



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

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Signed:

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Bentley

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Version Control

Version	Date	Changes
V1	03/10/23	Original document

Review

This policy is reviewed annually to ensure compliance with current regulations.
Approved and reviewed by annually by the Directors.

1.What is CEIAG?

Careers Education, Information, Advice and Guidance (CEIAG) refers to the full programme of individualised and tailored support careers and employability support provided to Edit Education pupils. It equips them with the knowledge and skills that they need to make realistic and informed choices about their own progression through learning and work.

2.Rationale

All young people need a planned programme of activities to help them make choices that are right for them and to help them manage their careers throughout their lives. Schools have a statutory duty to provide careers education in year 7 – 11 (1997 Education Act, 2003 Education regulations) and to give pupils access to impartial careers information and guidance. Edit Education are committed to supporting Schools with their duty and have an enviable range of partner employers and organisations who are committed students career aspirations. Edit Education will align work in this area to the Gatsby Benchmarks

3.The Gatsby Benchmarks

What are the Gatsby benchmarks?

The Gatsby Benchmarks are a framework of 8 guidelines that define the best careers provision in schools and colleges.

1. **A stable careers programme:** Every school and college should have an embedded programme of career education and guidance that is known and understood by pupils, parents, teachers and employers.
2. **Learning from career and labour market information:** Every pupil, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.
3. **Addressing the needs for each pupil:** Pupils have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each pupil. A school's careers programme should embed equality and diversity considerations throughout.
4. **Linking curriculum learning to careers:** All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.
5. **Encounters with employers and employees:** Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.
6. **Experiences of workplaces:** Every pupil should have first-hand experiences* of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities and expand their networks.
7. **Encounters with further and higher education:** All pupils should understand the full range of learning opportunities that are available to them. This includes

both academic and vocational routes and learning in schools, colleges, universities and in the workplace.

8. **Personal guidance:** Every pupil should have opportunities for guidance interviews with a careers adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all pupils but should be timed to meet their individual needs.

4.Commitment

Edit Education is committed to providing a planned programme of careers education for all pupils through a variety of mediums, including 1-1 assessments, Careers options meetings, personalised careers plan, CV creation, work inspiration visits, work experience placements, enterprise and entrepreneurship activities, access to a professional work mentor, professional development accreditation and a work ready certification. Edit Education follows the Gatsby Benchmarks and other relevant guidance from DfE, Ofsted. Edit Education staff leading on CEIAG are members of the Institute for Employability Professionals (IEP)

5.Objectives

Edit Education will provide the right support and guidance to empower every pupil to make key decisions about their future. This policy has been written to follow the Gatsby Benchmarks to ensure all students have access to independent careers guidance and to be informed about technical education qualifications or apprenticeships as well as higher education opportunities.

The careers programme has been developed to ensure that the activities are appropriate to pupils' stages of career learning, planning and development. The advice and guidance entitlement is monitored to ensure that it meets professional standards of practice and is pupil centred, impartial and confidential working within child protection legislation. The educational programme is an integrated one and promotes equality of opportunity, inclusion, and anti-racism.

6.Implementation

Jamie Bentley is responsible for the co-ordination of all aspects of careers education programme, organises the delivery of careers information, advice and guidance and liaises with external agencies and partners. Jamie Bentley plans and implements work experience and enterprise activities. All staff contribute to careers education, advice, and guidance through their roles as subject teachers and tutors with specialist sessions been delivered by suitably qualified or trained staff. Careers information is accessible to pupils through appointments with the Director of Partnerships.

A wide and varied range of activities both in curriculum time and in study support sessions are offered to pupils including differentiated sessions and materials for disadvantaged pupils (including LAC and PPG) and pupils with special needs. These activities include careers education, careers advice and guidance (both individual

interview and group sessions), information and resources (paper based, software and internet accessible), work related learning (including work experience placements) and individual learning plans. Other focussed events and activities such as College outreach sessions, mentoring and employer interactions will give students opportunities to gain work inspiration. Careers lessons are planned as part of the school's SHAPE programme, and work experience preparation and follow up are carried out in other appropriate parts of the curriculum.

Learning is assessed using outcomes based on the National Framework and assessment for learning techniques.

7.Resources

Funding is allocated in the annual budget planned around the referring school's priorities, students' knowledge and experience of careers education and particular needs in CEIAG. The Directors are responsible for the budget. Sources of external funding are actively sought.

8.Monitoring and evaluation

The agreement between the schools and Edit Education is reviewed termly. The programme is reviewed annually by Jamie Bentley using the Gatsby Benchmarks and improvements and reports are submitted to Directors. Evaluations are carried out periodically.