

The Sandon School



**CAREERS EDUCATION,
INFORMATION ADVICE AND
GUIDANCE POLICY**

Last Adoption Date: March 2020

Next Review Date: Spring 2023

RATIONALE FOR CAREERS EDUCATION INFORMATION ADVICE AND GUIDANCE

1. The Sandon School (School) is committed to working towards meeting the Gatsby Benchmarks by 2020. Parent means anyone with parental responsibility including carers and adult students if appropriate.
2. Careers Education, Information Advice and Guidance (CEIAG) makes a major contribution to preparing young people for the opportunities, responsibilities and experiences of life, in order to help them make a successful transition to adulthood in particular:
 - Preparing students for the opportunities, responsibilities and experiences of life
 - Supporting young people to achieve their full potential
 - Empowering young people to plan and manage their own futures
 - Providing comprehensive information on all options
 - Raising aspirations
 - Promoting equality, diversity, social mobility and challenging stereotypes
 - Enabling young people to sustain employability and achieve personal and economic wellbeing throughout their lives

PURPOSE

3. The School is committed to career learning and development and intends to fulfil, and exceed, its statutory obligations. This commitment supports the School's overall vision of 'Achievement for Every Learner'. Governors and senior leaders have a key role in developing and approving this policy and this process ensures a high profile and a secure place for CEIAG within the School curriculum. The Governor responsible for CEIAG is involved in supporting and developing activities for CEIAG across the School.

COMMITMENT

4. In line with the statutory requirement to provide Careers Education and Guidance the School is committed to providing all students with a planned programme of career education activities throughout their School career within Personal, Social, Health Education (PSHE) and through activities and opportunities at key transition points to access impartial information and expert advice and guidance.
5. The School is also committed to maximise the benefits for students by adopting a whole School approach to CEIAG involving parents, external IAG providers, employers and other local agencies.
6. The School will ensure students are supported into a range of appropriate progression routes to support long term destination measures at key transition points in key stages 3, 4 and 5 and towards positive outcomes. The School will also ensure that vulnerable students such as those with Special Educational Needs and Disabilities (SEND) and Pupil Premium Students are identified early using key data and given appropriate and enhanced support as required. Early identification and targeted support will be provided to vulnerable students.
7. Part of the delivery of PSHE activities will ensure external providers will have access to students as outlined in the School career plan including support for Apprenticeships and Technical Education.

MANAGEMENT

8. This area is supported by a Governor responsible for CEIAG. A senior leader has strategic responsibility for CEIAG, oversight of a CEIAG Coordinator and access to administrative

support. The School has responsibility for securing its external careers guidance service with targeted input from the Local Authority for young people with SEND.

9. The senior leader oversees the structure for delivery by members of staff who have access to relevant training. This will be identified via National Up-dates on CEIAG, programme of CEIAG Activities (Careers Spreadsheets, up-dated annually) and PSHE programmes to ensure relevant staff are up-dated and can access relevant training, as required. The Senior Leader will ensure the contracted Independent guidance service is quality assured and that the processes for quality assurance are valid, current and proven to meet the national professional standards. This information will be recorded in the Service Delivery Agreement or via other relevant recording processes.
10. The senior leader and CEIAG Coordinator will review and evaluate the quality of provision with all stakeholders including young people, the external IAG service, staff, CEIAG Governor and other external sources including evaluating the impact of provision through the School's destination measures.

CURRICULUM AND PERSONAL PROVISION

11. A planned programme of experiences with learning outcomes is in place for Year 7 to Year 13¹ enabling 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

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

- Internal staff, external visitors and mentors
 - External sources using email, telephone, web chat and forums via websites, the National Careers Service² and specialist face to face careers guidance
12. We will secure additional access to face to face external specialist careers guidance as stated in the Education Act 2011 and prioritise our vulnerable students.

RESOURCES

13. The School will provide resources for the successful implementation of this policy through securing:
 - An annual budget to cover internal needs
 - Allocation for adequate staffing and the commissioning of expert external resources to deliver appropriate continuous professional development
 - Student and staff access to information (electronic and hardcopy)
 - Access space for individual, group and research sessions

PARTNERSHIPS

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

¹ ACEG career and work related education framework 2012, available at http://www.thecdi.net/write/ACEG_Framework_CWRE.pdf

² National Careers Service <https://nationalcareersservice.direct.gov.uk>

- Formal arrangements with our external providers of careers guidance and other statutory services
- Liaison with post 16 providers and higher education institutions
- Employers and training providers
- Parents and carers
- Past students
- Governors
- Others specific to our School – as outlined in the CEIAG annual programme of activity.

PROVIDER ACCESS POLICY

15. This policy statement 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 providers' education or training offer. This complies with the School's legal obligations under Section 42B of the Education Act 1997.

15.1 Student entitlement

All students in Years 8*-13 are entitled to:

- find out about technical education qualifications and apprenticeship opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point
- 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; and to
- understand how to make applications for the full range of academic and technical courses.

*although this is statutory for Year 8 onwards, The Sandon School also provides opportunities for Year 7.

15.2 Opportunities for access

A number of events integrated into the School careers programme offer providers an opportunity to come into School to speak to students and/or their parents.

15.3 Premises and facilities

The School will make a hall, classroom or private meeting room available for discussions between the provider and students, as appropriate to the activity. The School will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

15.4 Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Adviser or Careers Leader, to be displayed in the Careers Area in the ATLAS Centre. Students can pick up information from these areas at lunch and break times.

APPROVAL AND REPORTING MECHANISMS

16. This policy was adopted using Chair's powers on 26 March 2020 and will be ratified formally by the Governing Board at the next Full Governors meeting. It will be well publicised and reviewed at least every three years in discussion with students, staff and external partners. It will reflect statutory government guidance. Key priorities for action will be included in an annual report to Governors.