



Northumberland Church of England Academy Trust

NCEA Duke's Secondary School

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

1.0 Policy Links to Mission, Aims and Values

The intent of our careers programme supports the wider Academy vision of creating a culture of learning, success, high expectations, aspiration, challenge and inclusion. This is reflected through the careers curriculum which encourages our students to think about career planning from their earliest time at Duke's. We intend to raise their aspirations, increase their understanding of labour market information, develop the skills necessary to make students career ready whilst providing them with access to all career pathways. We participate in a range of projects to enable our young people to understand the breadth of opportunities available to them in their future education and employment, and partner with a number of organisations that support us in this aspiration.

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. Duke's Secondary School are currently undergoing a reassessment for the award.

Since September 2015 Duke's was 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. We continue to work towards the Gatsby benchmarks.

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



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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).

Provider Access Policy

A separate Provider Access Policy is in place at Duke's which has been created in line with the 2023 DFE statutory guidance.

This policy statement sets out Duke's Secondary School's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This policy complies with the school's legal obligations under Section 42B of the Education Act 1997.

A copy of this policy can be found on the school website.

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 appropriately. 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 staff briefings. The Head of KS5 and Careers undertakes a minimum of 30 annual CPD hours as recommended by the CDI.



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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 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 using the Future Skills Survey and by NECOP (National Collaborative Outreach Project). Monitoring of student activity is done through the Unifrog online platform.

7.0 Links with other Academy policy areas

Provider Access Policy
Record retention and schedule
Confidentiality
CPD
