

Seaford Head School

Achieving Excellence Together



CEIAG Policy

Governors Committee Responsible for the Policy: Full Governing Body

Date Approved: March 2022

Recommended Review Period: Annually

Date for Review: March 2023

Leadership Team Role Responsible for the Operation of the Policy: **Assistant Headteacher i/c CEIAG**

Introduction

All young people need a planned program of activities to help them make appropriate 14-19 choices and to manage careers throughout their lives. We believe that this is an essential component of CEIAG, and we are committed to providing a planned program of Careers Education for all students in Years 8-13, together with appropriate Information, Advice and Guidance (CEIAG).

Seaford Head School commits to delivering the 8 Gatsby Benchmarks:

Benchmark	Description
1. A stable careers programme	Every school and college should have an embedded programme of career education and guidance that is known and understood by pupils, parents, teachers and employers.
2. Learning from career and labour market information	Every pupil, and their parents, should have access to good-quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.
3. Addressing the needs of each pupil	Pupils have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each pupil. A school's careers programme should embed equality and diversity considerations throughout.
4. Linking curriculum learning to careers	All teachers should link curriculum learning with careers. For example, 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 pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.
6. Experiences of workplaces	Every pupil should have first-hand experiences* of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.
7. Encounters with further and higher education	All pupils 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 in the workplace.
8. Personal guidance	Every pupil should have opportunities for guidance interviews with a careers adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all pupils but should be timed to meet their individual needs.

Careers Guidance will focus on the specific needs of the individual student to promote self-awareness and personal development. It will aim to provide current and relevant information to enable each student to make informed decisions about their future. It will be presented in an impartial manner. The aims of the policy are to help students make the most of themselves and their opportunities.

In particular, it aims to help them:

- extend their understanding of opportunities in learning and work
- make good use of information, advice and guidance
- develop and use their self- knowledge when thinking about, and making course and other choices
- develop and use the skills they need to review achievements, plan future actions, make decisions, present themselves well and cope with change and transition
- assess their strengths and weaknesses to inform future learning and work choices and develop positive self-esteem. They will understand themselves and the influences on them
- explore careers through the provision of a wide range of resources: computer software, the STEPS careers education program (Years 9-11), the “Which way now?” program accessed through our SharePoint site: <https://seafordheadschoo.sharepoint.com/sites/SeafordHead/Students/LRCCareers>
- access to impartial careers guidance and a whole school careers fair
- take part in work place experience in year 12 via Work Experience week
- take part in Independent investigation through the use of www.careerscompanion.co.uk, the virtual careers library
- manage progression planning through the provision of impartial Information and Guidance (IAG) including via a qualified careers adviser.

Also, students will have access to organised progression activities and events and links with local providers of education/training and other opportunities including employers. Such access will support an understanding of the changing nature of work, learning and career choices - including the full range of post-16 and post 18 education or training/apprenticeship options.

Commitment:

Governors and Staff are committed to:

- providing a planned program of activities to which all students are entitled and will have access
- using all available resources including the National Careers Service to ensure that no student is disadvantaged in gaining access to education, training or work ensuring that, wherever possible, students' progress to an opportunity in further education, training, employment, higher education (post sixth form) or GAP year type opportunities (post 6th form)
- involving young people and their parents/carers in a program of activities and further developments
- maintaining strong links with outside agencies and opportunity providers
- raising aspirations and increasing motivation
- demonstrating the relevance of knowledge and skills learnt in subjects to future opportunities in learning and working

Entitlement

Seaford Head School is committed to providing a full program of Careers Education for all students and also individual and group mentoring and up to date and impartial information, advice and guidance on careers, education and training options and choices from a variety of sources.

We aim to support all of our students to make successful transitions between Key Stage 3 and 4, Key Stage 4 and 5 and post sixth form.

This statement of entitlement can be found on the school website in the 'Careers' section.

Provision: Management

A member of the SLT manages the program (Careers Leader). The School has supported the training of a Careers advisor to Level 6 and other school staff (including all teachers) have received training to enable them to support CEIAG.

Delivery

The Careers Education Program includes career sessions in Tutor Time, information and research via the school website, the virtual careers library, SharePoint and aspects of work related learning through the Business and IT Department (GCSE Business Communication) (Option subject only) as well as via work experience in Year 12. A program of Careers assemblies runs throughout the year.

Individual IAG is available at parents' events and during the school day with bookable appointments from Karen Stanyard (level 6 careers advisor).

The work experience program in Year 12 is co-ordinated by the work experience co-ordinator and led by the Head of S6H.

The full Careers program (APPENDIX ONE below) is published on the school website.

Resources

Careers lessons are taught through the 'Steps Program' in tutor time for Years 8 and 10 including. Each student is provided with a booklet containing information and worksheets as part of these programs. The sixth form have been provided with recommended websites, access to the virtual careers library, worksheets to be completed in tutor time including a career planning document. The LRC has relevant, up to date information in a range of formats.

Students have supervised access to IT facilities, including Careers software – www.careerscompanion.co.uk (virtual careers library) eCLIPS (careers and LMI information), Fast Tomato (career matching and exploration program) and the internet including the National Careers Service Web chat, email and phone service. All can be accessed via our SharePoint site: <https://seafordheads.school.sharepoint.com/sites/SeafordHead/Students/LRCCareers>

Guidance

Students have access to face to face and email IAG via one to one and/or group sessions with our qualified Careers Advisor. All staff should, when approached by students, respond with appropriate guidance and support. All guidance aims to be impartial, confidential (within policy guidelines), responsive to students' needs and based on the principle of equality.

Students and parents/carers can request an individual appointment with the Careers Adviser who also attends the Parent Consultation Evenings.

Access to external resources such as the National Careers Service, eCLIPS, Fast Tomato, and Careers Companion as well as recommended internet sites provides further impartiality.

Training/Staff Development

Training needs are identified through the annual needs assessment and appropriate arrangements made. Staff training and updates have been provided by the careers adviser, to appropriate staff. The Assistant Head teacher and/or careers adviser attend the Local Area Partnership Board CEIAG Meetings led by ESCC. Staff briefing is used to communicate news and information regarding CEIAG provision.

Consultation

The policy has been written in consultation with selected staff including, Directors of Learning, IT and Enterprise, CEIAG Advisor and Governors.

Monitoring, review and evaluation:

Program activities will be monitored, reviewed and evaluated annually with active involvement of Enterprise advisors, staff, parents and students. The findings will be used to steer the program's development plan for the next academic session.

APENDIX ONE - Seaford Head School and Sixth Form Careers programme

In addition to calendared events below, student have access to a range of digital resources such as Careers Companion, Morrisby and eClips.

All department areas have a careers in the curriculum plan which means that careers education and information is delivered as part of the subject curriculum at relevant points throughout the year.

Year group	Term one	Term two	Term three	Term Four	Term five	Term six
7	Careers Fair CEIAG assembly (RHS)			NCW activities in class and LRCs	“What’s my Line?”	STEM fair
8	Careers Fair Careers in Science week Drusilla’s Park CEIAG trip	Morrisby careers questionnaire introduction CEIAG assembly (RHS)	PSHE lessons - STEP ON booklet Curriculum pathway evening	NCW activities in class and LRCs		
9	Careers Fair	Open doors: workplace visits / NHS assembly		NCW activities in class and LRCs		Big Bang South East trip
10	Careers Fair		GCSE science LIVE! conference	Forensic Science workshop NCW activities in class and LRCs	CEIAG workshops / 1 to 1 Guidance interviews	CEIAG workshops / 1 to 1 Guidance interviews Sussex Uni Summer schools
11	Careers Fair Tutor time: Personal statements / applications CEIAG assembly (RHS) Mock interviews 1 to 1 Guidance interviews	CEIAG workshops / 1 to 1 Guidance interviews	CEIAG workshops / 1 to 1 Guidance interviews		Targeted support from YES!	
12	Sussex University trip 1 to 1 Guidance interviews Careers Fair University fair trip	Open Doors: Workplace visit 1 to 1 Guidance interviews	A level Science Live! Conference 1 to 1 Guidance interviews	1 to 1 Guidance interviews NCW activities in class and LRCs	UCAS information evening 1 to 1 Guidance interviews	Work experience week Solent University Assembly 1 to 1 Guidance interviews
13	UCAS support 1 to 1 Guidance interviews	UCAS support University visits 1 to 1 Guidance interviews	A level Science Live! Conference 1 to 1 Guidance interviews	NCW activities in class and LRCs		

APPENDIX TWO – ACCESS AGREEMENT

1. Aims

This statement aims to set out our school's arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer.

It sets out:

- Procedures in relation to requests for access
- The grounds for granting and refusing requests for access
- Details of premises or facilities to be provided to a person who is given access

2. Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students. This is outlined in section 42B of the Education Act 1997. This policy shows how our school complies with these requirements

3. Student entitlement

All students in years 8 to 13 at Seaford Head School are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities, as part of a careers program 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
- Understand how to make applications for the full range of academic and technical courses.

4. Management of provider access requests

Any provider wishing to request access should contact:

Careers Leader, Rob Handy roberthandy@seafordhead.org or Careers Advisor, Karen Stanyard karenstanyard@seafordhead.org

Or telephone the school on 01323 891 623

External providers are welcome to assemblies, career fairs and information evenings. Any visitors to the school will be expected to comply with our safeguarding policy for school visitors.

We will always try to provide access wherever possible. Access to students may be granted / refused based on the following criteria:

- The needs of the students
- The needs of the curriculum
- Timing of request (e.g. not during busing exam / assessment periods)
- Timing of the school day
- Nature of request from the provider
- Number of requests received from this provider and other providers
- Number of requests received for a particular cohort of students