

## Careers Education, Information, Advice and Guidance Policy

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### *Our Vision*

*That every student will leave St Bede's feeling determined, resilient, well informed and prepared, with the knowledge and confidence to make informed aspirational choices in the wider world.*

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St Bede's Catholic School and Byron Sixth form College we are committed to inspire and develop all members of our community on a journey through faith and learning. Our school motto 'With the Lord's help', underpinned by our core values: faith, excellence and determination, is at the heart of everything we do to ensure that every student fulfils their potential.

The intent of our careers curriculum is to provide a stable, constantly evolving careers programme where all students are provided with opportunities to prepare them to take their place successfully in the wider world. We intend to raise the aspirations, improve social mobility, develop employability skills and enhance knowledge of the labour market to enable greater access to all career pathways.

We have a statutory duty to adhere to the Careers Strategy and the Statutory Guidance published in January 2018. We are working towards achieving all eight Gatsby Benchmarks and using the CDI Framework 2021 to support the development of careers education within the school.

- This policy covers Careers Education, Information, Advice and Guidance given to pupils in all key stages.
- The policy has been reviewed in line with the recently published DfE guidance document 'Careers guidance and access for education and training providers – Statutory guidance for governing bodies, school leaders and school staff. (DfE, January 2018).
- This policy accepts the 8 Gatsby Charitable Foundation's benchmarks as set out in the DfE guidance. They can be seen in Appendix 1 of this policy
- The Provider Access Policy (linked to 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 11 for the purpose of informing them about approved technical education qualifications or apprenticeships.
- This policy refers to events and opportunities in all Key Stages and in all years and these events will impact upon all pupils at the school.
- All members of staff at St Aidan's Catholic Academy are expected to be aware of this policy and the importance of Careers Education, Information, Advice and Guidance (CEIAG) in the education of pupils; CEIAG is not the sole responsibility of the Careers Advisor.

## Using the Gatsby Benchmarks to inform; the Intention of the Careers Policy is;

1. To ensure that all pupils at the school receive a suitable careers programme.
2. To enable all pupils to learn from information provided by the career and labour Market.
3. To ensure the CEIAG programme is individual and address the needs of each pupil.
4. To link the curriculum learning to careers learning.
5. To provide pupils with a series of encounters with employers and employees.
6. To provide pupils with experiences of workplaces.
7. To ensure that pupils have a series of encounters with further and higher education Providers.
8. To provide each pupil with the opportunity to receive personal guidance.

## The school has a series of statutory duties:

- All registered pupils at the school must receive independent careers advice in Years 7 to 13.
- This careers advice must be represented in an impartial, balanced manner, show no bias towards any particular career pathway
- This advice must cover a range of education and 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 Years 7-13 in order to inform them about approved technical qualifications or apprenticeships (Provider Access Policy).
- The school must have a clear policy setting out the manner in which providers will be given access to pupils (Provider Access Policy).
- The school will base its careers provision around the Gatsby Benchmarks.
- 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.

## Governor Responsibilities

The governing body will ensure that the School has a clear policy on Careers Education, Information and Guidance (CEIAG) and that this is clearly communicated to all stakeholders.

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They should ensure that this policy is:

- based on the eight Gatsby Benchmarks
- meeting the school's legal requirements
- The governing body will ensure that arrangements are in place to allow a range of educational and training providers to access pupils in Years 7 – 13.
- There will be a member of the governing body who takes a strategic interest in CEIAG and encourages employer engagement.

## Provider Access

This section of the policy sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

All pupils in years 7-13 are entitled to:

- Information on about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training opportunities available at each transition point;
- Receive information from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies, group discussions and taster events;
- Receive support to make applications for the full range of academic and technical courses.

The Provider access policy shows the way in which education and training providers should get in touch with the school in order to gain access to pupils and/or parents to inform them about further opportunities. The school will then work with providers in order to identify the most effective opportunity for them to share information about education and training opportunities. ( see Provider Access Policy for further details)

## Monitoring, Evaluation and Review

The Headteacher will ensure that:

- The work of the Careers Leader and CEIAG events are supported and monitored
- A member of the Senior Leadership Team has an overview of CEIAG work and reports back regularly to the team.
- The effectiveness of this policy will be measured in a variety of ways:
- Feedback from stakeholders through mechanisms such as pupil and parent survey and future skills questionnaire.
- Feedback from external visitors to the school such as Ofsted;
- The number of pupils who are NEET in October having left the school in the previous summer. This figure can be compared to national figures as well as against the equivalent figure from similar schools both nationally and within the county.
- The governors of St Bede's Catholic School and Byron Sixth Form College will review this policy every three years.

