



Combe Pafford School

*Policy for Careers Education, Information, Advice & Guidance
(CEIAG)*

Rationale for CEIAG

A career is an individual's journey through learning, work and other aspects of life. All young people need access to Careers Education, Information, Advice and Guidance (CEIAG) to help them make them make informed career choices. **Under the guidance of the Department of Education "All young people in secondary school get a programme of advice and guidance that is stable, structured and delivered by individuals with the right skills and experience" Careers guidance and access for education and training providers – Statutory guidance for governing bodies, school leaders and school staff January 2018.**

To achieve this aim, the careers strategy sets out that every school and academy providing secondary education should use the Gatsby Foundations Benchmarks to develop and improve their CEIAG programme, with this in mind, CEIAG in school should support young people to:

- Develop the values, skills and behaviours they need to get on in adult life.
- Have access to an embedded programme of careers education and guidance.
- Have good quality information about future study options and labour market opportunities.
- Have the opportunity to access advice and support tailored to their individual needs.
- Have a school's careers programme that embeds equality and diversity considerations throughout and challenges stereotypical thinking.
- Link curriculum learning with careers and future career paths.
- Access multiple opportunities to learn from employers about work, employment and the skills valued in the workplace.
- Have first-hand experience of the workplace, through visits, work shadowing and/or work experience.
- Understand the range of learning opportunities that are available to them. Including academic, technical and vocational routes through schools, colleges and the workplace.
- Have access to independent careers guidance from an appropriately trained individual, who is either a member of staff or from an external organisation, to help pupils make informed decisions about their future career pathway.
- Be well-informed when making subject and career decisions

The CEIAG programme should:

- Meet the requirements and expectations of the Gatsby Benchmarks
- Adhere to Provider Access Legislation and guidance
- Provide a range of activities to inspire young people
- From Year 7, all pupils should have accessed and used in information about careers paths and the labour market to inform their own decisions on their choice of vocational pathways.

- Parents should be encouraged to access and use information about the labour market to support their children in their career decision making.
- Challenge stereotypical thinking and raise aspiration.
- Build strong links with employers and enable pupils to have at least one meaningful encounter with an employer.
- By the age of 16, every pupil should have had at least one experience of the workplace.
- By the age of 18, every pupil should have had one further such experience in addition to part-time jobs they may have.
- By the age of 16, every pupil should have had a “meaningful encounter” with providers of the full range of learning opportunities, including sixth forms, colleges and providers of technical education or apprenticeships.
- Provide face to face careers guidance for each pupil post 16 and post 18
- work with the local authority & other agencies to support our pupils
- Provide information on financial support for post 16 education.

Commitment

Combe Pafford School is committed to providing a planned programme of Careers Education, Information, Advice and Guidance for all pupils in years 7 to 13/14. Advice & Guidance is delivered through a qualified Careers Adviser (in school) and in partnership with the CSW Group in Torbay/Devon.

Combe Pafford endeavours to follow the “Careers guidance and access for education and training providers – Statutory guidance for governing bodies, school leaders and school staff, January 2018” and other relevant guidance from the D of E, QCA & Ofsted.

We employ our own Careers Adviser and Careers Leader. Our Careers Adviser is a registered professional of the Careers Development Institute, a member of their professional register & adheres to their code of ethics.

Combe Pafford School has received the Investors in Careers Award and committed to the ongoing development of Careers Education, Information. Advice & Guidance.

Development

The policy was developed and reviewed biennially through discussions with teaching staff, the school’s Careers Adviser, CSW Group Personal Adviser, Students, Parents, Governors, Employers & other external partners.

Links with other policies

The policy supports and is unpinned by key school policies including those for teaching & learning, assessment, recording and reporting achievement, PSHE, work related learning & enterprise, work experience, equal opportunities and health & safety.

Objectives

- **Pupil’s Needs**

The CEIAG programme is:

- Differentiated and personalised to ensure progression through activities that are appropriate to pupils’ stages of career learning, planning & development.
- Designed to challenge stereotypes and raise aspirations, particularly by celebrating the success of previous pupils.

- Delivered to enable all pupils to access and have meaningful encounters with employers, sixth form colleges, colleges and apprenticeships. Driven by young people's needs, with the underpinning aim of achieving a positive transition from school to the next step in their career journey.
- **Entitlement**
 - Pupils are entitled to CEIAG that meets professional standards of practice, is person centred, impartial and confidential. It will be integrated into pupil's experience of the whole curriculum and be based on a partnership with students and their parents and carers. The programme will promote equality of opportunity, inclusion and anti-racism. Every pupil is entitled to opportunities that:
 - Promote self-awareness through understanding that interests and abilities provide a basis for thinking about choices.
 - Enable them to make informed choices about educational, vocational, and training choices.
 - Help them manage transitions within education and from education to opportunities in employment & training.
 - Raise awareness that change is an integral part of life.
 - Raise aspiration.

Implementation

Management

The school employs a Careers Advisor who co-ordinates the CEIAG programme and is responsible to the Headteacher. The area is led by a Careers Leader that is responsible for the curriculum. Teachers deliver discrete careers lessons in KS4, with CEIAG embedded across curriculum in all years. CEIAG as an integrated part of the Sixth Form provision. The Careers Leader oversees the work experience programme and develops links with employers across the school. The programme is supported by CSW Group who are currently contracted by the Local Authorities in Devon & Torbay to produce "My Plans" for pupils at the point of transition.

Staffing

All staff contribute to CEIAG through their roles as tutors and subject teachers. The CEIAG programme is planned, monitored and evaluated by the Careers Leader and Careers Advisor, using the Gatsby Benchmarking Tool. Our Careers Advisor provides specialist impartial careers guidance alongside CSW Group in the CEIAG Centre.

Careers Information is available on the school website and on the ICT network in school. The information is maintained under the guidance of the Careers Leader and Careers Advisor.

The school employs job coaches to support sixth form students to access work placements and volunteering opportunities under the guidance of the Careers Leader and Sixth Form Manager.

Curriculum

The careers programme includes:

- In years 7/8, pupils have access to CEIAG through a range of PSHE, cross curricular activities, enterprise activities and encounters with employers.
- In year 9 pupils have the opportunity to
 - Participate in vocational taster sessions and parents evening.
 - take part in a Business & Enterprise day
 - access transition support
 - CEIAG support from school careers adviser & the adviser from CSW group.
 - Have visits to employers and employers visit them in school.
 - Access the Post 16/18 options event
- In year 10/11 pupils participate in:
 - Discrete Careers Lessons – 55minutes per week
 - Work Experience – up to 1 week in year 10, up to 2 weeks in year 11.
 - Visits to at least two major employers who operate in Devon.
 - Labour Market Survey of the opportunities locally.
 - Accredited Vocational Option Subjects
 - Business Enterprise Days
 - Interview Day
 - Visits to employers/education & training providers.
 - Post 16/18 Options Event
 - Trip to World Skills at Birmingham
 - Trip to Skills SW Show in Plymouth
 - Visits from Employers, Sixth Forms, Colleges and Training Providers to Careers Lessons.
- In year 12/13 pupils follow a work related/life skills programme which enables them to:
 - Follow an extended work experience programme
 - Gain a qualification in progression & a vocational area
 - Develop specific work skills
 - Access a range of work related experience with employers & training providers.
 - Employer Celebration Event
 - Post 16/18 Options Event
 - Trip to World Skills at Birmingham
 - Visits from Employers, Sixth Forms, Colleges and Training Providers to Careers Lessons.
- Careers guidance activities (group work & individual interviews) are delivered by the school's Careers Leader & an adviser from CSW Group across the year groups.
- Other Events across the school include employer events, celebration evening, plus specific events for parents.
- Visits and taster sessions to specialist provisions where appropriate.
- Transition support at the Education, Health, and Care Plan reviews.
- The school employs ten apprentices across the school in a variety of roles. These apprentices act as role models for our pupils and enables us to work with a variety of training providers.

Assessment & Accreditation

The CEIAG programme is assessed against the Gatsby Benchmarks using the Compass + Careers Benchmark Tool and the Tracker Careers Planning Tool. A full review is conducted every term with the support of our Enterprise Advisor.

All vocational subjects offered in school are accredited by a range of awarding bodies.

Pupils in the sixth form accessing an extended work placement, are reviewed and evaluated in their work place. The evaluation takes the form of self-assessment, job coach assessment and assessment by the employer they are working with. The Careers Leader monitors/reviews this assessment with employers and job coaches.

Partnerships

- CSW Group – There is an annual partnership agreement between CSW Group and the school. CSW are contracted by the Local Authority to produce “My Plans” for pupils who are in transition from school to the next step..
- Links with South Devon College, Exeter College, Bicton College, Duchy College, Cornwall College, Hannahs@Seale Hayne, Plymouth City College, ROC, Oakwood Court, Eat that Frog enables pupils to undertake visits and tasters where appropriate.
- Links with large employers such as Torbay Hospital, South West Highways, Sainsbury’s, Asda, Fermoy’s, The Cary Arms, The Palace Hotel, The Passage House Hotel, Torre Abbey/Torquay Museum, Department of Work & Pensions & Centrax, plus a large range of smaller employers gives the opportunity for pupils to experience the world of work in a variety of ways.
- The Careers Advisor is a member of a forum of employers who employ apprentices in Devon, which enables her to network with a variety of employers.

Resources

Funding is allocated in the annual budget planning round in the context of the whole school priorities and particular needs relating to CEIAG. The Careers Leader and Advisor are responsible for the effective deployment of resources.

Staff Development

There are staff development opportunities through the Careers Development Institute, CSW Enterprise & CSW Group. Funding for staff development is accessed through school funds. School will endeavour to meet the training needs within a reasonable period.

There is the opportunity for job coaches to undertake training for their specific role. The Careers Leader has undertaken this training.

Monitoring, review & evaluation

The partnership agreement with CSW Group is reviewed termly and annually. The Careers Leader meets regularly with the CSW Group adviser.

The Careers Leader, Sixth Form Manager & Careers Teachers review the CEIAG provision using the Gatsby Benchmarks & a report is submitted to the senior leadership team and governors. A termly review of the school is undertaken against the Gatsby Benchmarks using the Compass Plus tool. The review process also involves an annual survey of parents and pupils in addition to an CEIAG audit of

subjects through the subject leads. Evaluation is completed in line with the Gatsby Benchmarks, which then informs the development plan for CEIAG across the school.

The Governors of Combe Pafford School review this policy every two years.

A full review of our programme against the Gatsby Benchmarks is conducted every term with the support of our Enterprise Advisor.

Date of approval by Governors June 2024...Date of next review...June 2026...