



# KINGS' SCHOOL

## CAREERS EDUCATION INFORMATION ADVICE AND GUIDANCE (CEIAG) POLICY

Policy Reviewed by:	JCK	Mar 2018
Approved by:	Curriculum Committee	Apr 2018
Endorsed by:	FGB	May 2018
To be Reviewed	3 Yearly	May 2021

# **Kings' School – Careers Education Information Advice and Guidance Policy**

## **Rationale for Careers Education Information Advice and Guidance (CEIAG)**

Careers Education, Information Advice and Guidance (CEIAG) makes a major contribution to preparing young people for the opportunities, responsibilities and experiences of life, in order to help them make a successful transition to adulthood by:

- Raising aspirations and supporting young people to achieve their full potential
- Providing comprehensive information so all young people understand the full range of opportunities available to them at key transition points
- Having first-hand experience of the workplace to learn from employers about the world of work and the skills that are valued
- Promoting equality, diversity, social mobility and challenging stereotypes
- Empowering young people to plan, make decisions and manage their own futures
- Enabling young people to sustain employability and achieve personal and economic wellbeing throughout their lives

In line with the 2017 Statutory Guidance for CEIAG from The Department for Education (DfE), Kings' School continues to deliver a high quality programme of careers and work related activities for our pupils through independent and personalised careers guidance. We will continue to enhance this provision through the use of the Gatsby Benchmarks and increasing our partnerships with external providers.

## **Commitment**

Kings' School is committed to providing a planned programme of careers education and information, advice and guidance (CEIAG) for all pupils from Year 7 to 11.

Kings' School believes that CEIAG impacts on the whole curriculum and will be embedded and delivered through all subjects.

Kings' School will deliver the programme in partnership with external providers and an internal, Level 6 qualified adviser to ensure all pupils have access to high quality impartial CEIAG and tailored, personalised advice and guidance.

This policy supports the school's overall vision and is linked to the School Improvement Plan and other School policies. Governors and senior leaders have a key role in developing and approving the policy, ensuring a high profile for CEIAG within the school curriculum.

Kings' School will also pay regard to relevant guidance on improving outcomes for young people that appears from the DfE, Ofsted and other agencies.

## **Aims and Objectives**

Our aim is to provide a unique learning experience for every pupil from Year 7 to Year 11.

We want pupils to leave Kings' School armed not only with strong academic qualifications, but also with the independent thinking and employability skills to equip them to meet the challenges of an ever changing society and global economy.

We will achieve this by linking curriculum subjects and Careers into one overarching initiative which will cross traditional boundaries and bring all the strands together to provide a comprehensive programme.

## **Management**

A senior leader has strategic responsibility for CEIAG, and will oversee the school's appointed Careers Lead, ensuring they have relevant CPD and qualifications. CEIAG is supported by a linked governor.

## **Curriculum Provision (See BEE Plan)**

There is a planned programme of learning experiences with learning outcomes for Year 7 to Year 11 which enable young people to:

- Learn about current/future careers and the world of work
- Develop themselves through career and work-related education
- Develop independent thinking skills
- Develop career management and transferable employability skills

## **Individual Careers Guidance**

We will provide all pupils with tailored, face to face careers guidance, delivered by a qualified adviser. We will prioritise 'K' and 'Tiered' pupils as defined by the school.

## **Resources**

The school will provide resources for the successful implementation of this policy by:

- An annual budget to cover internal needs and the commissioning of external resources
- Adequate staffing alongside CPD opportunities
- Pupil and staff access to information (electronic and hardcopy)
- Designated space for individual, group and research sessions

## **Partnerships**

Kings' School is committed to maximising the benefits for pupils by using a whole school approach involving a range of partners including: parents and carers; education and training providers; local employers and business networks

## **Approvals and Review**

This policy is reviewed every three years (unless there is significant change to statutory requirements) in discussion with staff, external partners and in line with the school's legal obligations. Key priorities for action are identified and included in the school improvement plan.

## **Monitoring**

This policy is monitored by governors via the receipt of reports to the Curriculum Governors' Committee; the receipt of reports to the Full Governing Body within the Headteacher's Report; and Governor visits to school.

Approved:      Date: May 2018

Next review:    Date TBC

## **Appendix to the Kings' School CEIAG Policy:**

### **Kings' School CEIAG Provider Access Policy**

#### **Introduction**

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

#### **Pupil Entitlement**

All pupils in years 8-11 are entitled:

- To find out about academic, professional and technical education qualifications, and apprenticeships/traineeship opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point (Year 9 options and Post 16)
- To hear from a range of local providers (including: colleges, employers, training providers and local authority) about the opportunities they offer through options events, master classes, assemblies, curriculum in context classes, taster events and extra-curricular events
- To understand how to make applications for the full range of academic, professional and technical courses, and apprenticeships/traineeships

#### **Management of provider access requests**

##### **Procedure**

A provider wishing to request access should contact:

***Joanna Turner, Careers and Employability Lead***

*Tel: 01962 861161    Email: [j.turner@kings-winchester.hants.sch.uk](mailto:j.turner@kings-winchester.hants.sch.uk)*

##### **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/carers:

**Year 7-11 Careers Advice & Guidance Open Door Policy**  
**Year 10 & 11 Tailored 1:1 Careers Advice & Guidance Interviews**  
**Year 7 & 8 Enterprise/Employability Days**  
**Year 9 Employability Day (supporting Year 9 option choices)**  
**Year 10 & 11 Assemblies, Master-classes, Curriculum in Context classes**  
**Year 11 Employability Interviews**  
**Year 9, 10 & 11 Parents & Information Evenings**  
**Careers/Progression Fair**  
**Extra-curricular opportunities**

Please speak to our Careers and Employability Lead to identify the most suitable opportunity for you.

### **Premises and facilities**

The school will make an appropriate space available for activity between the provider and pupils. The school will also endeavour to make available equipment to support provider presentations and activities. This will be discussed and agreed in advance of the visit with the Careers Lead.

Providers are welcome to leave a copy of their prospectus or other relevant literature/resources at the Careers Resource Centre, which is managed by the Careers and Employability Lead. The Resource Centre is available to all pupils.

### **Approval and review**

This policy is reviewed every three years (unless there is significant change to statutory requirements) in discussion with staff, external partners and in line with the school's legal obligations.

Approved: May 2018

Next review: TBC

Signed: Mr J. Rickman  
CEIAG Governor

Mr M. Leeming  
Headteacher