



## St Crispin's School Policy

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

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Version Number	Date	Changes or reason for Update	Date Approved
V1	2006	First Issue	2006
V2	02/2007	Reviewed and updated format	2007
V3	03/2010	Reviewed and updated format. Policy was renamed from "Careers Education & Guidance" to "Work-Related Learning".	Mar 2010
V4	03/2012	Reviewed with minor text changes, deletion of reference to Connexions	Mar 2013
V5	02/2014	Reviewed updated template, and minor changes	Mar 2014
V6	11/2015	Reviewed and updated	Mar 2016
V7	11/2018	Updated and name changed to CEIAG Policy	Nov 2018

Next Review of this Policy is due 11/2020



## 1. Introduction

1.1. The aim of this policy is to:

- Describe the scope of Careers Education, Information and Guidance at St Crispin's School
- Ensure all staff are aware of all aspects of Careers Education, Information and Guidance across the school

1.2. The policy has been formulated through discussions with teaching staff, students, parents, governors and external agencies, in the firm belief that Careers Education can enhance the motivation of young people to learn and achieve and that this will reduce the number of students leaving the school as NEET (Students Not in Education Employment or Training).

1.3. This policy provides a framework for meeting the statutory requirements and for achieving our school aims of enhancing the students' personal and economic prospects. It can encourage them to pursue relevant and realistic goals for education, training and work, which are based on high aspirations, and expectations for success.

## 2. CEIAG at St Crispin's School

2.1. St Crispin's School is committed to providing a planned programme of careers education, information, advice and guidance for all students in Years 7 to 13.

2.2. In line with the DfE's *Careers Guidance and access for education and training providers*: January 2018, careers guidance offered at St Crispin's will:

- be presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option;
- include information on the range of education or training options, including apprenticeships and technical education routes; and
- be guidance that the person giving it considers will promote the best interests of the students to whom it is given.

## 3. Implementation of the policy

3.1. We will implement the policy on the basis of:

**Fairness:** An awareness of the potential for unconscious discrimination and the need to avoid assumptions about individuals based on stereotypes and

**Equal opportunity:** All students will be encouraged to reach their potential and given encouragement to do so.



- 3.2. The responsibility for the management of the policy lies with the Work-Related Learning Coordinator who is responsible to the Deputy Headteacher, Pastoral.

#### **4. Objectives:**

- 4.1. In line with statutory guidance, the school is committed to working towards the establishment of practice in line with the Gatsby Benchmarks (set out in the Gatsby Charitable Foundation's *Good Career Guidance*) as follows:
- St Crispin's School will maintain an embedded programme of career education and guidance
  - St Crispin's School will provide for every student, and their parents, access to good quality information about future study options and labour market information. The school will provide the support of informed advisers to help students make best use of available information.
  - Opportunities for advice and support will be tailored to the needs of each student. Appropriate guidance will be provided during each key stage. The school will embed equality and diversity considerations throughout, including for disadvantaged students and those with SEND.
  - Departments at St Crispin's School will continue to link curriculum learning with careers. Information on STEM careers will be explicitly included by teachers of STEM subjects.
  - Every student at St Crispin's School will have multiple opportunities during their time with us to learn from employers about work, employment and the skills that are valued in the workplace.
  - St Crispin's School will ensure that all students should understand the full range of learning opportunities that are available to them at the end of each key stage.
  - St Crispin's School will provide opportunities for guidance interviews with a career adviser whenever significant study or career choices are being made.

#### **5. Statement of Entitlement**

- 5.1. Students will be entitled to:
- support from a tutor who knows them well and who can help them to access specialist advice and ensure any learning needs or issues are quickly addressed;
  - a high quality programme of careers education which helps them to plan and manage their own careers;
  - impartial information, advice and guidance about learning and work options including apprenticeships, foundation learning and GCSEs/A Levels;
  - information, advice and guidance about the benefits of higher education and how to access the opportunities that it affords;



- a programme of work-related learning (in Years 10 and 11),
- information and advice by telephone and on-line every day (including evenings and weekend) through the National Careers Service;
- further specialist support from local services as needed;
- signposting on how to move to adult information, advice and guidance services when they reach the appropriate age.

## **6. Impartiality**

- 6.1. Impartiality will be assured through the commissioning of external advisors and web-based resources including Fast Tomato. In addition, St Crispin's School has an ongoing commitment to engagement with local employers and work-based education and training providers to offer young people insights into the world of work through employer talks, workplace visits, work shadowing and mentoring. Strong links with local colleges and universities will provide students with first-hand experience of further and higher education.

## **7. Evaluation**

- 7.1. The Work-Related Learning co-ordinator will monitor, review and evaluate the delivery of the policy s and will conduct specific evaluation on aspects of the programme as required.

## **8. Relationship to other school policies**

- 8.1. This policy is supported by and is designed to contribute to whole school policies, especially the Provider Access Policy Statement and those relating to raising standards of achievement, equal opportunities and special need