



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 key skills such as Oracy

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)
- Baker Clause- supporting students to understand the full range of education and training options, and the Provider Access Legislation, January (2023)

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:

- 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, through programmes including Future me and NERAP
- 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 and form time sessions.
- Providing a range of learning opportunities, such as mock interviews, work experience week, career explorer days, post 16 provider assemblies, career conversations, FutureMe workshops and industry visits.
- Providing informed and impartial guidance via trained level 6 Careers Advisor
- Welcoming back members of our Alumni to deliver talks and presentations
- Active member of the North East Combined Authority and North Tyneside Careers HUB
- Maintaining and developing effective links with key partners including our Enterprise Advisor, Jane Austin.

7) Staff Development:

CPD will be planned to support all staff to effectively deliver the CEIAG curriculum. Staff training needs for planning and delivering the Careers programme will be identified through:

- The ongoing monitoring and evaluation of the CEIAG Curriculum Development Plan
- Annual completion of the Internal Leadership Review on Compass plus
- 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:

- Annual completion of the Careers Enterprise Internal Leadership Review by the Head Teacher and Careers Lead
- 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, with the support of SLT, implementing improvements to the curriculum where necessary
- Use of the Future Skills Questionnaire, developed by Compass +, to show the impact of the CEIAG programme for each individual student
- 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 managed by the Headteacher and supported by link governor, Margaret Stewart. 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 and other partners

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

Ratified by Governors: September 2025

To be Reviewed: September 2027