





**CAREERS EDUCATION INFORMATION ADVICE AND GUIDANCE POLICY  
DEAN TRUST ARDWICK 2018-19**

VERSION AND DATE		ACTIONS/NOTES
1.0	October 2018	Policy revised and updated

Reviewed:	November 2018
Review Frequency:	Annually
Next Review	November 2019
Signature of Headteacher: 	Signature of Chair of Local Governing Body: 

## 1. INTRODUCTION

The CEIAG policy has been designed to allow parents, carers and all stakeholders to become familiar with the programme of guidance and development the school provides for our pupils. The following pages provide an overview of the principles and design of the programme.

## 2. AIM

The aim of the policy is to ensure that the school offers pupils their entitlement to a structured and impartial programme of careers education information advice and guidance of the highest standard. To this end, the policy sets out measures, in accordance with relevant statutory guidance, which aim to:

- contribute to strategies which secure excellent outcomes and raise pupils' aspirations
- provide a planned programme of impartial careers, education, information, advice and guidance for all learners across Years 7 to 11 supporting each stage of pupils' personal and academic achievement

- promote equality of opportunity, support inclusion, and challenge stereotyping
- support pupils' successful transition into the next phase of education and employment
- ensure pupils are equipped with the knowledge and employability skills to succeed in life in modern Britain, including being able to manage their own careers, sustain employability, and achieve personal and economic well-being.
- work alongside external agencies, education providers and employers to ensure the most up to date, aspirational, inspirational and varied guidance is provided.
- involve parents and carers

### **3. THE PRINCIPLES**

The CEIAG programme at Dean Trust Ardwick is based upon the principles that an effective CEIAG programme:

- provides access to a range of activities (including separate provision, integrated provision and co-curricular activities) which inspire our pupils and supports them in the development of their ambition and character to build a successful future
- motivates and inspires our pupils to take ownership of their career plans and to consider all options (using all available information including that of the labour market) so that they can make fully informed choices
- builds strong links with employers who can help boost pupils' knowledge of work, employability skills and the steps necessary to enter into different careers
- widens access to advice on post-16 and post-18, including vocational routes and apprenticeships as well as A-levels and university study
- provides one-to-one advice and guidance to personalise provision
- provides information about the financial support available for them to stay in education post-16
- consciously works to prevent all forms of inequality, bias or stereotyping within advice and guidance provided so that all pupils consider the widest possible range of careers
- supports teachers to explicitly make links between the curriculum content and future careers across all subjects and embed careers development into lessons.
- regularly consults with pupils, staff, parents on provision to inform continuous improvement

#### **4. ROLES AND RESPONSIBILITIES**

- Overall strategic leadership (including planning, monitoring, evaluation and improvement) of CEIAG at Dean Trust Ardwick is the responsibility of the Assistant Head teacher who is the designated Careers Lead.
- All staff within the school contribute to the CEIAG programme through their roles within pastoral support (Senior Leadership Team, Safeguarding Team, SEND Faculty, Year teams, PSMs) or their roles within curriculum delivery (Senior Leadership Team, Heads of Faculty, EAL support team, curriculum teachers, learning support assistants).
- Elements of the programme are delivered by external providers including careers advisors, employers, post-16 guidance specialists and post-16 providers. Access is granted to external providers through the Assistant Head Teacher who is the designated Careers Lead and is only granted when safeguarding, equality and impartiality requirements are met. Access to providers' required facilities is organised through the designated Careers Lead.

#### **5. THE ELEMENTS OF THE CEIAG PROGRAMME**

The CEIAG programme across Years 7 to 11 includes:

- employability skills development lessons delivered through the PSHCE curriculum, 'drop-down' days and form time programme (integrated and co-curricular provision)
- pupils' tracking of employability skills through collection of a personal portfolio (co-curricular provision)
- career education sessions/activities integrated into schemes of learning (integrated provision), within form time and assemblies (co-curricular provision), a careers fair, visits from employers and external visits (separate provision)
- careers guidance sessions provided through small group and one-to-one interviews with a careers advisor (separate provision)
- career management skills integrated into the curriculum at KS3 (integrated provision)
- CEIAG pages available on the school's website to signpost pupils, parents and carers to our own, and external advice and guidance
- post-16 information, advice and guidance provided through the PSHCE curriculum in Year 10, external visits including college taster days, external assemblies and interaction with providers at Parents' Evenings (separate and co-curricular provision)
- support with the post-16 application process through one-to-one and small group mentoring
- individual tracking of pupils' CEIAG provision across their time at Dean Trust Ardwick

## **6. MONITORING AND EVALUATION OF CEIAG**

- It is the responsibility of the Assistant Head teacher who is the designated Careers Lead to oversee and organise the monitoring and evaluation of CEIAG at Dean Trust Ardwick who will report to the relevant Governors' Committee responsible for overseeing, reviewing and challenging the CEIAG programme.
- Monitoring and evaluation will take account of pupils', staff and parents' and carers' views and experiences as well as quantitative tracking of destination data.

## **7. POLICY REVIEW**

- The policy will be reviewed on an annual basis. If new guidance becomes available it may be necessary to review this policy at an earlier date.