



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

Date of Issue: 1st June 2021

Next Review Date: 1st June 2022

Policy Cover Note

Title of the Policy	CEIAG Policy
Summary/Reason for bringing to Bord for Approval	Just adapted the format
Statutory Requirement	Yes
Decisions to be made / recommendation on options	
Name of the author	Jodie Milburn
Date written	June 2021
Date for Review	June 2022
Policy/Procedure to be published on the trust website	Yes
Policy/procedure to be published on the Academy/Primary website	Yes
Amendments/Updates	No changes or amendments.

CEIAG Policy

Careers Education, Information, Advice and Guidance Policy 2021

Aims and Objectives:

The Careers Education Information, Advice and Guidance Policy at Essa Academy has been developed to incorporate the aims of the academy and recent initiatives in careers education. The planned programme of study helps our students to understand their interests, strengths and weaknesses in relation to the work of work and lifelong education. Students also learn about different careers and opportunities for training, apprenticeships and volunteering. It is our aim to fully embed careers within the curriculum in all areas to enable students to have a clear overview of how their subject areas can impact on their future decisions. This will raise aspirations, attainment and achievement.

Entitlement:

Our role is to ensure that students receive support, and quality information, advice and guidance to enable them to make informed choices and decisions for their future transitions. Essa Academy provides access to impartial and independent information and guidance about the range of education and training options that are available to help young people achieve their ambitions.

Essa Academy will be free to make arrangements for careers guidance that fit the needs and circumstances of our students, and work, as appropriate, in partnership with external and expert providers in line with Department for Education (Careers Guidance and Access for Education and Training Providers 2018 - Statutory guidance for governing bodies, school leaders and school staff) and Gatsby Benchmarks:

1. A stable Careers Programme – Essa Academy will have an embedded programme of careers education and guidance that is known and understood by students, parents, teachers, governors and employers.
2. Learning from Careers and Labour Market Information – Every student and their parents will have access to good quality information about future study options and labour market opportunities. They will have the support of an informed advisor to make best use of available information.
3. Addressing the needs of each student – our students do have different career guidance needs at different stages. Opportunities for advice and support, will be tailored to the needs of every student. Our careers programme will embed equality and diversity considerations throughout.
4. Linking curriculum learning to careers – all teachers should link curriculum learning with careers, and stem subject teachers should highlight the relevance of stem subjects for a wide range of future career paths.
5. Encounters with employers and employees – every student should have multiple opportunities to learn from employers about the world of work, employment and the skills that are valued in the workplace. This will be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes, and the Essa Experience
6. Experiences of workplaces – every student will develop first-hand experiences of the workplace through work visits, work shadowing and work experience in Year 10, to help their exploration of career opportunities and expand their networks.
7. Encounters with Further and Higher Education – all students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities, and apprenticeships.
8. Personal Guidance – every student has the opportunity to see a qualified careers guidance practitioner, who is trained to an appropriate level and is a Registered Practitioner with the Careers Development Institute. This advisor is available whenever significant study or career choices are being made and timed to meet students individual needs from Year 7 to Year 11. This can be through Careers Guidance specific appointments or through the Drop-In service.

Essa Academy has access to independent face-to-face careers guidance to enable the most suitable support for students to make successful transitions, particularly students from disadvantaged backgrounds. Careers guidance for students with SEND should be based on the students' own aspirations, abilities and needs, and students with EHC plans be additionally supported through the SEND local offer by the Local Authority through annual reviews and 1:1 support (Special Educational Needs and Disability Code of Practice).

Career's guidance will be presented in an impartial manner and promote the best interests of the students to whom it is given. Career's guidance will include information on all options available in respect of 16-18+ education or training, including Apprenticeships and other work-based education and training options.

Essa Academy will provide information, when appropriate to local authority support services. Essa Academy will work with these partners and local authorities to ensure stakeholders know what services are available, and how students can be referred for support.

Responsibilities:

Essa Academy will decide the careers guidance provision to be made available based on the needs of students and the opportunities available in line with national entitlements. ESSA Academy students will receive independent and impartial advice about all of the mainstream education, training and employment opportunities on offer, regardless of their individual circumstances. For those with learning difficulties and/or disabilities, this advice should also include information on the full range of specialist provision that is available.

Curriculum:

Essa Academy offers a range of wider career related activities to offer students an insight into the world of work. These include engagement with local colleges and universities for first-hand experience of further and higher education and work relate experiences.

Essa Academy uses various methods to deliver the statutory guidance in the form of engaging learning challenges, mentoring, workplace visits, work experience, employer engagement and links with local higher and further education providers.

Essa Academy is committed to the principle of work experience. The scheme is designed to encourage students to gain practical experience of the world of work by carrying out tasks associated with the normal work of organisations with which they are placed.

Every faculty within the academy has a dedicated member of staff to promote careers education within their curriculum. The careers champion role is to ensure students have access to careers education across all subjects.

Monitoring, Evaluation and Review:

Essa Academy constantly monitors, evaluates and reviews its impartial guidance to keep up to date with local and national trends to ensure the information is appropriate for its students. Responsibility for CEIAG is the Careers Lead, the Principal, Directors and Governors.

Essa Academy will consult with stakeholders in order to constantly evaluate and improve delivery of CEIAG.

Staff Development:

Staff training needs are identified yearly. Specific CPD is delivered to those staff delivering careers within lessons as well as careers champions.

Parents/Carers:

Parents play an integral part in pupils' understanding of career choices and are encouraged to attend a range of career events including parents' evenings, transition planning, work experience and EHC Plan review.

Written and updated by Jodie Milburn – Careers Lead – April 2021