

KINVER  
HIGH SCHOOL



ENGAGE, SUCCEED, ASPIRE TO LEAD

# KINVER HIGH SCHOOL

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CEIAG Policy  
January 2023

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## **Rationale**

Careers, Enterprise, Information Advice and Guidance is of high priority to us at Kinver High. We value our students as individuals and place great emphasis on supporting and guiding our young people both personally and academically to ensure that they achieve their full potential. It is our mission to provide students with current, relevant and impartial advice, which is timely regarding their future education. Central to an effective Careers Programme is the ability to inspire and motivate young people to accomplish their future ambitions. We seek to instil an ethos of ambition amongst our students and our careers programme promotes equality, challenges stereotypes and aims to prepares students for the diverse society we live in. Our programme aims for careers advice to be contextualised to raise aspirations and allows students to plan and follow a career path best suited to them. It is designed to meet the Gatsby benchmarks and conforms to statutory requirements.

## **Policy Scope**

This policy covers Careers Education, Information, Advice and Guidance given to students at Kinver High School.

The policy also applies to Year 11 students after they finish their examinations in June of their final year and before they start at their next place of education, employment or training. Though not necessarily in school regularly and attending lessons in July and August of Year 11, the policy is still applicable.

The policy has been reviewed in line with the published DfE guidance document 'Careers guidance and access for education and training providers – Statutory guidance for schools and further education colleges and sixth form college. (DfE, January 2023)

This policy accepts the 8 Gatsby Charitable Foundation's benchmarks as set out in the DfE guidance. A suggested programme of how we apply these benchmarks can be seen in Appendix 1.

This policy covers the legal duty of schools to ensure that a range of education and training providers can access pupils in Year 7 to Year 13 for the purpose of informing them about approved technical education qualifications or apprenticeships.

This policy refers to events and opportunities in both Key Stages and in all years and these events will impact upon all students at the school.

All members of staff at Kinver High School are expected to be aware of this policy and the importance of Careers Education, Information, Advice and Guidance (CEIAG) in the education of students; CEIAG is not the sole responsibility of the Careers Leader.

It is important therefore that students leave school aware of themselves as individuals, aware of the opportunities available to them and able to make some decisions about their own life. They should be prepared for the transition from full time education to the world beyond. It is to these aspects of personal and social development that this policy will contribute.

## **Statutory**

The school is committed to providing a comprehensive programme of CEIAG for all students in Years 7-13. This programme will be guided by the Gatsby benchmarks. The school will follow the 'Careers guidance and access for education and training providers' (DfE, 2023) directive and conform to statutory requirements.

## **Student Entitlement & School Responsibilities**

All students in years 7 to 13 at Kinver High are entitled to:

- All registered pupils at the school must receive careers advice in Years 7 to 13.
- This careers advice must be represented in an impartial manner, showing no bias towards a particular institution, education or work option.
- This advice must cover a range of education or training options.
- This guidance must be in the best interests of the pupil.
- There must be an opportunity for education and training providers to access pupils in Year 8 – Year 13 in order to inform them about approved technical qualifications or apprenticeships.
- The school must have a clear policy setting out the manner in which providers will be given access to pupils. *(Please see our provider access policy)*
- The school will base its careers provision around the Gatsby Benchmarks. A summary of this programme can be seen in appendix 1.

- Kinver High believes that good CEIAG connects learning to the future. It motivates young people by giving them a clearer idea of the routes to jobs and careers that they will find engaging and rewarding.
- Good CEIAG widens pupils' horizons, challenges stereotypes and raises aspirations. It provides pupils with the knowledge and skills necessary to make successful transitions to the next stage of their life. This supports social mobility by improving opportunities for all young people, especially those from disadvantaged backgrounds and those with special educational needs and disabilities.
- The school will continuously monitor its CEIAG offer and seek further improvement. This will be done by the personnel involved in the design and delivery of the programme as well as by external stakeholders who assess the work of the school.
- Sufficient budgeting is allocated to CEIAG to ensure the aims of the policy can be met. This involves funding of an external careers advisor and additional funding to support other CEIAG events such as finding for external visitors and speakers and trips for students.
- The policy is developed by a broad range of staff including teachers, Senior Leaders, support from Invictus Education Trust & follows guidance provided by the Careers Enterprise Company.
- The policy is shared on the school website; in addition, the policy is promoted by communication with parents at specific events such as welcome evening and letters relating to CEIAG events. Any stakeholders or external providers who work with us in relation to CEIAG are also signposted to our policy on the website.
- The Careers Programme on offer to students is evaluated and adapted each academic year through monitoring and evaluation

## Aims

### **Our CEIAG programme is guided by the Gatsby Benchmarks. Aims include:**

- To provide a CEIAG programme, designed to meet the needs of all students in Years 7 to 11.
- To provide a programme that is differentiated and student centred, appropriate to students' stages of career learning, planning and development.
- To provide all students with current, relevant and impartial Careers information and guidance.
- To raise aspirations and support students to achieve their full potential.

- To ensure that CEIAG runs throughout the whole school curriculum allowing students to contextualise and appreciate the purpose of their learning across the curriculum. CEIAG is included with curriculum planning and schemes of work.
- To contribute to strategies for raising student achievement.
- To encourage participation in continued learning including Higher Education, Further Education and Apprenticeships.
- To develop students' personal skills including confidence, independence and resilience.
- To develop enterprise and employability skills.
- To ensure the CEIAG programme allows students to have experiences with local employers and businesses.
- To ensure all students are treated without prejudice and have an entitlement to CEIAG regardless of race, gender, religion, ability, disability or social background.
- To ensure that students leave school prepared for life in modern Britain.
- To involve parents and carers in their child's CEIAG provision.
- To ensure all teaching staff are well informed about the CEIAG policy.
- A specific CEIAG target is included within our school improvement plan to ensure we continually reflect and improve our CEIAG programme for students.

## **Gatsby Benchmarks**

1. Stable Careers programme
2. Learning from Labour Market Information
3. Address the needs of each student
4. Linking Curriculum Learning to Careers
5. Encounters with Employers and Employees
6. Experiences of Work Places
7. Encounters with Further and Higher Education
8. Personal Guidance.

*See Appendix 1 as to how each Benchmark is achieved across the school through a range of CEIAG activities and events.*

## **Monitoring & Evaluation**

Our CEIAG programme is evaluated and monitored throughout the school year.

- Careers Audit and termly evaluations within the school calendar.
- Student, staff & parental voices exercises, when suitable in the school year.
- Attainment and achievement key indicators.
- Students' engagement with CEIAG activities at KS4 and KS5.

- Destination data of students is used to compare against national data and to reflect on our CEIAG programme and to make changes to our CEIAG offering to students.
- Feedback from external visitors to the school such as Ofsted.
- Feedback from external providers such as colleges and universities.
- Future Skills Questionnaire (FSQ) will be completed with specific student groups at specific times in the school calendar.
- Quality assurance of specific elements of the CEIAG programme is conducted at various times throughout the year.
- Quality assurance of our external careers advisor is also undertaken.

## **Links with Other Policies**

Provider access policy

Curriculum Policy

Safeguarding

Behaviour & Attitudes

Educational Visits Policy

E Safety Policy

SEND policy

## **Careers Leader**

Our named Careers Leader is Mrs. N. Mouzer.

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## **Linked Governor**

Mr. P. Watkins

**Policy next reviewed January 2024**

## Kinver High CEIAG Programme

Whole School Careers Education	<ul style="list-style-type: none"> <li>• CEIAG Focus Assembly x 1 per term</li> <li>• Form time bespoke activities fortnightly (years 7-10)</li> <li>• Kinver High website with links &amp; careers exploration for students</li> <li>• CEIAG common slide used half termly across all subject areas</li> <li>• CEIAG embedded into curriculum with a curriculum checklist</li> <li>• National Careers Week events (Spring term)</li> <li>• National apprenticeships week events (Spring term)</li> </ul>			
		<b>Timing</b>		
<b>Year Group</b>	<b>Careers Education</b>	<b>Autumn</b>	<b>Spring</b>	<b>Summer</b>
<b>7</b>	CEIAG Immersion Day: My Skills & Qualities – The Real World			
	Raising Aspirations University Trip			
	Work Place Wednesdays (Enrichment)			
	Guess who: Meet the Alumni			
<b>8</b>	CEIAG Immersion Day: Careers Exploration, Introduction to the Labour Market & Employability Skills			
	STEM Focus Day (Maths, DT, Science)			
	Trip to Institute of Technology			
	Work Place Wednesdays (Enrichment)			
<b>9</b>	Options Launch Event & Subject Market Hall with External training providers			
	CEIAG immersion Day: Choices at KS4.			
	1:1 Options Careers Interviews with SLT or pastoral team.			
	Unifrog Launch & Activities			
<b>10</b>	Work Experience Launch & Preparation including: How to write a letter, how to write a CV, behaviour in the workplace, how to get the most from Work Experience			
	CEIAG immersion Day: University & College Visits & Talks			
	Visiting talk from the Armed forces & personal development workshop			
	Small Group Careers Interviews			
	University Visit			
<b>11</b>	Staying in Learning Day: Post 16 Choices			
	Careers Interview with external careers advisor			
	Follow up Careers Interview (where required)			
	Work Experience Placement			
	Information provided to students about Post 16 open day events			
	Welcome to year 11 Parental Talk			
	Careers Evening			
	Careers & Post 16 newsletter to students & parents			
	Plan to Succeed Day -Skill development			
Follow up Careers Interview (where required)				

**Programme will vary year to year. The programme above is our suggested CEIAG programme content**

