



## Duke's Secondary School

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

#### **1.0 Policy Links to Mission, Aims and Values**

At Duke's Secondary School every learner is supported and encouraged to reach their full potential. Governors and staff are committed to ensuring that every learner understands the relationship between their learning at Duke's and how it prepares them for the world of work. Impartial careers guidance is tailored to individual need, free of gender stereotyping and is delivered in the best interests of each learner.

Duke's is an affiliate member of the Career Development Institute (CDI) since the Institute was formed in April 2013 and achieved the Investor in Careers quality award in June 2018. Since September 2015 the Academy has been one of the 13 schools nationally to be involved in the Gatsby 'Good Careers Guidance' national pilot, looking at how to improve CEIAG in schools.

#### Responsibility

CEIAG is managed and monitored by the Head of KS5 and Careers. The Head of KS5 and Careers is employed by the school under the leadership of the SLT and is supported by the school Careers Adviser who is qualified to Level 6 in Information, Advice and Guidance. All other staff share responsibility for progressing learners successfully through their education and onto further learning or work.

#### **2.0 Statutory Framework**

The provision of person-centred, impartial 1:1 careers guidance to years 8-13 is a statutory responsibility for all schools in England (January 2018). This is provided at Duke's by our full time employed Careers and is supported by input from local and national organisations e.g., employers, training providers, colleges, the National Careers Service and the Careers and Enterprise Company. Confidential records of individual guidance interventions are kept, along with destination records of school leavers. These are used to inform future activities e.g., destinations lessons with Year 10.

In accordance with the statutory guidance Duke's Secondary School is working towards achieving all eight national career benchmarks as set out in the Gatsby Good Career Guidance report 2014 as well as reaching other milestones set out in the DfE's statutory guidance by 2020.

#### SEND Learners

The progression of learners who have SEND is a responsibility of the Duke's Careers Adviser. Our Careers Adviser will ensure that these learners are supported throughout their transition from Year 9 and continue in appropriate learning once they leave the school. Such support may involve the completion of an Education Health and Care Plan (EHCP).

### **3.0 Entitlement and Purpose**

All learners from KS3-5 are entitled to access the CEIAG programme, differentiated according to age and need (see app A). The purpose of CEIAG is to prepare learners for the world of work, both informing them about the learning and occupational opportunities available to them in the north east and beyond, and guiding them to make the choices that are right for them as individuals. This includes developing learners' self-awareness, character, resilience and employability. Good CEIAG has been shown to improve motivation, attendance and attainment.

### **4.0 Implementation**

The Careers programme is planned and delivered through a variety of activities, ranging from 1:1 careers guidance meetings to visits, outside speakers and the annual World of Work Day. Activities are both structured and responsive, recognising that many opportunities present themselves throughout the academic year and are pursued if timely and appropriate. All outcomes are based on the Gatsby benchmarks for good careers guidance. Careers education is also delivered as part of the PSHCE programme and tutor periods.

### **5.0 Planning and Staff Development**

Annual CEIAG training takes place with both teaching and non-teaching staff. This includes presentations during CPD sessions and updates during twilight pastoral meetings. The Head of KS5 and Careers undertakes a minimum of 30 annual CPD hours as recommended by the CDI.

### **6.0 Monitoring and Evaluation**

Formal and informal monitoring and evaluation of the CEIAG programme is ongoing. Monthly meetings with line management are undertaken by the Head of KS5 and Careers. A report for Trustees is prepared regularly and shared with our two link Trustees for Careers for discussion at Trustee meetings when required.

CEIAG learning outcomes for students are monitored through student surveys and feedback during 1:1 guidance meetings/drop ins. Formal evaluation takes place annually by independent Gatsby evaluators and – from 2018-2020 – by NECOP (National Collaborative Outreach Project). Monitoring of student activity is done through the Unifrog online platform and the Future Skills Survey.

### **7.0 Appendices**

Appendix A: Duke's Strategic Careers Action Plan

Appendix B: CEIAG in the curriculum

### **8.0 Links with other Academy policy areas**

- CEIAG Provider Access Policy
- Work experience
- Record retention and schedule
- Confidentiality
- CPD