



**THE SALTERNS ACADEMY TRUST: TRAFALGAR SCHOOL**

**CIEAG POLICY**

**Linked policies: Provider Access Policy**

**Linked Documents: CIEAG Strategy (including provision map and Gatsby Benchmarks)**

*'Careers Guidance and access for education and training providers. Statutory guidance for governing bodies, school leaders and school staff'. DFE, January 2018*

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# Careers Education, Information, Advice and Guidance Policy

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### **1. School Intent:**

**At Trafalgar School, our core values of resilience, aspiration, inclusion, community and respect are at the heart of our curriculum. As a relational school, we want students to leave Trafalgar School not just ready for their next educational step but ready for their adult lives with the knowledge and skills they need to become successful learners, confident individuals and responsible global citizens. Our curriculum offer matches the needs of all of our community because we believe that every child, no matter their background, ability or interests, has the right to an outstanding education.**

Trafalgar School seeks to maximise the opportunities and life chances of all of our young people and so it is crucial to prepare young people for life beyond school and college, developing:

*‘knowledge, skills and attributes they (Trafalgar School students) need to lead successful and happy lives’*

The governing body have therefore adopted this policy in order to provide a clear commitment to and framework for Careers Education, Information, Advice and Guidance.

### **2. Policy Scope:**

This policy covers Careers Education, Information, Advice and Guidance given to students in Key Stages Three and Four.

The policy also applies to Year 11 students after they finish their examinations in June of their final year and before they start at their next place of education, employment or training. Though not necessarily in school regularly and attending lessons in July and August of Year 11, the policy is still applicable.

The policy has been reviewed in line with the recently published DfE guidance document ‘Careers guidance and access for education and training providers – Statutory guidance for governing bodies, school leaders and school staff. (DfE, January 2018)

This policy accepts the 8 Gatsby Charitable Foundation’s benchmarks as set out in the DfE guidance.

This policy covers the legal duty of schools to ensure that a range of education and training providers can access students for the purpose of informing them about approved technical education qualifications or apprenticeships.

This policy refers to events and opportunities in both Key Stages 3 and 4 and these events will impact upon all students at Trafalgar school.

All members of staff at Trafalgar School are expected to be aware of this policy and the importance of Careers Education, Information, Advice and Guidance (CEIAG) in the education of students; CEIAG is not the sole responsibility of the Careers Lead.

It is important that students leave school aware of themselves as individuals, aware of the opportunities available to them and able to make decisions about their own life. They should be prepared for the transition from full time education to the world beyond. It is to these aspects of personal and social development that this policy will contribute.

### **3. Objectives:**

The objectives of the Careers Education, Information, Advice and Guidance policy are as follows:

- To ensure that all students at Trafalgar school receive a stable careers programme
- To enable all students to learn from information provided by the career and labour market
- The CEIAG programme should be individual and address the needs of each student
- To link the curriculum learning to careers learning
- To provide students with a series of encounters with employers and employees
- To provide students with experiences of workplace(s)
- To ensure that students have a series of encounters with further and higher education
- To provide each student with the opportunity to receive personal guidance

### **4. School Responsibilities:**

The school has a series of statutory duties:

- All registered students at the school must receive independent careers advice in Years 7 to 11
- This careers advice must be represented in an impartial manner, showing no bias towards a particular institution, education or work option
- This advice must cover a range of education or training options
- This guidance must be in the best interests of students
- There must be an opportunity for education and training providers to access students in Years 7 to 11 in order to inform them about approved technical qualifications or apprenticeships.
- The school must have a clear policy setting out the manner in which providers will be given access to pupils. (Provision of Access Policy). This policy and these arrangements are published on the School's website.

The school will base its careers provision around the Gatsby Benchmarks, these cross reference with the objectives of this policy and the strategic development plan.

Trafalgar School believes that good CEIAG connects learning to the future. It motivates young people by giving them a clear idea of the routes to jobs and careers that they will find engaging and rewarding. Good CEIAG widens students' horizons, challenges stereotypes and raises aspirations. It provides students with the knowledge and skills necessary to make successful transitions to the next stage of their lives. This supports social mobility by improving opportunities for all young people, especially those from disadvantaged backgrounds and those with special educational needs and disabilities.

The school will continuously monitor its CEIAG offer and seek further improvement. The personnel involved in the design and delivery of the programme will be responsible for this as well as external stakeholders who assess the work of the school.

## **5. Governor Responsibilities:**

The governing body will ensure that the School has a clear policy on Careers Education, Information and Guidance (CEIAG) and that this is clearly communicated to all stakeholders. They should ensure that this policy is:

- based on the eight Gatsby Benchmarks
- meeting the school's legal requirements
- providing arrangements to ensure a range of educational and training providers to access students across year groups
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There will be a member of the governing body who takes a strategic interest in CEIAG and encourages employer engagement.

## **6. Provider Access:**

This section of the policy sets out the school's arrangements for managing the access of providers to students 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.

All students in years 7-11 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers program 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, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

Trafalgar School's Provider Access Policy shows the way in which education and training providers should get in touch with the school in order to gain access to students and/or parents to inform them about further opportunities. The school will then work with providers in order to identify the most effective opportunity for them to share information about education and training opportunities.

## **7. Monitoring, Evaluation and Review:**

For Year 11 students' data is collected regarding intended destinations for Post 16 following their GCSEs. This information is then used alongside student progress tracking to select groups of students who would benefit from extra support to secure Employment or Training from the Pupil Progression Officers (PCC)

The Headteacher will ensure that:

- the work of the Careers Advisor and CEIAG events are supported and monitored
- a member of the Senior Leadership Team has an overview of CEIAG work and reports regularly back to the leadership team.

The effectiveness of this policy will be measured in a variety of ways:

- Feedback from stakeholders;
- Feedback from external visitors to the school such as the School Improvement Partner (SIP) or Ofsted;

- The number of students who are NEET in October having left the school in the previous summer. This figure will be compared to national figures as well as against the equivalent figure from similar schools both nationally and locally.

The governors of Trafalgar School will review this policy yearly.

