



THAMESVIEW SCHOOL

**Thong Lane, Gravesend,
Kent DA12 4LF**

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

INTRODUCTION

This policy has been established in accordance with statutory guidance from the Department of Education following the implementation of the Education Act 2011 Careers Guidance and Inspiration in School March 2015. This policy contributes to the School Improvement Plan, whole school policy, work-related learning and the careers education curriculum.

1. Rationale

Schools have a statutory duty to secure access to independent careers guidance for pupils in Year 8-13.¹ Through a planned programme of activities, students will be able to make informed choices at Key Stage 3 and Key Stage 4 aiding their capability to achieve their full potential in their careers and working lives.

2. Commitment

Thamesview School is committed to providing a planned programme of careers education and guidance in Years 8-13. This will be delivered by professional staff working in partnership with outside agencies to provide consistent, up-to-date, relevant and impartial information, advice, education and guidance for all students..

Thamesview School is committed to maintaining the *Investor in Careers* quality accreditation which the school was awarded in 2011 and was re-assessed successfully in 2013 and in 2016.

3. Development

The policy was developed by the Business and Enterprise Co-ordinator and agreed by the school's senior leadership team and school governors.

The policy is reviewed biannually in discussion with the school's senior leadership team, teaching staff, the school careers advisor and governors.

4. Links with other policies

The policy for CEIAG supports and is underpinned by a range of school policies including:

- Equality Policy
- Teaching and Learning Policy
- Child Protection Policy
- Policy for the Education of Looked After Children
- Health and Safety Policy
- Special Educational Needs Policy

OBJECTIVES

¹ Education Act 2011

5. Learning Outcomes

Raising young people's aspirations and expectations is central to raising achievement for all young people. The school is committed to the promotion of post 16 Education through Further Education, 6th Form, worked-based training and apprenticeships.

The achievement of learning outcomes for students in all years is central to this policy. This is achieved through delivery of the curriculum in vocational subjects, career conferences, options' evenings, parents' evenings, , work experience, mock interview programme, enterprise events, one-to-one and group careers guidance and by working in partnership with local education, training and work providers.

The provision of careers education, advice, information and guidance will enhance employability and develop key skills for all students.

6. Student Entitlement

Students are entitled to CEIAG which meets professional standards of practice which is student-centred, impartial and independent. The school is also committed to informing young people how to access alternative independent CEIAG.

IMPLEMENTATION

7. Roles and Responsibilities

The school's careers advisor coordinates the CEIAG programme and is responsible to the senior leadership team and school governors. The careers advisor is responsible for conducting guidance interviews, commissioning guidance interviews from external agencies and ensuring the coordination of outside agencies in relation to CEIAG. Work experience is planned and implemented by the Business and Enterprise Co-ordinator.

8. Staffing

All staff contributes to CEIAG through their roles as tutors and subject teachers. Specialist sessions are delivered by the vocational subject teachers and facilitators of focus days. As part of the school's drive to promote CEIAG, students are exposed to employability skills through subjects, PHSE, extra-curricular activities and work experience. The CEIAG programme is planned, monitored and evaluated in conjunction with the Business and Enterprise Co-ordinator at the end of each academic year.

9. Curriculum

The careers programme includes careers education sessions, career guidance activities (group work and individual interviews for students in Years 8-13), information and research activities and work-related learning (including one week of placement work experience). Other careers focused events e.g. options' evenings and mock interviews, are provided annually. Work experience preparation and follow-up take place during tutor time and is covered in other parts of the curriculum.

The Key Stage 3 CEIAG programme is delivered through a dedicated module in PSHE. Subject teachers take responsibility for the delivery of CEIAG. CEIAG is also delivered by the school's careers advisor and by facilitators of other focus events which take place throughout the academic year.

The Key Stage 4 CEIAG programme is delivered through focus days and by intensive intervention by the school's career advisor, which is monitored and reviewed by the senior leadership team. CEIAG is also delivered through PSHE with dedicated units of work.

10. Assessment and Accreditation

The intended careers learning outcomes for students are based on the Gatsby Benchmarks and statutory guidance presented in the Careers Guidance and Inspiration in Schools March 2015. The successful completion of outcomes will be assessed and monitored annually.

11. Partnerships

An annual Partnership Agreement is negotiated between the school and CXK which identifies the contributions to the programme that each will make. The school benefits from the additionality of this impartial external guidance provider. This partnership ensures that the school fulfils its statutory duty to provide independent, external careers guidance.

12. Resources

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the CEIAG area. The Business and Enterprise Co-ordinator is responsible for the effective deployment of resources. Sources of external funding are actively sought.

13. Staff development

The school will endeavour to identify and meet staff training needs as appropriate; and is dedicated to ensuring all staff involved with CEIAG are appropriately trained. The senior leadership team provides leadership and support to all staff responsible for the delivery of CEIAG, to ensure staff know and understand the materials and resources available and that CEIAG is delivered in a flexible way that takes account of different learning styles.

The senior leadership team is consulted on and made aware of local training opportunities delivered by CEIAG providers and appropriate agencies and any associated validation.

14. Monitoring, Review and Evaluation

The Partnership Agreement with CXK is reviewed annually. The CEIAG programme is reviewed annually by the Business and Enterprise Co-ordinator to identify areas of improvement. A report is submitted to the senior leadership team and governors.

Review of student interaction with CXK and the school Business and Enterprise Co-ordinator at Key Stage 4 is regularly reviewed through observations, a database which contains information of student attendance of careers meetings, post-16 application progression and career aims. This information is cross-referenced with student tracking data, via 4 matrix and used to monitor the appropriate provision of careers guidance.

CEIAG POLICY

This policy was agreed and adopted at a Governors' Meeting held on

_____ (date)

Signed: _____ (Governor)

Signed: _____ (Headteacher)

The policy will be formally reviewed in _____ (date)