



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

## Equalities Statement

In our Trust we work to ensure that there is equality of opportunity for all members of our community who hold a range of protected characteristics as defined by the Equality Act 2010, as well as having regard to other factors which have the potential to cause inequality, such as, socio-economic factors. For further information, please see our Equalities Policy.

### Document Management

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Approved by:	Board of Trustees
Responsible for:	Secondary Improvement Team

*Before formulating this policy consideration was given to Best Practice outlined in the CDI Careers Guidance in Schools and Colleges; the Gatsby Benchmarks; and the statutory Careers Guidance and Access for Education and Training Providers (pub. DfE, September 2022).*

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## **1. Content**

The Sittingbourne School puts the needs of each student at the centre of all learning and social experiences, and has a commitment to delivering a high standard of CEIAG. Through CEIAG work The Sittingbourne School seeks to ensure every student gains the confidence and self-belief alongside the skills, knowledge and experience required to manage their own career progress.

The Sittingbourne School has appointed a Link Governor for Careers, Samantha Murphy. The governing body will review and monitor the CEIAG within school via updates submitted by the school careers adviser to the local governing body.

## **2. Purpose**

The purpose of the The Sittingbourne School CEIAG policy is to explain the way in which The Sittingbourne School prepares students for transition into the world of work, FE/HE, and Apprenticeships. The Sittingbourne School celebrates the positive differences of all students and recognises their worth within the workplace. This leads to bespoke ways of working with each student to ensure needs are met through the CEIAG programme. Students will be equipped with the skills required to follow their chosen career pathway.

## **3. Scope**

Subject teachers are encouraged and supported to make links to CEIAG throughout Key Stages 3, 4 and 5. Examples include:

- Science - Access to STEM activities and Higher Education activities such as Bristlebots and National Fruit Show, Green Careers Week, STEM Club, Careers and Apprenticeship Week Activities and Access to Employers at Careers Fair
- English - Support students CEIAG through embedding in their Schemes of Work (SOW), these are discussed explicitly with students. There is engagement with Universities so students can see what undergraduate courses would feel like through visits.
- Business - Employer visits and virtual presentations regarding employment opportunities within their organisations ie. Morrisons, KBS Finance, My BNK, LIBF Finance, Access to Employers at Careers Fair,

Careers education is also delivered through the Character Education programme and Personal Development time-

- KS5- students work with The Department of Work and Pensions on CV Writing and Interview techniques.
- KS5 - undertake individual mock interviews with local Employers off site.
- KS5 - Employability skills and research into both employment and apprenticeships.
- KS4 & KS5 - Careers in core subjects English, Science and Maths are delivered,
- KS3, KS4 & KS5 - School careers software JED is used by students to research various career roles, labour market information, training requirements.
- KS4 - Students are introduced to Kent Choices and supported with unlocking their accounts and applying for sixth form and colleges.
- KS4 & KS5 - Preparation for work experience and employer expectations delivered through character education, personal development time and assemblies
- KS3 - Careers delivered in character education lessons look at Challenging stereotypes, dreams and goals.
- Personal development time is used to deliver careers education on a variety of topics and opportunities available to KS3,KS4 and KS5.

#### **4. Aims and Objectives**

##### **Aims**

The overarching aim is to deliver professional careers education, information, advice and guidance. Careers guidance is delivered by external organisations such as CXK, The Education People and general support from the school careers coordinator. Students will have opportunities embedded within the CEIAG programme to develop employability skills and will be supported to manage their careers pathway.

##### **Objectives**

Students will have access to an external specialist Careers Adviser for impartial 1:1 careers guidance and general support from the school careers coordinator.

Access to our Careers Education Programme will support students to:

- develop their employability skills and their self-awareness of their skills and interests;
- explore their options;
- develop an understanding of education, training and employment routes.

Students will have opportunities to go out on work experience, undertake voluntary work, take part in day trips to colleges, universities, industry trips, employer talks within school, build a CV, and practise interview techniques.

## 5. Learner outcomes

Students will be able to:

- where appropriate, try out different work opportunities;
- gain an insight into the labour market;
- gain an understanding of skills sets and how skills are transferable;
- develop an understanding of soft skills, hard skills, and how to promote themselves using CVs/application forms/interviews;
- develop the skills employers look for such as resilience, team work, and problem solving;
- have access to both paper-based and online resources to assist in their research about careers;
- have access to impartial information on options Post-16 and Post-18 and beyond;
- gain support and guidance through the full HE application process, including accessing Student Finance and providing parental support where needed.

By the time students are ready to leave school they should be able to make their own career plan, involving the following:

- start to independently make action plans for the future;
- feel informed and confident about managing their transitions into HE, FE, Apprenticeships or the workplace;
- know how to look for opportunities and who to ask for assistance if support is required;
- be able to complete application forms for jobs and for University or College, and update CVs.

Each student's progression will be tracked and monitored by the school using Compass Plus, Monitoring will include recording each student's participation in the following activities/interactions/events:

- careers activities/meetings/events;
- in school career talks by employers/apprenticeship providers/HE providers;
- work experience;
- voluntary work;
- enterprise activities;
- part time work;
- industry/Career visit;
- college visit;
- university visit;
- careers guidance interview.

Students' progression will be tracked and monitored via the destinations database, created and updated by the school's Careers and HE Adviser each academic year.

## **6. CEIAG Implementation**

- Learners are encouraged to attend employer/provider talks within school to learn about different employment opportunities.
- Learners complete a moving forward survey to allow bespoke careers activities for SEND / EHCP / PP students
- All Learners have the opportunity to take part in trips to industry/universities/colleges/careers and skills events/UCAS events on a 1 to 1 and small group basis.
- Careers guidance interviews by the external specialist Careers Adviser will be available for Year 11 and Sixth Form students including those educated off site (RADAR). Guidance interviews for potential NEET students will also be arranged as appropriate with The Education People.
- Links between the Kent Placement Team, The Sittingbourne School, SENCo and school Careers co-ordinator will ensure the most appropriate approach is being utilised to enhance careers understanding for each of the school's EHCP students.
- EHCP Learners and parents from Year 9 - Year 11 will be invited to attend specialist training provider open days and specific internal events to provide information regarding opportunities for progression.
- Collaborative work between the Careers Co-ordinator and Sixth Form Principal will support learners moving into the sixth form and transition from the sixth form to employment, further education, apprenticeships or training.
- Networking with colleges/employers/universities/ apprenticeship organisations will ensure students are supported with transition and that systems are in place to support students.

## **7. Student Entitlement**

- All students, including those from vulnerable groups, are entitled to equal access to the same provision.
- The Careers Activity Plan for all year groups is published on the school website under Information – Careers. The document can be downloaded as a pdf file.
- Students educated off site (RADAR) are provided with Careers, Education Advice and Guidance during their lessons.
- Some talks are targeted at specific year groups i.e. apprenticeships/university talks. Industry talks are also available to all students, usually from Year 10 upwards, which have been identified through the moving forward survey.
- Year 10 students explore post-16 options.

- Students will be supported on visits to post-16 provision, college visits and skills events. Sixth formers will continue to receive support with careers planning and research. This includes college and university visits, employer visits and support with application forms.
- Parents/carers and students are introduced to the onsite Careers Co-ordinator at parents evenings from Year 7 - Year 14 and in assemblies.

## **8. Destinations**

Student destinations are held on a school database, with a range of returns made to the Local Authority as required. Progress is tracked and assistance is available to learners if they require information, advice and guidance after leaving school.

## **9. Policy Review**

To be reviewed every three years or sooner if required.

## **10. Links to other policies**

Child Protection and Safeguarding Policy  
Provider Access Policy Statement  
Work Experience Policy

## **Appendix 1**

This policy should be read in conjunction with the Provider Access Policy Statement. This is published on the school website.

## **Appendix 2 – Offsite Provision**

Offsite provision at The Sittingbourne School.

This list is not exhaustive and is always growing to meet the specific interests of our students.

### **Provision bought in by The Sittingbourne School with qualifications attached:**

Level 6 Diploma in Careers Education, Advice and Guidance / Careers Counselling

### **Voluntary work opportunities:**

Sometimes there is an age stipulation of 16 or 18 years of age. The Sittingbourne School will look at different work areas to match areas of interest. In recent years, students have worked in:

Variety of Charity Shops

Football Summer Schools

### **Work Experience opportunities:**

Accessible to students for Year 10 and Sixth Form for 1 week.

Internal employability skills / work experience is arranged for students in Year 10 and Sixth Form who are unable to secure an external work placement.

175 placement hours are required to be completed on work experience whilst studying Health & Social Care Level 3.

Previously students have carried out work experience in education settings, Houses of Parliament, the Environment Agency, Solicitors, local government and accountants.