



## **CEIAG and Work Related Learning Policy**

Qualifications are changing, Apprenticeships, T levels, NVQ, BTEC, GCSE, A level the choice continues to grow. Opportunities in higher education now extend beyond the UK to other parts of Europe and further afield. Students require effective support to help make informed choices and manage transitions successfully: they need outstanding careers education, information, advice and guidance.

### **1) Background to the policy:**

Careers Education, Information, Advice and Guidance (CEIAG) and Work related learning is fundamental in supporting our students’;

- Progress and Outcomes
- Aspirations
- Engagement in the learning process
- Development of the Skills Builder skills

The school will provide a range of opportunities for students to learn about work, the world of work, the skills required for work and the qualification pathways available to them.

### **2) This policy applies to:**

All students, parents/carers & staff

### **3) Statement of the policy:**

The school CEIAG policy is based on the new ‘Careers Strategy’ published by the DfE in December 2018, and uses the Gatsby Benchmarks, Quality in Careers Standard and Careers Development Institute (CDI) framework as our foundations for good practice.

Careers education does not just mean informing students about their options after school but also how their school career will affect their futures. It is our statutory duty to ensure that all pupils receive independent, impartial advice and guidance regarding all options within school and how they will affect their options after school and which career pathways will become available to them. By helping students with decisions at crucial stages, informing them of all their options and introducing them to the world of work, we aim to prepare them for life after Marden High whichever path they choose.

#### **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 (2020)
- Gatsby Foundation Good Career Guidance (2014)
- DfE – Careers guidance and access for education and training providers (2015- updated 2021)

#### **5) The aims:**

The careers policy is to ensure that we provide a fit for purpose programme which will provide our students with the knowledge, inspiration and ability to take ownership of their own career action plans which will enable them to succeed in their next stage of education or employment through:

- Maintaining the Inspiring Information, Advice and Guidance (IAG) Quality in Careers Standard stage 3 award
- Achieve the full Gatsby Benchmarks
- Developing an understanding of the world of work
- Empowering students to plan and manage their own futures
- Providing comprehensive, unbiased & responsive advice and guidance service that allows time for face to face, individualised guidance
- Establishing strong links with our local Universities, Newcastle, Northumbria and Durham
- Working alongside North East Uni Connect Programme (NEUCP) and University Ambassadors to deliver workshops focused on routes into Further and Higher Education, Career pathways and Financial Competency
- Building links with Russell Group Universities, including Oxford and Cambridge, through the involvement with St Anne's College Outreach programme
- Actively promoting equality and challenging gender stereotypes
- Successful transition to the next stage of education and employment

#### **6) Provision:**

The methods by which CEIAG and work related learning will achieve their goals are:

- Staff development around the Gatsby Benchmarks is incorporated into the CPD plan
- Schemes of Work and individual lessons plans should include work related learning opportunities
- Departments should highlight opportunities within each Scheme of Work to make explicit links between content, careers and work related learning.
- Promoting awareness and understanding of work, industry and the economy delivered through the Personal Development Curriculum

- All students taking responsibility for recording their CEIAG experiences through creating and regularly updating their Globalbridge profile
- Providing a range of opportunities, such as mock interviews, Sixth Form and College taster days, NEUCP workshops, KS4 Career Fair, presentations from employers, Science, Technology, Engineering and Maths (STEM) events, that enhance the curriculum
- Providing informed and impartial guidance via trained level 6 Careers Advisors
- Promoting awareness of the world of work through Work Experience week
- Promoting a range of opportunities and provisions which assist in raising aspirations and achievement, for example working with Student Ambassadors from Universities
- Industry specific talks and presentations
- Welcoming back members of our Alumni to deliver talks and presentations
- Member of the North East Local Enterprise Partnership (NELEP) Careers HUB
- Maintaining and developing effective links with key partners including Connexions, North Tyneside Learning Trust, NEUCP, NELEP, St Anne's College, Oxford and our Enterprise Advisor, Jane Austin

### **7) Staff Development:**

CPD will be planned to support all staff to effectively deliver the CEIAG curriculum. Each term, a whole school CEIAG CPD session will take place to help support staff in teaching careers through the curriculum. Staff training needs for planning and delivering the Careers programme will be identified through:

- Maintaining the Quality in Careers Standard Award
- The ongoing monitoring and evaluation of the CEIAG Curriculum Development Plan
- Staff evaluation and feedback of the CEIAG Schemes of Work and events
- Review and planning of curriculum to include Career focused information and opportunities

### **8) Monitoring, Review and Evaluation:**

Monitoring, Review and Evaluation are key processes which allow for reflection on effectiveness of the CEIAG curriculum and gives the school the opportunity to feedback successes and identify areas for further improvements. They will take place in the following ways:

- The Careers Lead ensuring that the CEIAG programme is maintained, receiving feedback on the process from all concerned throughout the academic year
- The Careers Lead keeping a record of written evaluations from staff regarding key CEIAG events and CPD opportunities
- The Careers Lead, with the support of SLT, implementing improvements to the curriculum where necessary
- Feedback and evaluation of workshops and key events by students, taking the form of Google Forms and student voice. Both of which will be recorded and used to inform subsequent planning of CEIAG events

- Feedback from parents and carers collected at various stages throughout the academic year, most often inline with parents' evening

### **9) Management:**

The Careers Lead is Fiona Brennan, this person is line managed by the Headteacher and supported by link governor, Scott Wilson. The Careers Lead is responsible for:

- The leadership and coordination of the various aspects of CEIAG and work related learning
- Monitoring/evaluation
- Liaison with SLT, Governing Body, LA, NTLT and other partners

Subject staff are responsible for identification of work related learning elements within schemes/plans and implementation of work related elements.

To be Ratified by Governors: 27 September 2022

To be Reviewed: September 2023