



Cleeve  
Park  
School

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

## July 2021

---

To be reviewed July 2022



## **Our Philosophy**

The School's mission is to help *'the learners of today become the leaders of tomorrow;'* the school aspires to educate, in partnership with parents and pupils, inquiring, well informed and compassionate citizens who will go on to make a better world by occupying positions of responsibility and influence. We have a shared and common purpose within the TKAT family that all students have opportunities to achieve their ambitions.

Careers Education, Information, Advice and Guidance (CEIAG) is a key component in delivering this mission, where, through a planned programme of careers activities for all students Year 7 through to Year 13, leave equipped with the skills, attitudes, knowledge and understanding to manage their lifelong career and learning so that they are as prepared as possible for their working adult life.

The provision of CEIAG at Cleeve Park School has evolved to offer students an impartial, high quality programme that is delivered in partnership with key stakeholders including teachers, parents, employers and funded agencies and is regularly evaluated and monitored to ensure students are making successful and lasting transitions into adult working life. In undertaking this philosophy, we will also be guided by the requirements of the; Education Act 2011, Gatsby Benchmarks and Government's Statutory Guidance 2018/2021. Furthermore, the programme is currently being evaluated and enhanced with the aim of achieving the Quality in Careers Standard Award, by July 2021, which evidences the school's commitment to high quality and impartial CEIAG.

## **Links to Frameworks and Policies, external and internal**

### Regional and National Frameworks

Education Act (2011)

London Ambitions Framework (2013)

Gatsby Benchmarks for Career Guidance (2013)

DfE Careers strategy: making the most of everyone's skills and talents (December 2017)

Ofsted Common Inspection Framework

Careers Development Framework (2021)

Careers Guidance and Access for Education and Training Providers: Statutory Guidance for Governing Bodies, School Leaders and School Staff (January 2018 updated October 2018)

### Internal School Frameworks and Policies

This Policy links in to and should be read in conjunction with our following policies:

- Careers Provider Access Policy
- PSHE
- Work Experience Policy
- Equality information and objectives Policy
- SEND
- Diversity
- Behaviour

## **Working in Partnership to support the CEIAG Programme**

Cleeve Park work in partnership with various agencies including Prospect's Service (for our EHCP students), Bromley Education Business partnership, Lean East – London Enterprise Adviser Network, Uni connect and UCAS to ensure all students access, education, employment or training at the relevant points.



### **Statement of Entitlement**

All students from Year 7 upwards are entitled to CEIAG which meets professional standards, as outlined in the Gatsby benchmarks, Quality in Careers standard and the 2018 Statutory Guidance, which is personalised and impartial.

The careers programme is designed to ensure the progressive and individually tailored development of careers skills, knowledge and understanding in all students. The aim of the programme (which is detailed in Appendix 1) is 'Inspire' at Key Stage 3, 'Allow planning and focused appropriate action at Key Stage 4 and 5.

CEIAG will provide all students with a focus to encourage them to set goals and work to achieve outstanding academic results that enable them to progress and succeed in their chosen education or career path.

### **Objectives-**

#### **1. To develop in students:**

- a knowledge of the routes and levels of entry into higher educational, vocational, apprenticeship and training opportunities.
- an understanding of the impact of technological and economic changes on work and higher educational, vocational, apprenticeship and training opportunities.
- an understanding of the occupational patterns in a fast changing world and how this might affect future employment.
- the ability to manage transition and change within and between education, training and occupations. To this end, students should appreciate and understand the differences between school and work and the potential challenges of starting work.
- the ability to challenge those traditional attitudes that encourage stereotyping and prevent the promotion of equal opportunities.
- an appreciation and understanding of where, how and from whom Careers information can be obtained and the range of services offered by the support agencies.

#### **2. To reinforce and develop positive attitudes and values in the students and thereby enhance their personal and social development:**

- to recognise and appreciate individual values, priorities, strengths and weaknesses, interests and abilities in oneself and others.
- to raise awareness and understanding of ethnic and cultural differences.
- to appreciate the need for a critical evaluation of aims in life and the need to constantly evaluate progress.
- to appreciate the need for adequate safety precautions.
- to develop self-awareness, self-confidence and the ability to work with others.

### **Parents/Carers**

Parents and carers are incredibly important in supporting their child with their career planning and post 16 and 18 transitions. Our objective is to ensure that all parents and carers are aware of career and learning opportunities in order that they can support their son or daughter to make successful transitions.

#### **All parents and carers can expect to:**

- Be provided with information on the range of option choices available to young people
- Receive invitations to take part in careers and information events



- Evaluate the impact of the careers programme on their son or daughter and influence how the programme will evolve.

### Management, Staffing, and Resources

The 2018 Statutory Guidance requires all schools to have a Careers Leader who has overall strategic responsibility for CEIAG. At Cleeve Park School this role is fulfilled Mrs Z Osman and Ms A Unger, Work Experience, PSHE, enterprise and Work Related Learning, in cooperation with the Assistant Head of KS5, and with support from Ms S Samuels, the Governor with responsibility for Careers.

Funding for the CEIAG programme is allocated in the annual whole school budget planning process and the effective deployment of these resources is the responsibility of the Careers Leader.

The delivery of the careers programme is the responsibility of all staff and in particular:

- **Careers Leader (Ms Osman):** Develops and manages all aspects of the Careers Strategy at the school.
- **WEX and interview co-ordinators:** As well as co-ordinating the impartial careers interviews with Prospects and the WEX placements, they provide ongoing careers information and advice to all years; they are based in the Sixth Form Office.
- **Careers information co-ordinator:** As well as managing anything relating to information on careers opportunities coming into the school, they provide ongoing careers information and advice to all years and organise the annual Careers Fair and provide training to students on writing CVs.
- **Senior teachers in charge of KS3, 4 and 5:** They are actively involved in all aspects of careers, particularly UCAS throughout the year.
- **PSHE teachers:** They run the careers lessons within the PSHE for years 7, 8 and 9.
- **Teachers:** All teachers see Careers as a key part of their normal lessons.
- **Year 12 careers ambassadors:** They are students taking on a leadership development role which includes gathering information from students to inform careers activities/talks etc., providing ideas for potential KS3 and 4 Careers Activities, managing the marketing of careers talks and helping to keep the careers part of the website updated.

### Staff development

All staff involved in CEIAG will be required to attend courses throughout the year to ensure their knowledge and skills are of the highest quality. Where appropriate, professional qualifications will be funded by the school, such as the Quality in Careers Standard.

### The CEIAG Programme

1. An in house Careers Centre, where staff are available to:
  - Run the careers 'drop in' centre, manage displays, careers resources and ICT facilities and provide help and information to students in KS3, 4 and 5.
  - Plan and organise the annual Careers Fair for the whole school
  - Plan and organise visiting guest speakers from industry, with input from Heads of Learning and Heads of Department.
  - Plan and organise visiting speakers and ex-student talks on Advanced, Higher and Degree Apprenticeships
  - Provide help on where to gain advice on UCAS, apprenticeships and other post 16 careers options.



- Build links with local and national companies to support the enhancement of the programme for students.
  - Provide resources and material to the Head of PSHE, for careers lessons in Years 7-13 e.g. writing CVs, interview skills, networking, skills development, the changing world of work etc.
  - Organise career interviews, with independent, outside, professionals, for students in KS5
2. Compulsory virtual/work experience and enrichment (voluntary work) for all Year Year 12 students and enrichment for Year 13.
  3. Planned careers lessons within the Skills 4 Life timetable, including form time and assemblies covering:

**KS3** (delivered in bi weekly lessons, assemblies, form time)

- Understanding your skills and attributes
- Exploring careers
- Identifying techniques and sources of information about careers
- Understanding what choices to be make for GCSE and A level in order to fulfil certain career paths

**KS4** (delivered by in house and external led workshops, assemblies, lunchtime talks and form time)

- Planning your future career path and the learning opportunities
- Linking and understanding finance and careers
- CV's and Interview skills and worker's rights

**KS5** (delivered by in house and external led workshops, assemblies, lunchtime talks and form time)

- Writing actual CVs, apprenticeship applications and UCAS personal statements
- Student finance and personal finance
- UCAS/apprenticeship/job support and advice

5. Regular talks by outside business professionals.
6. Students and parents/carers are kept informed of all careers information via displays in the careers centre, weekly bulletin updates, announcements in form time and assemblies and via the careers/school website.
7. Parental CEIAG evenings in Year 9, 11 and 12

**Monitoring, Review and Evaluation**

All aspects of CEIAG are reviewed at least annually with a CEIAG development plan included in the overall school improvement plan. In particular:

1. The Head of Cleeve Park School meets half termly with SLT to discuss progress against that year's agreed plans for CEIAG.
2. An annual review of the CEIAG service is undertaken utilising e.g. School's development Plan the Quality in Careers Standard, Gatsby benchmarks, CDI Framework Compass and 2018 Statutory Guidance.



3. Each year the effectiveness of the service is reviewed with the aid of:

- Statistics on NEET, destination of Year 11, 12 and 13 leavers
- Direct feedback from staff, parents and students and stakeholders
- Indirect feedback from students and parents via the annual consensus survey
- The number and success of extra-curricular activities organised

## Appendix 1

### Careers Programme through the years at Cleeve Park School

This is an indication of the typical activities that may be delivered at the school, although the actual programme varies each year based on the needs of the students and we have not included all the careers related activities that also occur in students' day to day subject lessons. In addition to these activities aimed at students we run a programme of evening events in Years 9, 11 and 12 informing parents of as full a range of opportunities available

#### KS3

Year 7/8	Year 9
Inspiring Career Talks in Assemblies and through the Curriculum	Inspiring Career Talks in Assemblies and through the Curriculum
Careers Fair in January	Careers Fair in January
Skills for Life lessons where students look at the current jobs market and their own skills and attributes	GCSE Options evening
	Skills for Life lessons looking at changes in the job market and where to find out about careers options for them

#### KS4

Year 10	Year 11
Assemblies considering post 16 options and Inspiring Career Talks in Assemblies and through the Curriculum	Assemblies on post 16 options, including higher apprenticeships and Oxbridge
Careers Fair in January	Careers Fair in January
Optional interviews with an independent careers advisor	Compulsory Interviews with an independent careers advisor
Optional voluntary work experience in the holidays	Optional voluntary work experience in holidays
Workshops looking at pay and financial management	Lunchtime careers drop in sessions
Oxbridge visits	Lunchtime talks from business people about careers in their profession
Development of individual careers action plans	Lunchtime talks on higher and degree apprenticeships
	Interviews with Senior leadership team on A level options



	Oxbridge visits
	National Citizenship Service
	Development of individual Careers action plans

### Key Stage 5

Year 12	Year 13
Assemblies on Post 18 options, getting a job post 18 and post university	Assemblies on Post 18 options, getting a job post 18 and post university
Assemblies on apprenticeships	Assemblies on apprenticeships
Assemblies on apprenticeship and graduate Recruitment process	Assemblies on apprenticeship and graduate recruitment process
Careers Fair in January	Careers Fair in January
Optional interviews with an independent careers advisor	Optional interviews with an independent careers advisor
CV and interview skills workshops	Assemblies on student finance
Student finance and financial management workshops	UCAS preparation sessions
Lunchtime careers drop in sessions	Managing your finances at university workshop
Lunchtime talks from business people about careers in their profession	Lunchtime talks from business people about careers in their professions
Lunchtime talks on higher and degree apprenticeships	
Higher education evening	Preparation for University entrance exams
UCAS workshops and advice on applying to universities	One to one coaching on interview techniques etc. for students applying for higher and degree apprenticeships.
Oxbridge visits and lunchtime Oxbridge preparation sessions	Development of individual Careers action plans
Compulsory work experience	
Development of individual Careers action plans	

### Parents/Carers

Introduction to Careers for 2021: Statement of Entitlement and Gatsby Benchmarks
UCAS
Next Destination steps for years 11 and 13
Year 9 Options
Finance



Cleeve  
Park  
School

CV workshop
Work Experience
Labour Market Information

<p><b>Policy to be reviewed: May 2022</b> <b>To be reviewed by: Careers Leader</b></p>
--



