



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

Version 24/25 - 1.0

<b>Important:</b> This document can only be considered valid when viewed on the school's website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.	
<b>Name and Title of Author:</b>	Keri Pearson
<b>Name of Responsible Committee/Individual:</b>	Local Governing Body
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## **1. School Vision**

Parents will be provided with the support and resources to help their child research their post-16 options, encouraging them to aim high, seek out information and ensure they make confident and informed decisions.

Staff will champion careers within the curriculum, ensuring pupils are consistently exposed to and experience a wide variety of careers paths, current industry information (in the region and beyond) and options for all, throughout Year 7 – 11.

Pupils apply to for appropriate courses at multiple colleges or training providers within school, via Log On Move On, with support from staff (internal and external) to maximise their chances of securing a place at the post-16 provider of their choice.

The local governing body have therefore adopted this policy in order to provide a clear commitment to and framework for Careers Education, Information, Advice and Guidance.

## **2. Policy Scope**

This policy covers Careers Education, Information, Advice and Guidance given to pupils in Key Stages Three and Four.

The policy also applies to Year 11 pupils 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 as securing positive destinations for our pupils is a top priority.

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 2023).

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.

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 both Key Stages and in all years and these events will impact upon all pupils at the school.

All members of staff at Malet Lambert 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 Leader, it is a whole school commitment.

It is important that pupils 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 of work and beyond. It is to these aspects of personal development that this policy will contribute.

### **3. Objectives**

The objectives of the Careers Education, Information, Advice and Guidance (CEIAG) policy are as follows:

- To ensure that all pupils at the school receive a stable careers programme
- To enable all pupils to learn from information provided by the career and labour market
- The CEIAG programme should be individual and address the needs of each pupil
- To link the curriculum to careers learning
- To provide pupils with a series of encounters with employers and employees
- To provide pupils with experiences of workplace(s)
- To ensure that pupils have a series of encounters with further and higher education
- To provide each pupil with the opportunity to receive personal guidance from a qualified careers professional

### **4. School Responsibilities**

The school has a series of statutory duties

- All registered pupils at the school shall receive independent careers advice in Years 7 to 11
- This careers advice must be represented in an impartial manner, showing no bias towards a particular institution, education or career area
- This advice must cover a range of education or training options
- This guidance will be in the best interests of the pupil
- There must be an opportunity for education and training providers to access pupils in Year 7 – Year 11 in order to inform them about approved technical qualifications or apprenticeships.
- The school has a clear policy setting out the manner in which providers will be given access to pupils. This policy and these arrangements must be published
- The school will base its careers provision around the Gatsby Benchmarks. A summary of these can be seen in Appendix 1.
- Malet Lambert 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 (e.g. School Improvement Partner or Ofsted)

## 5. Governor Responsibilities

- The governing body ensures that the School has a clear policy on Careers Education, Information and Guidance (CEIAG) and that this is clearly communicated to all stakeholders. 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 – 11
- There will be a member of the governing body who takes a strategic interest in CEIAG and encourages employer engagement

## 6. Provider Access Legislation (PAL)

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 7-11 are entitled:

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

The Provider Access Legislation also now specifies (as of February 2023) that schools MUST provide at least (minimum) of six encounters with approved providers of apprenticeships and technical education for ALL of their pupils:

- 2 encounters in Y8 or 9 which are mandatory for all pupils ( to take place anytime during Y8 or between 1 Sept and 28 Feb during Y9)
- 2 encounters in Y10 or 11 which are mandatory for all pupils ( to take place during Y10 or between 1 Sept and 28 Feb of Y11)
- 2 encounters in Y12 or 13 which are mandatory to put on but optional in terms of attendance ( to take place during Y12 and 28 Feb of Y13) (*not applicable to Malet Lambert*)

Malet Lambert fulfils these requests via a range of full year group and smaller group activities, events, talks and visits throughout the school year, with a variety of local and national providers.

Appendix 3 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.

## **7.0 Monitoring, Evaluation and Review**

The Headteacher will ensure that:

- the work of the Careers Leader and CEIAG events are supported and monitored
- the Assistant Headteachers and member of the Senior Leadership Team has an overview of CEIAG work and reports regularly back to the team

The effectiveness of this policy will be measured in a variety of ways:

- Pupil Voice
- Feedback from stakeholders through mechanisms such as pupil and parent survey
- Feedback from external visitors to the school such as the School Improvement Partner (SIP) or 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 Malet Lambert will review this policy every year.

## **APPENDIX 1 – THE GATSBY BENCHMARKS**

<p><b>A stable careers programme</b></p>	<p>Every school and college should have an embedded programme of career education and guidance that is known and understood by pupils, parents, teachers, governors and employers.</p>	<ul style="list-style-type: none"> <li>▪ Every school should have a stable, structured careers programme that has the explicit backing of the senior management team, and has an identified and appropriately trained person responsible for it.</li> <li>▪ The careers programme should be published on the school’s website in a way that enables pupils, parents, teachers and employers to access and understand it.</li> <li>▪ The programme should be regularly evaluated with feedback from pupils, parents, teachers and employers as part of the evaluation process.</li> </ul>
<p><b>Learning from career and labour market information</b></p>	<p>Every pupil, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.</p>	<ul style="list-style-type: none"> <li>▪ By the age of 14, all pupils should have accessed and used information about career paths and the labour market to inform their own decisions on study options.</li> <li>▪ Parents should be encouraged to access and use information about labour markets and future study options to inform their support to their children.</li> </ul>
<p><b>Addressing the needs of each pupil</b></p>	<p>Pupils have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each pupil. A school’s careers programme should embed equality and diversity considerations throughout.</p>	<ul style="list-style-type: none"> <li>▪ A school’s careers programme should actively seek to challenge stereotypical thinking and raise aspirations.</li> <li>▪ Schools should keep systematic records of the individual advice given to each pupil, and</li> </ul>

		<p>subsequent agreed decisions.</p> <ul style="list-style-type: none"> <li>▪ All pupils should have access to these records to support their career development.</li> <li>▪ Schools should collect and maintain accurate data for each pupil on their education, training or employment destinations.</li> </ul>
<b>Linking curriculum learning to careers</b>	All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.	<ul style="list-style-type: none"> <li>▪ By the age of 14, every pupil should have had the opportunity to learn how the different STEM subjects help people to gain entry to, and be more effective workers within, a wide range of careers.</li> </ul>
<b>Encounters with employers and employees</b>	Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.	<ul style="list-style-type: none"> <li>▪ Every year, from the age of 11, pupils should participate in at least one meaningful encounter* with an employer.</li> </ul> <p>*A 'meaningful encounter' is one in which the pupil has an opportunity to learn about what work is like or what it takes to be successful in the workplace.</p>
<b>Experiences of workplaces</b>	Every pupil should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.	<ul style="list-style-type: none"> <li>▪ By the age of 16, every pupil should have had at least one experience of a workplace, additional to any part-time jobs they may have.</li> <li>▪ By the age of 18, every pupil should have had one further such experience, additional to any part-time jobs they may have.</li> </ul>
<b>Encounters with further and higher education</b>	All pupils should understand the full range of learning opportunities that are available to them. This includes both academic and	<ul style="list-style-type: none"> <li>▪ By the age of 16, every pupil should have had a meaningful encounter* with providers of the full range of learning</li> </ul>



	<p>vocational routes and learning in schools, colleges, universities and in the workplace.</p>	<p>opportunities, including Sixth Forms, colleges, universities and apprenticeship providers. This should include the opportunity to meet both staff and pupils.</p> <ul style="list-style-type: none"> <li>▪ By the age of 18, all pupils who are considering applying for university should have had at least two visits to universities to meet staff and pupils.</li> </ul> <p>*A 'meaningful encounter' is one in which the pupil has an opportunity to explore what it is like to learn in that environment.</p>
<p><b>Personal guidance</b></p>	<p>Every pupil should have opportunities for guidance interviews with a career adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made.</p>	<ul style="list-style-type: none"> <li>▪ Every pupil should have at least one such interview by the age of 16, and the opportunity for a further interview by the age of 18.</li> </ul>

## APPENDIX 2 - Malet Lambert Careers Progression Framework

Progression Framework				
Year Theme	Year Group	Measurable Outcome	CDI	GB
EXPLORE career ideas and pathways	7	Pupils can identify key personal strengths and can match potential careers suitable for them	1,3,4,5,7,14	1,4
	7	Pupils build key employability skills	1,2,3,4,5,6,11	1,4,
	7	Pupils understand education pathways	1,4,6,7,10,14,15	1,4,7
DEVELOP skills and knowledge	8	Pupils recognise how subject areas relate to wide variety of jobs	4,5,6,7,8,11,14,15	1,4,5,6
	8	Pupils discover a wide range of career options, and how stereotyping can affect career choice.	1,4,5,6,7,10,11,14,15	1,4
	8	Pupils develop confidence and business skills	1,2,3,5,6,11,12,13,14	1,4
IDENTIFY interests and options	9	Pupils can identify which curriculum pathway is suitable for them and what subjects they need to take to progress onto a preferred career (if they have one)	1,2,3,4,7,10,11,14,15,16,17	1,3,4,5,7,8
	9	Pupils start to understand roles within a business, and also self employment opportunities.	1,2,3,5,6,7,8,9,11,12,13,17	1,2,4,5
	9	Pupils identify key areas of interest as a careers path and are aware of what options are available to them	1,2,3,4,5,6,7,10,11,14,15,17	1,2,3,4,5,7,8
PLAN for your future	10	Pupils become confident interacting with employers and training providers and understand how to apply for a job	1,2,3,4,5,7,11,14,15,16,17	1,4,5,7
	10	Pupils experience workplaces, ideally based on careers interests.	1,2,3,4,5,6,8,9,11,13,14,15,16,17	1,3,4,5,6
	10	Pupils can select an FE/apprenticeship provider that suits their needs and supports their careers path	1,4,7,10,14,15,16,17	1,3,5,7,8
PREPARE for changes ahead	11	Pupils identify a clear progression pathway for their post-16 education, and understand how to apply for a course relating to it.	1,3,4,7,10,11,14,15,16,17	1,3,4,5,7,8
	11	Pupils can successfully apply to post-16 courses at a variety of providers	1,3,4,7,10,11,14,15,16,18	1,3,5,7,8
	11	Pupils understand the options available to them in HE, following their post-16 education.	1,2,3,4,7,8,10,11,14,15,17	1,3,5,7,8,

## **APPENDIX 3 - Application for Provider Access**

### **Introduction**

This document 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.

### **Pupil entitlement**

All pupils in years 7-11 are entitled:

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

### **Management of provider access requests**

A provider wishing to request access should contact the Careers Team.

Telephone: 01482 374211

Email: [enquiries@maletlambert.hull.sch.uk](mailto:enquiries@maletlambert.hull.sch.uk)

### **Opportunities for access**

The school offers a comprehensive Careers Education, Information, Advice and Guidance programme and an overview of the programme can be seen in the school's Careers Programme, which can be viewed on the school website.

Please speak to our Careers Leader to identify the most suitable opportunity for you.

The school will make a suitable space available for discussions between the provider and pupils, as appropriate to the activity. The school will also make available ICT and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Leader so that they can be displayed, used in CEIAG lessons or distributed to pupils.