



POLICY TITLE: **Careers, Education, Advice and Guidance (CEIAG) and
Employability Policy**

STATUS: Statutory

REVIEWED BY: Local governing body/ Principal

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

1. Introduction

The following policy has been developed to underpin and support the Etonbury Academy school's CEIAG Strategic Plan in response to the DfE statutory guidance 'Careers guidance and access for education and training providers' January 2018.

The aim of this policy is to ensure that standards and resources are well defined and in place. In turn this will provide a secure platform from which outstanding CEIAG is delivered to all students.

We are committed to meeting national and local expectations in relation to careers by:

- Securing independent and impartial careers guidance for students in Year 9 – Year 11 as required by the 2011 Education Act. In implementing this duty, we will pay particular regard to the Gatsby Benchmark regarding person guidance and Ofsted's inspection criteria for evaluating careers provision in schools (September 2015).
- Fulfilling our duties under the Equality Act 2010 to promote equality of opportunity, foster good relations across all people, eliminate harassment and discriminatory practices and support children with protected characteristics.
- We are working towards committing to gaining a nationally recognised careers Quality Award, to demonstrate excellence in CEIAG which is a recommendation of the statutory guidance.
- Ensure the trust's CEIAG is aligned with the South East Midlands Local Enterprise Partnership (SEMLEP)
- 'Growing People' skills plan with Careers and Enterprise Company support through focus on employer engagement, relevant labour market information and provision

The policy for CEIAG supports and is itself underpinned by a range of key priorities and best practice, including the eight Gatsby benchmarks which were devised from their international careers survey 2014 as what good, quality, impartial CEIAG should look like.

The eight Gatsby benchmarks are:

- A stable careers programme
- Learning from career and labour market information
- Addressing the needs of each pupil
- Linking curriculum learning to careers
- Encounters with employers and employees
- Experiences of workplaces
- Encounters with further and higher education
- Personal guidance

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2. Rationale

Careers Education, Information, Advice and Guidance within Etonbury Academy should provide a foundation for pupils to move not only in to further education, vocational training or employment, but to the next stage of their development as citizens. We wish our students to move onto their 'Next Steps' having developed the key employability and enterprise skills which are highly valued by employers, colleges and universities.

By working with key stakeholders our aim is for every child to fulfil their potential and be inspired to achieve a successful future, develop high aspirations and be ambitious. It is with this objective that our CEIAG policy has been developed.

We are committed to providing a planned programme of high quality Careers Education, Information, Advice and Guidance (CEIAG) to all students and recognise the important role that careers education / work-related learning plays in:

- Preparing and supporting young people to sustain employability and achieve personal and economic wellbeing throughout their lives
- Empowering young people to plan and manage their own futures
- Contributing to strategies for raising achievement, especially by increasing motivation
- Raising aspirations and inspiring young people to achieve their full potential
- Developing core competencies, such as communication, resilience, team working, problem solving and personal management
- Promoting equality, diversity, social mobility and challenging stereotypes

3. Aims & Objectives

Our Mission – “To deliver a life enhancing education” supports all students to achieve their personal best regardless of background.

Etonbury Academy seeks to provide a planned programme of CEIAG for students in partnership with training and HE providers, businesses, parents, and other external agencies.

The Schools ambition is to ensure that all students leave equipped with the relevant skills and knowledge required to successfully support their entry to the next stage of their development. To this end, Etonbury Academy CEIAG programme has three main aims:

- Self-Development – enabling students to understand themselves, their strengths and the influences on them, acquiring the core competencies and skills necessary to enable them to access range of opportunities
- Career Exploration – investigation of opportunities in learning and work, understanding the changing world of work and labour market information
- Career Management – developing skills enabling them to make and adjust plans and to manage change and transitions.

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Careers guidance focuses on the specific needs of individual students to promote self-awareness and personal development.

The school's aim is to provide current and relevant information, in an impartial, confidential and differentiated manner, to enable each student to make well-informed decisions about their future.

4. Leadership and Management

The school's CEIAG is planned, delivered, monitored and evaluated by the CEIAG and Employer Engagement Coordinator in consultation with relevant staff, and include:

- Principal – Ian Evason
- Assistant Principal (Curriculum) - Ravi Baga
- Assistant Principal (Safeguarding) & Sendco Lead – Amy Mews
- Assistant Principle of Inclusion & Sendco Lead – Isobel Whent
- PSHCE Co-ordinator – Tammy Gant
- Study Centre Manager - Frances Norman
- CEIAG Link Governors
- Form tutors and subject teachers
- Personal tutors and learning mentors

5. Provision

The CEIAG programme is designed to meet the needs of students at different stages of their learning journey through school and college. It is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. Consideration for SEN learners is taken into account and activities are differentiated to ensure an inclusive approach and equality of access.

Key Stage 3 provision:

- Years 7, 8 and 9, Careers Education programme delivered through Tutor Time using "STEPS" booklets; Year assemblies and visits off site.
- Discussions with form tutors about Year 10 options.
- Year 9 small group career discussion with either a form tutor or Mrs Gant.
- Opportunity for all students to request a 1:1 interview with an Adviser.
- Offer of a 1:1 interview with a Careers Adviser for identified, targeted students (SEN, Pupil Premium, EAL).
- Next steps Careers Fair supported by employers, local training provider and University.

By the end of Key Stage 3 all students will have:

- A better understanding of the full range of 14-19 opportunities for progression.
- A better understanding of their strengths and areas for development, and support to evaluate how these might inform future choices in learning and work.
- An understanding of some of the qualities, attitudes and skills needed for employability.

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- Used online careers resources to research information about opportunities and apply their findings to help to make informed choices for Key Stage 4 Options.
- Received appropriate advice and guidance on Key Stage 4 options.

Key Stage 4 provision:

- Years 10 and 11 Careers Education programme delivered through Tutor Time using “STEPS” booklets; Year assemblies and visits off site.
- Careers Education programme delivered through Tutor time.
- Assemblies on work experience and other topics.
- Year 10 are offered/ can arrange their own one-week long work experience placement.
- Visits to employers.
- Careers Fair supported by employers, local training providers, universities and other external agencies.
- Visit to local 6th Forms and colleges.
- Council and other external agencies.
- Opportunity for all students to request a 1:1 interview with a Careers Adviser.
- Year 11 guaranteed offer of a 1:1 interview with a Careers Adviser for identified, targeted students (SEN, Pupil Premium, EAL).

By the end of Key Stage 4, all students will have:

- Enhanced their self-knowledge, career management and employability skills.
- Used online resources and other sources to investigate and explore future choices and progression routes.
- Experienced the world of work through visiting a local employer.
- Been given direct access to employers, colleges, 6th Forms and other training providers.
- Been given guidance to help identify a range of post-16 options and support networks that they can use to plan and negotiate their career pathways.
- Been provided with the resources to complete the post-16 application procedures, including CVs, personal statements, and preparation for interview.
- Produced a challenging but realistic plan for their future learning and work, by relating their abilities, attributes and achievements to the goals they have set themselves.
- Been offered a 1:1 careers interview with a Careers Adviser during either KS3/4.

5. Resources

Etonbury is building a careers library which is located in the Study Centre and are easily accessible to both students and staff. Materials are audited annually and replaced when necessary by the Study Centre Manager..

Funding is allocated in the annual budget. Funding for developments in Etonbury Academy CEIAG and Employability improvement plan is considered in the context of whole school priorities. Physical resources are updated when required as well as new digital resources purchased as and when needed.

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6. Staff Development and CPD

The CEIAG & Employer Engagement Coordinator regularly attends careers meetings / networking events as well as industry specific events in order to ensure they are up to date with all industry and labour market information.

7. Monitoring, review and evaluation

The CEIAG and Employer Engagement Coordinator and Assistant Principal of Curriculum with responsibility for CEIAG are responsible for the monitoring, review and evaluation of the programme:

- Regular meetings with the Careers Adviser
- Information on intended destinations for year 11 learners
- NEET and destination data

8. Partnerships and Service Level Agreements

The CEIAG programme is greatly enhanced through our links with a number of partners. We constantly strive to expand and improve our links with employers and other local organisations. CEIAG is delivered in partnership with SEMLEP and local employers.

9. Business Links

Etonbury Academy is a member of the Careers and Enterprise Programme. Our Careers and Enterprise Company Enterprise Advisers, Peter Rayner works with us to build employer engagement and to create lasting connections between the trust and local businesses.

The trust has relationships with a wide range of business from different industries; these relationships are used to ensure CEIAG is relevant and where possible delivered by those in industry, new partnerships are constantly being sought.

11. Links to other policies

The CEIAG policy also supports and is underpinned by the Etonbury Academy policies:

- Education Visits Policy
- PSHCE & Citizenship Policy
- Teaching and Learning Policy

12. Supporting documents

Other supporting documents are as follows:

[Internal](#)

[External](#)

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CEIAG RIP Plan	DfE Careers strategy: making the most of everyone's skills and talents – January 2018 DfE Careers guidance and access for education and training providers – October 2018 Ofsted – Careers guidance in schools: Going in the right direction? (Sept 2013) CDI – Framework for careers, employability and enterprise education (March 2018) SEMLEP Skills Plan, 'Growing People' Gatsby – Good Career Guidance Education Act (2011) PSHE Education Programme of Study (Key stage 1-5) January 2017
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13. Glossary

DfE	Department for Education
CDI	Career Development Institute
HE	Higher Education
CEIAG	Careers Information, Advice and Guidance
PSHCE	Personal, Social, Health and Citizenship Education
SENDCO	Special Educational Needs Co-ordinator
SEN	Special Educational Needs
EAL	English as an additional language
SEMLEP	South East Midlands Local Enterprise Partnership

Appendix A

Etonbury Academy (ETA): Provider Access Policy Statement

Introduction

This policy statement sets out ETA'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 complies with ETA's legal obligations under Section 42B of the Education Act 1997.

Pupil entitlement

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All pupils in Years 9-13 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 regarding technical education and apprenticeships – through options events, assemblies, careers workshops and taster events.
- To understand how to make applications for technical courses and apprenticeships.

Management of provider access requests

Procedure

A provider wishing to request access should contact Mrs Tammy Gant, Careers Education, Information, Advice and Guidance & Employer Engagement Coordinator. Telephone: 01462 730391 or by email: tgant@bestacademies.org.uk.

For any enquiries to request access as an apprenticeship/employment provider, please contact our CEIAG and Employer Engagement Coordinator as above.

The contact for any enquiries regarding the Etonbury Careers Fair event is Mrs Tammy Gant as above.

Opportunities for access

A range of events, which are being integrated into the ETA careers programme, will offer providers an opportunity to come into school and college to speak to pupils and/or their parents. The calendar of events varies from year to year; therefore, providers need to contact the appropriate staff member named above to identify the most suitable opportunity. These events are usually calendared well in advance, so it is essential that providers contact us early in the academic year to be involved in our planning. Access to pupils will be granted on the understanding that the information and guidance offered by providers is related to technical courses and apprenticeship opportunities only.

ETA's policy on safeguarding sets out the schools approach to allowing providers and visitors to talk to our pupils.

Premises and facilities

ETA will make available the main hall or classrooms for discussions between the provider and pupils, 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 CEIAG and Employer Engagement Coordinator.



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Providers are welcome to leave a copy of their prospectus or other relevant course literature at reception to be displayed in the Careers section of the Study Centre, which is managed by the CEIAG and Employer Engagement Coordinator, where it is available to be viewed by all students.