



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

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1 Rationale for Work-related learning

- 1.1 A young person's career reflects the progress they make in learning and work.

It is part of the vision and mission of the school that all students need a planned programme of activities to help them choose 14-19 pathways that are right for them and to be able to manage their careers, sustain employability and achieve personal and economic wellbeing throughout their lives.

Laurence Jackson School Vision Statement for Work Related Learning

“All young people will develop the skills needed to make a successful transition from Education into the Workplace”

2 Commitment

- 2.1 Laurence Jackson School recognises that it has a statutory duty to provide independent guidance in Years 8 to 12 (Careers guidance and inspiration in schools, May 2015). Laurence Jackson School policy is committed to providing a planned programme of impartial Careers Education, Information and Guidance (CEIAG) for all students in Years 7 to 11.

Laurence Jackson School endeavours to follow best practice guidance from the career's profession, from other expert bodies such as Ofsted and from Government departments that might appear from time to time. CEIAG is much about aspiration and inspiration as it is about advice. Laurence Jackson School believes in every student considering a broad ambitious range of careers and in developing high aspirations.

3 Aims

- 3.1 The CEIAG policy aims to meet all student's needs at Laurence Jackson School Activities are differentiated and personalised to ensure progression in their career learning and development and to strengthen their motivation, aspirations and attainment at school.
- 3.2 [The CDI's Career Development Framework](#) describes the six career development skills which people need to have positive careers. Laurence Jackson School observes the learning aims outlined in this framework and aims to help students grow throughout their lives, explore their possibilities, manage their career, create opportunities, balance their life and work and see the big picture.

4 Careers Entitlement

- 4.1 All students at Laurence Jackson School will have access to a minimum entitlement of CEIAG. This will be supplemented and enhanced by 'ad-hoc' activities that will be planned as and when opportunities arise.

Year Group	Minimum Entitlement	Duration	Implementation
7	CEIAG Programme	3 hours	Form Time Programme plus ad hoc activities and events
8	CEIAG Programme	3 hours	Form Time Programme plus Employer talks and work visits
9	CEIAG Programme	3 hours 3 hours	Form Time Programme plus <ul style="list-style-type: none"> - Careers Convention - Options Information - Employer Contacts - Ad hoc events
10	CEIAG Programme	3 hours 5 hours 5 days	Form Time Programme plus <ul style="list-style-type: none"> - Making Opportunities Conference - Work Experience Programme - Employer Contacts - Ad hoc events
11	CEIAG Programme	3 hours 1.5 hrs 6 hours	Form Time Programme plus <ul style="list-style-type: none"> - Careers Convention - Post-16 IAG and visits - Employer Contacts - Ad hoc events

5 CEIAG for Specific Student Groups

- 5.1 Laurence Jackson School is committed to ensuring all students progress into their chosen career path. We appreciate certain groups of students may need extra help and / or guidance and these groups will be targeted and given differentiated CEIAG as appropriate. Groups may include pupil premium; those in danger of becoming NEET; most able; EAL; looked after children; young carers; students with special educational needs and disabilities (SEND) / learning difficulties and disabilities (LDD).
- 5.2 Laurence Jackson School works to address stereotypes and inequalities that could exist across different courses and jobs, by offering targeted activities which actively challenge stereotypical thinking and raise aspirations, to ensure that students from all backgrounds, gender and diversity groups consider the widest possible range of careers.
- 5.3 Specific activities targeted at specific groups take place throughout the year. E.g.
- Apprenticeship IAG event (10-15 employers / training providers)
 - HE / College / Training Providers Open Events and Visits
 - Individual Careers appointments with a qualified, independent and impartial Careers Advisor (Progress Careers)
 - Visiting Speakers
 - Employer Visits
 - Career Convention
 - Mock Interviews
 - Extra-Curricular
 - STEM Projects

Curriculum

- 6.1 The careers programme includes careers education sessions, career guidance activities (e.g. group work and individual interviews), information and research activities, work-related learning and individual learning planning / portfolio activities. Focused events, e.g. The Careers Convention and Making Opportunities Conference are provided at different times of the year giving students the opportunity to 'Learn about the World of Work'. The Year 10 Work Experience Programme preparation and follow-up takes place within tutorial and Learning4Life lessons. Students are involved in the evaluation of activities.
- 6.2 All subjects are encouraged to deliver work-related aspects of their curriculum, giving real world career examples of the subject content.

6 Career Passport

All students are given the opportunity to record and reflect on their progress towards their chosen career path. Each student has a 'Career Passport' where they record and reflect on all CEIAG activities. The students are responsible to keep their passport up to date and look for extra CEIAG opportunities.

7 Management and Staffing

- 8.1 The Careers Education Co-ordinator co-ordinates the careers programme, careers administration and the work-related learning programme and is supported by and responsible to the Careers Lead (member of the Senior Leadership Team). This area is supported by a link governor.
- 8.2 All staff contribute to CEIAG through their roles as tutors and subject teachers. Specialist sessions are delivered by external organisations. The CEIAG programme is planned, monitored and evaluated by the Careers Co-ordinator, supported by the Careers Lead in consultation with the Senior Leadership Team. Careers information is available in the Careers Office, the Careers Section of the Learning Resource Centre and from the Careers Education Co-ordinator / Careers Leader.

9 Tracking and Monitoring

- 9.1 The Careers Leader will track all CEIAG activities, using the Careers and Enterprise company's Compass Plus Tool. All groups and year groups will be tracked to ensure all students and groups of students receive quality CEIAG.
- 9.2 Termly progress reports will be produced to give an overview of the CEIAG activities.

RONI data (produced by Progress Careers) will be used to help target students in danger of becoming NEET.

Destination data will be used to help target activities and future planning of CEIAG activities.

Enterprise / STEM Activities

Enterprise and STEM activities will run alongside all other career activities to ensure students get as much information and advice from as many different sources as possible. Activities will be planned as they arise and may include:

- External speakers
- Enterprise competitions
- Young enterprise
- Liaising with companies to work specific projects
- Specific STEM related career events

10 DfE and Gatsby Benchmarks

The Department for Education (DfE) provides [statutory guidance](#) for schools and colleges on providing careers guidance. The guidance outlines the benefits of using the Gatsby benchmarks as a framework to help schools plan their Careers Education. Laurence Jackson School uses the Gatsby benchmarks to evaluate the CEIAG programme. The Gatsby benchmarks form the basis of our provision and we endeavour to ensure we meet all requirements and set targets, based on areas for development.

The Gatsby benchmarks are:

Benchmark 1	A stable careers programme
Benchmark 2	Learning from career and labour market information
Benchmark 3	Addressing the needs of each pupil
Benchmark 4	Linking curriculum learning to careers
Benchmark 5	Encounters with employers and employees
Benchmark 6	Experience of workplaces
Benchmark 7	Encounters with further and higher education
Benchmark 8	Personal guidance

11 Work Experience Programme

12.1 The Work Experience Programme is designed to meet the needs of students at Laurence Jackson School and is planned and implemented by the Careers Education Co-ordinator who works closely with external agencies and employers.

12.2 Work Experience at Laurence Jackson School enhances the Careers / Work-related Learning Department aim of preparing students for the opportunities, responsibilities and experiences of adult life.

12.3 Work Experience is an important part of education for students in Key Stage 4 as it is regarded as a means of achieving the following learning outcomes:

- a) Developing students' employability and key skills
- b) Careers education and guidance
- c) Vocational /Apprenticeships courses
- d) Personal and social education
- e) National Curriculum and other subjects

12 Entitlement

13.1 All students regardless of culture, gender, social background or physical ability have equal access to the work experience programme.

13.2 Students are encouraged to find their own work placements with some specific groups and individuals being supported to ensure a suitable work placement is secured. Students are prepared for work experience through the Year 10 Making Opportunities Conference involving careers sessions and Learning4Life lessons focussing on letters of introduction to employers, CVs, interview techniques, preparing for the placement and how complete the Work Placement Diary. Following their placement, students will evaluate their experience and they are expected to thank their employer by writing a letter of thanks.

13.3 The Work Experience Programme takes place during Year 10 and all students are expected to participate.

13 Health and Safety

14.1 To ensure all placements are safe, the following procedures take place:

The School will ensure:

- All placements are age appropriate
- Each student has parental consent to attend the placement
- All placements provide a Risk Assessment for the activities undertaken
- Safeguarding procedures are explained to students prior to attending placements

14.2 The Employer will ensure:

- Their Employer Liability Insurance certificate is provided to the school and is valid
- A health and safety induction is given to the student on the morning of their first day of the placement and that student's complete and sign this section of their placement diary
- A named Supervisor is responsible for the student

14.3 Parents will:

- Support their child with sourcing and securing a placement
- Oversee their child's organisation and completion of the appropriate paperwork, ensuring this is returned by set deadlines
- Ensure the online visits consent form has been completed and submitted, declaring any conditions which may pose a limitation to be disclosed to the employer
- Be responsible for the travel arrangements to and from the work placement

14.4 Students will:

- Locate a suitable work placement
- Ensure all relevant forms are completed and returned within set deadlines
- Follow health and safety instructions issued by the employer and the school
- Conduct themselves in a professional manner acting as an Ambassador for the school

14 The Work Experience Programme and De-brief

15.1 Work experience allows the student to participate in a full-time work placement and achieve the following, although not exclusive, learner outcomes: keeping a diary, arranging their travel; punctuality; dress and behaviour, communication; co-operating with others; following instructions, and coping with the demands of a working environment.

15.2 Students will have the opportunity for review and evaluation of personal achievement and experience in the workplace. They will be able to share positive and negative experiences with other students and evaluate the preparation and administration of work experience.