

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

Equalities Statement

Over recent years, schools and academies have (in line with other institutions and public bodies) been working towards an improved understanding of the diverse nature of their communities. Much of the work is in response to new legislation that places an increased duty on schools, academies and other settings to tackle radicalisation and to establish a positive ethos of British Values. Legislation requires schools and academies both to eliminate direct or indirect discrimination, victimisation or harassment and to promote equalities for students, staff and others who use their facilities.

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.

Document Management

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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, and Gatsby Benchmarks.

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1. Content

The Sittingbourne School puts the needs of each student at the center of all learning and social experiences, and has a commitment delivering a high standard of CEIAG. Through CEIAG work The Sittingbourne School utilises a nurturing approach 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 will appoint a Link Governor for careers. The governing body will review and monitor the CEIAG within school via updates submitted by the school careers adviser to the local governing body/challenge committee.

2. Purpose

The purpose of 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 work place. 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

Teachers are encouraged and supported to make links to CEIAG across the Key Stages. Examples include:

- Science trip to The Big Bang STEM event
- English trip to Marlowe Theatre and creative writing workshops
- Business trip to The Olympic Park and Macknade Fine Foods

4. Aims and Objectives

Aim

The overarching aim is to deliver professional careers education, information, advice and guidance. Careers guidance is delivered by the onsite specialist Careers Adviser and subject staff. Students will have opportunities embedded within the CEIAG programme to gain employability skills and will be supported to manage their careers pathway.

Objectives

Learner entitlements

Learners will have access to onsite specialist careers adviser for impartial 1 to 1 careers guidance. Access to a careers education programme will:

- Promote employability skills, self-awareness of skills and interests;
- Explore options;
- Help learners gain an understanding of education, training and employment routes.

Learners 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 practice interview techniques.

5. Learner outcome

Students will be able to:

- Where appropriate, try out different work opportunities;
- Gain an insight into the labour market;
- Gain an understanding of skill sets and how skills are transferrable;
- Understand soft skills, hard skills and how to sell 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 career exploration;
- Have access to impartial information on options Post-16 and Post-18 and beyond;
- Gain support and guidance through the full HE process, including Student Finance and parental support where needed.

Learners' progression

By the time learners are ready to leave they will be more able to make their own career plan:

- Start to independently make action plans for the future;
- Feel better about managing their transitions into HE or the work place;
- Know how to look for opportunities and who to ask for assistance if support is required;
- Be able to complete application forms, University forms, and update CVs.

Each learner's progression will be monitored by a student enrichment booklet. The book will record 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.

The enrichment booklet will be updated by students during their PSHE lessons, or during study periods.

Learners' progression will also be 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 from Year 10 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 onsite specialist Careers Adviser will be available from Year 9 onwards.

There will be access to home Careers Advisers for EHCP students if the local authority offers this service.

Links between the Kent Placement Team, / The Sittingbourne School, SENCo and Careers Adviser will ensure the most appropriate approach is being utilised to enhance careers understanding for each of the school's EHCP students.

Collaborative work between the Careers Adviser and Sixth Form Principal will support learners moving into the sixth form and transition from the sixth form to employment, further education or training.

Networking with colleges/employers/universities 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.

Some talks are targeted at students in Year 10 and upwards i.e. apprenticeships/university talks. Industry talks are also available to students, usually from Year 10 upwards. Year 10 students explore post-16 options.

Students will be supported on visits to post-16 provision and skills events. Sixth formers will continue to receive support with careers planning for post 17/18/19 options. This includes college and university visits, employer visits and support with application forms.

Parents/carers are introduced to the onsite Careers Adviser from Year 9, or earlier if this is appropriate.

8. Destinations

Student destinations are held on a school database, with a range of returns made to KCC according to Kent guidelines. 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.

Appendix 1 – Provider Access Protocol

The Sittingbourne School

Introduction

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

Student entitlement

Students in years 8-13 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

Procedure

A provider wishing to request access should contact Mrs A Seymour

Telephone: 01795 411901

Email: Amanda.seymour@swale.at

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents:

	Autumn Term September - December	Spring Term January - March	Summer Term April - July
Year 7	Careers Library Events	Assembly and Tutor Group Opportunities	Assembly and Tutor Group Opportunities

Year 8	Assembly and Tutor Group opportunities Careers Library Events	Options Evening	
Year 9	Alternative Provision Event - EHCP Assembly and Tutor Group Opportunities Careers Library Events	Assembly and Tutor Group Opportunities. Careers Fairs	
Year 10	Alternative Provision Event - EHCP Careers Library Events	Assembly and Tutor Group Opportunities Careers Fair	Assembly and Tutor Group Opportunities
Year 11	Assembly - Employers Year 11 Parents Evening Year 11 Recruitment Evening Careers Library Events	Assembly- Training Providers Careers Fair	
Year 12	Skills4Life Lessons	Yr 12 Parents Evening Skill4Life Lessons Careers Fair	Skills4Life Lessons Workshops:Life Skills
Year 13	Yr 13 Parents Evening Skills4Life Lessons	Skills4Life Lessons Fair	

The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students.

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at Main Reception for display within the School Library and Sixth Form Study Area. The Library containing Careers Information is available to all students at lunch and break times and our dedicated Careers Officer regularly holds drop in sessions in the Library.

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:

Mentoring training with Brogdale (or similar recognized organization) for Year 12 and 13 students.

Provision bought by The Sittingbourne School with learning/soft skills but no qualifications attached:

National Citizen Service – programme of activities and residential opportunities for Year 11 and 12 students.

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:

Cancer Research UK

Youth organisations, such as youth clubs and the scouting organisation

Work Experience opportunities:

Currently our Year 10 students are offered an opportunity for 2 days of work experience in the summer term.

Year 13 students are also being offered an opportunity for work experience in the Winter term.