



NESTON
HIGH SCHOOL

Careers Education, Information, Advice and Guidance (CEIAG) Policy/Strategy

Policy owners/leads:	M Luck
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◆ *Shaping Extraordinary Lives* ◆

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1. Personnel

Careers Co-Ordinator: Matias Luck

SLT lead: Luke Burton

2. Introduction

Neston High School is committed to our statutory duty to provide CEIAG to students in Years 8 to 13 and to ensure that all students have access to impartial careers information, advice, and guidance in accordance with the 2003 Regulations, 2008 Act, April 2014 Statutory Guidance, and March 2015 Statutory guidance. This policy takes account of the OFSTED review of CEIAG "Going in the Right Direction" and the statutory guidance for governing bodies, school leaders and school staff published by the DfE in March 2015, "Careers Guidance and Inspiration in Schools" and non-statutory guidance "Careers Guidance: Advice for Schools".

3. Rationale

Effective careers guidance contributes to raising aspirations, improving motivation and overcoming barriers to success. We will deliver high quality Careers Education, Information, Advice and Guidance (CEIAG) and help students to make effective and informed decisions about their future through greater self-awareness, career exploration, supported and independent career management, work related learning and the development of employability skills. For the purpose of this policy the following widely recognised definitions have been used:

4. Information

Information is data on opportunities delivered in various ways such as face-to-face contact with individuals, small groups, or classes, written or printed material, telephone help lines, ICT software, websites, or social media.

5. Advice

This involves helping a young person to understand and interpret information.

as well as providing information and answers to questions and clarify misunderstandings: to advise them on their options and how to go about a given course of action, to identify needs and to signpost and refer young people who may need more in-depth guidance and support. Advisory work is usually provided on a one-to-one basis but may also be provided in small or class groups.

6. Guidance

Guidance aims to support young people to better understand themselves and their needs; to confront barriers to understanding, learning and progression; to resolve issues and conflicts and to support them to develop new perspectives and solutions to problems and be able to better manage their lives and fulfil their potential.



7. Aims

The school aims to prepare all students for their futures by providing independent information, advice and guidance, thus ensuring successful progression to Further and/or Higher Education and employment with training, including apprenticeships and T Levels. Our model for CEIAG is based on the following objectives that underpin the quality of our provision in school, which is informed by the Association for Careers Education and Guidance (ACEG) Framework for Careers and Work-Related Education: -

- 7.1 Developing students' self-awareness: a greater understanding of their strengths, current limitations, personal qualities, interests, and values.
- 7.2 Encouraging and supporting career exploration and research through classroom or group work activities, one-to-one guidance interviews, interactive careers media and online tools, access to our Careers Resource Area, working with local employers via workshops, visiting speakers and work experience.
- 7.3 Providing work related learning and exposure to a range enrichment activity in order to enable students to make effective decisions about their future.
- 7.4 Developing skills to meet the demands of a changing work environment.
- 7.5 By embedding all of the above, increasing students' confidence and skills in managing their career journey, including transition points from secondary education to further/higher education and entry to work or apprenticeships.

We subscribe to the eight benchmarks recognised by the Gatsby Foundation as indicators of good career guidance:

- ✦ A stable careers programme
- ✦ Learning from career and labour market information
- ✦ Addressing the needs of each pupil
- ✦ Linking curriculum learning to careers
- ✦ Encounters with employers and employees
- ✦ Experiences of workplaces
- ✦ Encounters with further and higher education
- ✦ Personal guidance

8. Roles and Responsibilities

- 8.1 **Headteacher:** It is the role of the Headteacher to ensure that this policy is implemented.
- 8.2 **SLT lead for CEIAG:** The SLT lead will advise on and oversee the management of CEIAG.
- 8.3 **Careers Co-Ordinator:** The Subject Leader for Careers will co-ordinate CEIAG and work-related learning across the school and facilitate impartial careers guidance for students. Careers Advisers: The school provides access to independent qualified Careers
- 8.4 Advice through brokering the services of MPLOY solutions, an impartial career advice provider which has been recognised for meeting all the Quality in Careers Standard criteria for information, advice and guidance (IAG) services through being accredited with the Matrix standard and QiCS. The Advisers will work with individual students as well as groups of students, to provide



information, offer advice, raise aspirations and to signpost further support services around information, advice and guidance where appropriate.

- 8.5 Teachers: Every tutor will, as part of tutor time, deliver CEIAG. There is also an expectation that CEIAG is signposted in curriculum areas. Teaching staff will also deliver elements of the CEIAG programme during PSHE lessons

9. Provision

Neston High school is committed to providing careers guidance that prepares students for the next steps in their education, training or employment. The school is committed to ensuring that students gain stimulating and inspiring information about a wide range of career pathways.

9.1 Entitlement:

Students are entitled to CEIAG which is person-centred and impartial.

The programme should raise aspirations and broaden horizons, challenge stereotyping and promote equality and diversity. Careers Education: Careers education is delivered as part of our PSHE curriculum, individual guidance sessions for KS4 and KS5, enrichment activities such as workshops and visits, our annual Careers Fair, through engagement in STEM activities and other education schemes, and through employer links. Curriculum areas should provide careers information and education and industry-related knowledge that helps students think about the skills that can be applied in different jobs.

9.2 Careers guidance:

The school ensures that careers guidance is impartial. Action plans and impact of guidance questionnaires demonstrate the Careers Advisers are supporting students to manage their progression needs and signposting them to a variety of opportunities and pathways. The Careers Advisers target support to students at certain key strategic points during the school year to meet students' needs (e.g. preparation for GCSE or A Level subject, or on A-level and GCSE results days to offer advice regarding next steps). As well as this, the Personal Advisers are available for parents and students at various school events throughout the year. Vulnerable students are prioritised for guidance interviews with our Careers Advisers. Our Careers Advisers ensure that vulnerable groups receive appropriate support. Additional support is offered to:-

- ✦ SEND students;
- ✦ Looked After Children;
- ✦ High risk of NEET;
- ✦ Students involved in the CAF process or receiving other forms of intervention;
- ✦ EAL students;
- ✦ Persistent non-attenders;
- ✦ Young carers;
- ✦ Students educated offsite
- ✦ Students from disadvantaged backgrounds.

9.3 Work-Related Learning:

Neston High School is committed to ensuring that FE and HE options, vocational courses and apprenticeships are promoted effectively through all aspects of CEIAG provision. The school is

committed to providing work related learning opportunities for students from Years 8 - 13 to provide students with first-hand knowledge of the world of work. A range of opportunities are provided that expose students to work situations and enable them to develop a wide range of skills, LMI and an understanding of the attitudes required in the labour market. Work experience will be run during the final term for both years 10 and 12.

10. Monitoring, reviewing and evaluation:

10.1 Self-evaluation of careers provision is completed on a termly basis using the compass plus tool with guidance from the school's pledge co-ordinator and enterprise co-ordinators. Along side this the careers provision will be self - assessed using the following:

- ✦ Monitoring and evaluation of destinations data is used to identify improvements needed in CEIAG provision, as well as student attainment and progression into Further, Higher Education, and apprenticeships;
- ✦ The number, quality and impact of careers interviews is analysed through data, destinations data, observations and evaluating action plans;
- ✦ Pupil feedback is sought using feedback forms, questionnaires, work experience diaries and evaluation forms and email. All pupils will complete the future skills questionnaire on a yearly basis to inform the next academic years action plan.
- ✦ Careers provision and guidance is evaluated based on feedback from students, parents and teachers, and amended accordingly.
- ✦ Work related learning activities and CEIAG are all evaluated and
- ✦ improvements made as required.

11. Equality Impact Statement

We will do all we can to ensure that this policy does not discriminate, directly or indirectly. We shall do this through regular monitoring and evaluation of our policies.

On review we shall assess and consult relevant stakeholders on the likely impact of our policies on the promotion of all aspects of equality, as laid down in the Equality Act (2010). This will include, but not necessarily be limited to: race; gender; sexual orientation; disability; ethnicity; religion; cultural beliefs and pregnancy/maternity.

12. Complaints

An individual wishing to make a complaint about anything relating to this policy should refer to the Neston High Complaint Policy published on the Neston High website.