engage in a range of experiences that will contribute to their knowledge and understanding of the world of work and the qualification pathways suitable for their individual needs. St Edmund's Catholic Academy is committed to not just fulfilling its statutory requirements in this area but providing exceptional support and guidance for pupils throughout their time with us.

4. The Local Governing Body

The statutory duty requires the local governing bodies to ensure that all registered students at the academy are provided with independent careers guidance from year 8 to year 13. The governing body must ensure that the independent careers guidance provided is presented:

- in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option;
- includes information on the range of education or training options, including apprenticeships and technical education routes;
- the guidance given is in the best interests of the students

5. The named Careers Leader is:

Responsible for the strategic oversight, and monitoring of careers education at St Edmund's Catholic Academy. This means ensuring that the academy is compliant with all statutory requirements, evaluating the academy's provision, and driving changes which best meet pupils' needs. They lead the Careers Team to ensure that the careers provision supports learners to make informed choices to reach a career goal of their choice and work with external providers to ensure that all pupils have equal opportunity and access to this element of the curriculum.

6. All Academy Staff

All staff across the academy contribute to careers through their roles as form tutors, subject teachers and in support roles.

7. Parent / carer involvement

Young people do not make decisions about their future careers pathways in isolation. Parents/carers play an important role in the decisions young people make, as well as having a clear interest in ensuring the right outcomes for their young person. The academy is committed to involving parents as much as possible, promoting engagement through careers events, parent resources on the academy website, careers support at parents evenings and the offer of parental attendance at pupils individual careers appointments, where appropriate.

8. Careers and SEND provision

Every pupil with Special Educational Needs or Disabilities follows the same programme of careers as their peers, with adaptation and support from the SEND team where appropriate. Pupils with SEND also get additional support from the AENCo and Teaching Assistants in making choices about their future. This includes the academy organising visits to local FE Colleges in conjunction with a Connexions Personal Adviser for post-16 choices.

9. Careers Team

Careers Leader: Miss J Buckle careers@stedmunds.org 01902 558888

Schools Careers Advisor: Mrs D Hogg careers@stedmunds.org 01902 558888

10. Partnership working

At St Edmund's Catholic Academy, we work in partnership with a range of employers and education providers to offer a wide-ranging, inspiring and exciting careers programme to help every pupil achieve their full potential. We constantly strive to expand and improve links with employers and other local providers.

11. Monitoring and Evaluation

Built into the careers programme are opportunities for pupils to self-evaluate and reflect on their learning at key points, such as following work experience and mock interviews in Key Stage Four. Pupils develop a profile on Unifrog through which their activities and skills development can be recorded and monitored by staff including form tutors and the careers adviser and leader. All participants in the programme complete surveys following key events including pupils, parents and employers.

Leavers destination data is used to assess how successfully pupils make the transition into the next stage of education or training, or into employment and to inform future CEIAG provision. This is analysed by the Careers Leader with key trends and actions fed back to SLT and LGB. The Department for Education's Destinations measures are used to ensure the number of students not in education, employment, or training (NEET) is very low, and to inform the continuous shaping of our careers programme, based on our pupils changing needs, as determined by changes in destinations.

An annual self-evaluation is completed by the Careers Leader using the Careers and Enterprise Company's Compass Evaluation tool. This evaluates the academy's careers programme and how far it fulfils the Gatsby Benchmarks, and compares the extent of our programme to other schools nationally.

12. Arrangements for Review

This policy will be reviewed as to its effective implementation on an annual basis and updated as appropriate.

Version	Date	Action/Notes	Signature of the Chair	Signature of Principal
1	To be ratified on 15th December 2020			