



# Soham Village College

## Careers Education, Information, Advice and Guidance (CEIAG) Policy

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Author:	Careers Education, Information, Advice & Guidance Manager
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**Staploe Education Trust**

*Excellence through partnership*



## **Introduction**

Soham Village College has statutory responsibility for securing access to independent and impartial careers guidance for all pupils from years 7 to 11. In the context of this duty, careers guidance consists of services and programmes intended to assist students to make and implement education, training and occupation choices and to learn how to manage their careers.

Soham Village College has strong links with outside agencies including colleges, training providers, universities, and local businesses which contribute to:

- Raising aspirations and increasing motivation – helping young people to identify educational and occupational goals
- Demonstrating the relevance of the knowledge and the skills learnt in subjects to future opportunities in learning and working
- Developing the skills for effective learning – reviewing achievements, setting targets, planning and taking action
- Demonstrating the links between living, learning and earning
- Improving literacy – developing information and communication skills
- Improving progression
- Reducing NEET (Not in Education Employment or Training)

## **Aims**

CEIAG supports the College's overall vision through alignment with the College's Vision, Values and Aims. It should also:

- provide good quality independent careers advice to students which inspires them and motivates them to fulfil their potential
- provide advice and guidance which is in the best interests of the student
- encourage students to develop high aspirations and consider a broad and ambitious range of careers
- provide opportunities to work in partnership with employers, training providers, local colleges and others to provide opportunities to inspire students through real-life contact with the world of work
- develop enterprise and employability skills including skills for self-employment
- support inclusion, challenge stereotyping and promote equality of opportunity
- encourage students to see career development as a life-long process

## **Commitment**

The College is committed to providing all its students with a planned programme of careers education activities throughout their school career, with opportunities at key transition points to access impartial information and expert advice and guidance. It is also committed to maximise the benefits for students by using a whole College approach involving parents, carers, external CEIAG providers, employers and other local agencies.

## Management

All staff contribute to CEIAG through their roles as tutors and subject teachers. The careers provision is managed by the SLT lead for CEIAG, with a CEIAG team who have specific roles:

Miss Mary Wilcox, Assistant Principal;	responsible for monitoring CEIAG provision and transition across the College
Mr Nick Oakhill, CEIAG Manager;	responsible for provision of planned CEIAG programme
Mrs Susan Earnshaw, Careers Advisor;	responsible for coordinating and providing 1:1 careers guidance meeting

Mr Gary Heaney, PSHE Coordinator, works alongside the CEIAG team to deliver PSHE days through the year. A designated careers-link governor, Mr Peter Palmer, has responsibility for overseeing the quality of the careers guidance. The College also works with an Enterprise Advisor, Mr Anthony Browne, on matters relating to employer engagement work.

## Staff development

Training needs are identified and CPD is offered to relevant staff as opportunities arise. Information from CPD sessions is disseminated to staff.

## Curriculum Provision

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

- Develop themselves through career and work-related education
- Learn about careers and the world of work
- Develop career management and employability skills
- Understand about Labour Market Information and the value of a good GCSE in Maths and English
- Understand about the importance of science and maths (STEM) and the creative subjects, and the varying occupations available in these subjects
- Make decisions on their next steps in learning or education which could include further education, apprenticeships, traineeships, university or employment
- Understand the value of out of school opportunities to support their career aspirations such as National Citizen Service and D of E
- Either undertake a work experience placement in Year 10 as part of their course curriculum, or encourage and support them to seek their own placements during school holidays

## Personal Provision

Elements of the above will require access to individual information advice and guidance through:

- Access to the College's CEIAG Manager and Careers Advisor, visitors and mentors
- Access to external sources including but not limited to The Skills Service, employers, learning providers, alumni, the National Careers Service, and the National Citizen Service

## **Vulnerable Groups**

The College recognises those students who have specific needs and will tailor any CEIAG provision accordingly. Staff dealing with these groups work closely with the College CEIAG team and external agencies to ensure every student is provided with the support they need in way they can understand.

## **Resources**

The College will provide resources for the successful implementation of this policy through securing:

- An annual budget to cover internal needs, CPD opportunities and commissioning of external sources
- Adequate staffing with appropriate training
- Student and staff access to information (electronic and hardcopy)
- Designated space for individual, group and research sessions

## **Health and Safety and Safeguarding**

- Curriculum-based work experience placement checks are carried by Form the Future to establish the suitability of employers as well as their insurance status
- All visits and visitors working with our young people adhere to the College's Safeguarding Policy

## **Partnerships**

The policy recognises the range of partners that support the CEIAG offer within our College. These include:

- Liaison with post 16 providers and higher education institutions
- Employers and training providers
- Parents and carers

## **Monitoring, Evaluation and Review**

Activities in the Careers Programme and overall delivery of the careers provision will be monitored, reviewed and evaluated throughout the year in order to drive continual improvement and strive to consistently meet the aims of the CEIAG programme. Methods used will include student and parent surveys, staff feedback, destination data analysis and benchmark tools (such as the Gatsby Benchmarks)

## **Links with other policies**

This policy supports and is underpinned by key College policies including those for SEND, Safeguarding & Child Protection, and Equality.

## **Policy Review**

Policies will normally be reviewed on a 3-year cycle unless otherwise stated. This review may be brought forward as required by the Trust to reflect changes in supporting advice/guidance.