



Careers Education, Information, Advice & Guidance (CEIAG) Policy

Policy Owner: Julie Armstrong

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Introduction

The Drapers' Multi-Academy Trust believes that effective Careers Education, Information, Advice & Guidance (CEIAG) is essential if young people are to make responsible and informed decisions and should inspire young people. Our CEIAG programme is a combination of careers events, activities, practical workshops, one-to-one interviews, talks and visits all designed to encourage our pupils to explore a wide range of different career possibilities and enable them to access them. All of the programmes teach pupils much needed skills for when they leave education to enter the world of work, and are linked to the Careers Strategy: Making the Most of Everyone's Skills and Talents December 2017, and the Department of Education's, Careers Guidance and Inspiration in Schools, January 2018.

Scope

Careers education is a government policy requirement for secondary schools. This policy applies to all Directors, Governors, Staff and KS3/KS4 Pupils and 6th Form Students of Drapers' Academy. It also applies to parents and carers of pupils at schools, who formally confirm that they will abide by our policies when their children join our schools. In addition, this policy also applies to all external CEIAG visitors entering the school site during the school day for enrichment activities.

Policy

Aims

1. To raise aspirations and enable all pupils on roll to gain the understanding, skills and experience they need to make progress and succeed in learning and working life.
2. To encourage each student to consider a wide range of opportunities, ensuring they can access the pathway which is optimal for them. This could include traineeships, apprenticeships, further education colleges, university and employment.
3. To map and deliver careers and work related learning programmes through cross curricular activities so that pupils of all ages have access to appropriate CEIAG and are able to progress successfully between various key stages.



4. To work in partnership between Drapers' Academy staff, Governors, pupils and their parents to provide pupils with access to appropriate advice and guidance through careers events, the careers library, interviews with an independent impartial careers adviser and the chance to attend careers conventions, visits to businesses/industries and university open days.
5. To ensure teachers, Head of Faculty, Pastoral Managers and staff have access to appropriate INSET and CEIAG resources so that they feel confident in the delivery of the programme.
6. To collect data on the achievements and destinations of school leavers to measure the success of the CEIAG programme and to use it to identify issues and targets for future improvements in the development and planning of CEIAG at Drapers' Academy.

Responsibilities

1. Governors' Responsibilities

The Governing Body will identify a link Governor with responsibility for CEIAG to ensure the monitoring and implementation of the CEIAG Policy and monitor the value for money of the programme.

2. Senior Leadership Team Responsibilities

The Senior Leadership Team will lead the overall development of CEIAG, identify a staff member to actively coordinate and develop the CEIAG plan and ensure the school provision is inclusive for SEN, vulnerable & EAL pupils. The Sixth Form team will ensure careers provision and higher education guidance is made available for all students.

3. Heads of Faculties Responsibilities

The Heads of Faculties will review curriculum to identify CEIAG delivery opportunities, mapping work related learning within schemes of work, encouraging colleagues to include careers related targets in performance related review plans (identifying any training requirements to meet these plans). Additionally, to support the preparation of pupils for the full range of choices at 14+,16+ and 18+ including Higher Education/University, employment, further education college, apprenticeships and traineeships (including the delivery of Young Enterprise where appropriate).



Implementation and Delivery

1. Pathways & Partnership Manager

To manage and support the planning and delivery of CEIAG events and support in developing networks for work related learning, and business/employee links.

2. Careers Coordinator

To support the planning and delivery of CEIAG events and developing community/business links for work related learning. To ensure that the careers programme is planned, organised, delivered and monitored in consultation with the Pathways & Partnerships Manager, specialist careers providers and the schools sponsors, Queen Mary University of London and the Drapers' Company. Additionally, to support and monitor pupils as they leave, providing destinations information and provide information for CEIAG notice boards in Faculty areas.

3. Pupils

Pupils' responsibilities under this policy is to understand and reach for their full potential and to realise that their futures are connected to their learning; and make the most of careers fairs, visits and guest speakers, the careers library and advice.

4. Parent/Carers

Parents/Carers should attend Pathways, Parents and Transfer Evenings, and all appropriate CEIAG events, talking through choices and issues with Teachers, Mentors and the Careers Adviser and support pupils in making informed and realistic choices.

5. Sixth Form Pastoral Team

To work with the Careers Coordinator to plan, deliver and monitor the 'Futures' Programme to all Sixth Form students including school leavers schemes, apprenticeships and higher education/ UCAS applications.

External Provider Access

The Academy complies with the statutory obligations in providing access to employers, universities, colleges and external work related providers.



Arrangements for access to providers will be clearly available on the website under the careers section. The school policy on Safeguarding and Child Protection Policy and the School Visitors and Contractors Policy (DCP 036) sets out the Academies approach to allowing providers into school as visitors to talk to our pupils.

Resources

In the main careers library there are careers resources categorised by occupational areas, which are accessible during breaks, lunches and enrichment. The school's website has a careers section where the careers programme is published. This section also has useful information, resources and website links for each key stage. The Academy also procures independent and impartial external advice and face to face interviews in addition to the expertise and support provided by Queen Mary University and the Drapers' Company. Pupils have access to on-line career packages, Eclipse & Jed.

Review

1. The policy owner must keep up to date with relevant legislation and government guidance and update this policy whenever necessary.
2. The policy owner should review the policy annually in September and either submit a revised policy for Local Governing Board approval or confirm in writing that the current version of this policy is still fit for purpose.
3. The Local Governing Board must formally review and re-approve this policy annually.

Definitions

CEIAG	Careers Education, Information, Advice & Guidance
LGB	Local Governing Body, with delegated powers of governance from the board of the MAT.
Parent	Those having parental responsibility for the care of a Child (including Carers).
Pupil	Anyone enrolled at school (In Year 7 to Year 11).
KS3	Legal term for the three years of schooling known as Year 7, Year 8 and Year 9, when pupils are aged between 11 and 14
KS4	Legal term for the two years of school education, which incorporate GCSEs, and other examinations, known as Year 10 and Year 11, when pupils are aged between 14 and 16



Sixth Form Student Any student aged between 16-19 studying A Levels and/or an EPQ.

Staff Anyone employed by Drapers' Academy.