

# CEIAG (CAREERS EDUCATION INFORMATION ADVICE AND GUIDANCE) EMPLOYABILITY AND EMPLOYER ENGAGEMENT POLICY

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## Our Vision

We will aspire to provide a creative, enriching and fully inclusive education rooted within the context of a Christian ethos so that *'every life is enriched'* and all are valued as *'children of God.'* Our community will, *'above all, love each other deeply, because love covers over a multitude of sins. Offer hospitality to one another without grumbling...and use whatever gift you have received to serve others.'* 1 Peter 4:8-11



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## **Rationale**

Careers education, information, advice and guidance play an important part in preparing students for the opportunities, responsibilities and experience of life. A programme of relevant activities supports them at key decision making points such as Year 8 Pathways, GCSE, Post 16 and beyond. It will equip them to choose pathways that are right for them, to be able to manage their careers and aspire to career wellbeing and happiness. All students are able to achieve their potential only if they understand themselves; their abilities and opportunities open to them.

The DfE careers guidance and inspiration in schools 2015 stipulates:

*“Every child should leave school prepared for life in modern Britain. This means ensuring academic rigour supported by excellent teaching, and developing in every young person the values, skills and behaviours they need to get on in life”.*

## **Aims**

St Peter’s CofE Academy Careers Education, Information, Advice and Guidance Policy has the following aims:

- To contribute to strategies for raising achievement through raising aspirations, motivation and confidence;
- To challenge stereotypes and promote the equality of opportunity;
- To further reduce the number of students not in employment, education or training in line with local authority guidance;
- To reduce the number of students who drop out of courses or switch courses in education or training;
- To develop enterprise and employability skills;
- To contribute to economic prosperity of individuals and communities;
- To focus students on their future aspirations and goals through work with employers;
- To involve parents and careers throughout the delivery of CEIAG;
- To provide students with up to date LMI and key sector growth information.

## **Commitment**

St Peter's CofE Academy (SPA) is committed to providing our students with a robust programme of CEIAG for all students from Years 7 to 11 and recognises our statutory requirements.

SPA endeavours to follow the National Framework for CEG 11-19 in England (DfES, 2013) and other relevant guidance from DCSF, QCA and Ofsted as it is published.

As a school we strategically align with the Stoke and Staffordshire Local Enterprise Partnership (SSLEP) 10 key priority areas (see employer partnerships section) as well as ensuring a gold standard service to our students against the DfE statutory guidance, the Gatsby Benchmarks

(<http://www.gatsby.org.uk/education/programmes/good-career-guidance>)

<https://www.careersandenterprise.co.uk/partnerships/stoke-trent-staffordshire-local-enterprise-partnership-lep>

The Gatsby Benchmarks are:

1. A stable careers programme;
2. Learning from career and labour market information;
3. Addressing the needs of each pupil;
4. Linking curriculum learning to careers;
5. Encounters with employers and employees;
6. Experiences of workplaces;
7. Encounters with further and higher education;
8. Personal guidance.

SPA is looking to embed enterprise, employability and quality careers guidance and inspiration into the school's culture and curriculum with a focus on developing structured and sustainable employer partnerships increasing student exposure to the real world of work as part of their preparation for modern life. We are looking to develop the employability of students with a focus on soft skill development, workplace behaviours and exposure to the world of work to enable a successful integration on leaving education into their first job.

## **Development**

This Policy will be developed and reviewed annually in discussion with students, parents, Governors and advisory staff. We will also ensure any amendments to statutory guidance are reflected in our Policy and objectives.

## **Policy Links**

This policy is to read in conjunction with the **Provider Access Policy**.

## **Staffing**

The Principal and Governors have overall responsibility for CEIAG provision. CEIAG at SPA is led by **Robert Price, Assistant Principal** with responsibility for STEM and CEIAG

SPA has a dedicated CEIAG team who support the Assistant Principal with the implementation of CEIAG across the school.

All staff contribute to CEIAG through their roles as tutors and subject teachers.

## **Student Entitlement**

Students are entitled to CEIAG which meets professional and ethical standards of practice which is young person centred, impartial and confidential. The Careers programme is designed to meet the needs of students at SPA. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. The programme on offer will enable students to understand themselves, their interests, likes, dislikes and what they are good at and how this affects their choices and decision making.

The programme will also ensure students have a rounded careers experience ensuring their learning in school is relevant and linked to future prospects, connecting key areas of the curriculum to the world of work. The programme allows relevant exposure to employers and working life to develop employability and enterprise skills and also impact on decision making.

Students will receive knowledge around LMI (Labour Market Information) and sector growth utilising the LEP identified priorities.

Students are encouraged to:

- Find out about different options open to them at key decision making points;
- What qualifications are needed for their chosen vocation;
- Develop skills they need for working life;
- Develop a clear plan of action for their future;
- Make effective applications for work, training and further and higher education.

Every student will have the opportunity, and will understand how to access a one-to-one appointment with the Careers Advisor, through Staff request, email and face-to-face. They will also know how and when they can access the careers zone where they attend 'drop ins' with the careers advisor and local FE providers and access college and university prospectus as well as information on apprenticeships and other pathways.

We will:

- Treat you equally and as an individual;
- Give you the impartial and unbiased careers information, advice and guidance;
- Ensure that you see employers in the Academy through pre-organised events;
- Give you any extra help that you might need.

### **Curriculum**

The careers programme includes careers education activities including assemblies, guest speakers and taster sessions alongside individual career guidance interviews, group sessions, trips and drop down days. Careers and work related learning tasks are also embedded into some subject areas. Careers Education, information, advice and guidance and work related learning is taught as part of the Life and Soul day programme of study and as bespoke collapsed timetable days.

## **Themes by Year group:**

Year 7 – Self Awareness; Understanding My Educational Journey

Year 8 – Understanding Career Choices - Linking subjects to future study and careers

Year 9 – Career Exploration;

Year 10 – Employability Skills and Careers Fair;

Year 11 – Post 16 options;

## **Parents and Carers**

Parental involvement is encouraged at all stages.

There is a parent section on the Academy website has been developed to help parents to become more involved. The Careers Advisor, Vanesa Holland, is available to speak to parents via e-mail or phone and is also available at parent's evenings and open evenings.

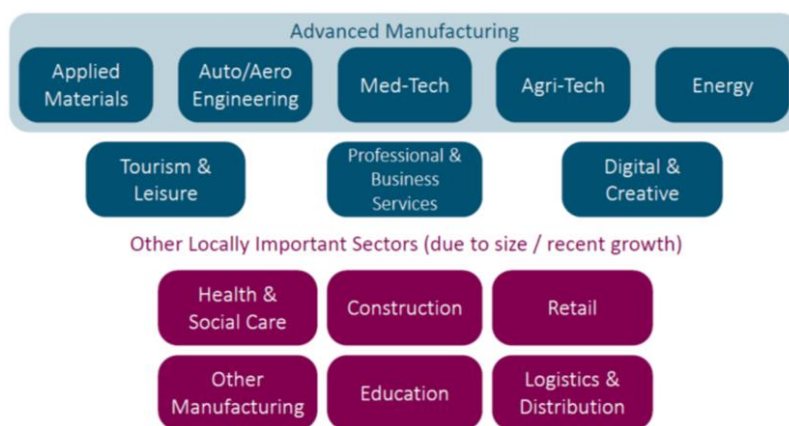
## **Partnerships**

SPA is currently working with a number of providers to ensure students receive independent careers guidance and opportunities to access a range of providers including providers of technical education and apprenticeships.

The providers include, but are not limited to:

- Stoke Sixth Form College
- Stoke on Trent College
- Newcastle under Lyme College
- Keele University
- Staffordshire University
- Unity
- PM Training
- Juniper Training
- St Joseph's Catholic College
- Nu Futures
- DWP
- RAF
- Auroserve

The SSLEP have identified 10 potential growth areas for the region. It is these 10 key priority areas which will be targeted with the Careers and Enterprise Company project:



### **Monitoring Review and Evaluations**

All details of student one-to-one interviews, trips and tasters are recorded on SIMs and, where appropriate, will have individualised action plans.

Destinations for students in Years 11 are also recorded and their progress with applications checked and updated.

Careers guidance is monitored and evaluated on a regular basis throughout the year with key staff and students and via appropriate evaluation of activities. A forum of independent careers advisers has been set up so peer observation can take place ensuring SPA's CEIAG interviews are of the highest standard. An Audit of CEIAG provision is carried out annually to ensure suitable progress is being made.

A CEIAG annual review document is published yearly outlining specific and detailed information about CEIAG work being carried out.

The Academy is working closely with the Careers and Enterprise Company and the LEP to build a network of employers.