



**POLICY FOR CAREERS EDUCATION,
INFORMATION, ADVICE AND GUIDANCE
(CEIAG)**

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POLICY FOR CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG)

Careers Education and Guidance programmes make a major contribution in preparing young people for opportunities, responsibilities and experience of life. They help young people make decisions and manage transitions as learners and workers. It is vital that all 14-19 year olds have the knowledge and skills they need to make informed choices.

Rationale for CEIAG

A young person's career is the progress they make in learning and work. All young people need a planned programme of activities to help them choose 14-19 pathways that are right for them and to be able to manage their careers and sustain employability throughout their lives.

Schools have a statutory duty to provide careers education in Years 7-11 (1997 Education Act, 2003 Education Regulations) and to give students access to careers information and impartial guidance (1997 Education Act, 2008 Education and Skills Bill).

Commitment

The Gateway Academy is committed to providing a planned programme of careers education and information, advice and guidance (IAG) for all students in Years 7-13, in partnership with the Youth & Connexions Service.

The Gateway Academy endeavours to follow the National Framework for CEG 11-19 in England (DfES, 2003), the Young People's IAG Standards (DCSF, 2007) the statement of careers education principles (DCSF, 2008) and other relevant guidance from DCSF, QCA and Ofsted that appears from time to time.

The Gateway Academy is preparing to apply for the Recognition of Quality Award (ROQA).

Development

This policy was developed and will be reviewed annually in discussion with teaching staff, the school's Connexions personal advisers, students, parents, governors, advisory staff and other external partners (e.g. 14-19 Partnership).

Links with other policies

The policy for CEIAG supports and is itself underpinned by a range of key school policies especially those for teaching and learning, assessment, recording and reporting achievement, citizenship, work related learning and enterprise, employability, equal opportunities and diversity, gifted and talented, looked after children and special needs.

Students' needs

The careers programme is designed to meet the needs of students at The Gateway Academy. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

Entitlement

Students are entitled to CEIAG which meets professional standards of practice and which is person-centred, impartial and confidential. See below the quality standards from 'Quality Standards for Young People's Information, Advice and Guidance (IAG)' – produced by the department for children, schools and families.

“There are 12 quality standards, each with evidence indicators against which performance against the standards can be assessed. In short they set out our expectations that:

- 1. Young people are informed about how information, advice and guidance services can help them and how to access the services they need.*
- 2. Young people receive the information, advice and guidance on personal wellbeing and financial capability issues that they need.*
- 3. Young people have the information they need to make well-informed and realistic decisions about learning and career options.*
- 4. Young people have the advice and guidance that they need to make well-informed and realistic decisions about learning and careers.*
- 5. Information, advice and guidance services promote equality of opportunity, celebrate diversity and challenge stereotypes.*
- 6. Young people (reflecting the make-up of their communities) are engaged in the design, delivery and evaluation of information, advice and guidance provision.*
- 7. Parents and carers know how information, advice and guidance services can help their children and know how these services are accessed.*
- 8. Information, advice and guidance providers understand their roles and responsibilities.*
- 9. Programmes of career and personal development for young people are planned and provided collaboratively.*
- 10. Staff providing information, advice and guidance are appropriately qualified, work to relevant professional standards and receive continuing professional development.*
- 11. Information, advice and guidance services are regularly and systematically monitored, reviewed and evaluated, and actions are taken to improve services in response to the findings.*
- 12. Processes for commissioning impartial information, advice and guidance services are effective and result in services that meet the needs of parents/carers and young people.*

It will be integrated into students' experience of the whole curriculum and be based on a partnership with students and their parents or carers.

The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

Management

The IAG & Communications Officer co-ordinates the CEIAG and is responsible to the Vice Principal for Teaching & Learning who co-ordinates the careers programme.

Work experience is planned and implemented by the Work Experience Co-ordinator who works closely with the IAG and Communications Officer.

Staffing

All staff contribute to CEIAG through their roles as tutors and subject teachers.

Specialist sessions are delivered by the personal development/citizenship and employability team.

The CEIAG programme is planned, monitored and evaluated by the careers co-ordinator in consultation with the Connexions personal adviser who provides specialist careers IAG.

Careers information is available in the Careers library, which is maintained by the IAG/Communications Officer.

Curriculum

The careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work-related learning (including two weeks' work experience) and individual learning planning/portfolio activities.

Careers lessons are part of the Academy's personal development programme.

Other focused events, e.g. a 'Next Steps' college preparation evening is available to all Year 11 students every September, as well as the Sixth Form evening and Year 8 Options evening. Work experience preparation and follow-up take place in employability and citizenship lessons and other appropriate parts of the curriculum, including Focus Friday activities.

Students are actively involved in the planning, delivery and evaluation of activities.

Assessment and accreditation

The intended career learning outcomes for students are based on the National Framework and are assessed using assessment for learning (AfL) techniques.

Partnerships

An annual Partnership Agreement is negotiated between the Academy and the Youth & Connexions Service, which identifies the contributions to the programme that each will make.

Other links are being developed, e.g. with local 14-19 partnership.

Resources

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the CEIAG area.

The Vice Principal for Teaching & Learning is responsible for the effective deployment of resources.

Staff development

Staff training needs are identified as part of the Partnership Agreement process with the Youth & Connexions Service and in conjunction with the Academy's CPD co-ordinator. Funding is provided both from the local CEIAG co-ordinator and from Academy funds.

The IAG and Communications Officer has successfully completed the 'Getting started on careers education and guidance in schools' course, held at Cambridge University between November 2008-April 2009. This was funded equally between the Academy and the local CEIAG co-ordinator.

The school will endeavour to meet training needs within a reasonable period of time.

Monitoring, review and evaluation

The Partnership Agreement with Youth & Connexions is reviewed termly. The programme is reviewed annually by the careers co-ordinator and the personal adviser using the local 'Quality Standards for Young People's Information, Advice and Guidance' to identify areas for improvement.

Action research evaluation of different aspects of CEIAG is undertaken regularly.