



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

## Equalities Statement

In our Trust we work to ensure that there is equality of opportunity for all members of our community who hold a range of protected characteristics as defined by the Equality Act 2010, as well as having regard to other factors which have the potential to cause inequality, such as, socio-economic factors. For further information, please see our Equalities Policy.

### Document Management

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Approved by:	Board of Trustees
Responsible for:	Secondary Improvement Team

*Before formulating this policy consideration was given to Best Practice outlined in the CDI Careers Guidance in Schools and Colleges; the Gatsby Benchmarks; and the statutory Careers Guidance and Access for Education and Training Providers (pub. DfE, September 2022).*

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## 1. Content

**Meopham School** puts the needs of each student at the centre of all learning and social experiences, and has a commitment to delivering a high standard of CEIAG. Through CEIAG work **Meopham School** seeks to ensure every student gains the confidence and self-belief alongside the skills, knowledge and experience required to manage their own career progress.

**Meopham School** has appointed a Link Governor for Careers, Mark Dawson. The governing body will review and monitor the CEIAG within school via updates submitted by the school careers adviser to the local governing body.

## 2. Purpose

The purpose of the **Meopham School** CEIAG policy is to explain the way in which **Meopham School** prepares students for transition into the world of work, FE/HE, and Apprenticeships. **Meopham School** celebrates the positive differences of all students and recognises their worth within the workplace. This leads to bespoke ways of working with each student to ensure needs are met through the CEIAG programme. Students will be equipped with the skills required to follow their chosen career pathway.

## 3. Scope

Subject teachers are encouraged and supported to make links to CEIAG throughout Key Stages 3, 4 and 5. Examples include:

- Criminology trip to Southwark Court
- Sixth Form trip to National Career and Apprenticeship Fayres
- English trips to workshops at The Globe Theatre
- Engineering workshop to London Transport Museum

Careers education is also delivered through Personal Development lessons, subject curriculum lessons through subject career weeks, TAC time and KS5 Baccalaureate lessons. Careers education is also delivered through the PSHE programme. Students in

## **4. Aims and Objectives**

### **Aims**

The overarching aim is to deliver professional careers education, information, advice and guidance. Careers guidance is delivered by the external organisations such as EBP, The Education People and support from the school's Careers Lead, Liz Bishop. Students will have opportunities embedded within the CEIAG programme to develop employability skills and will be supported to manage their careers pathway.

### **Objectives**

Students will have access to an onsite specialist Careers Adviser for impartial 1:1 careers guidance.

Access to our Careers Education Programme will support students to:

- develop their employability skills and their self-awareness of their skills and interests;
- explore their options;
- develop an understanding of education, training and employment routes.

Students will have opportunities to go out on work experience, undertake voluntary work, take part in day trips to colleges, universities, industry trips, employer talks within school, build a CV, and practise interview techniques.

## **5. Learner outcomes**

Students will be able to:

- where appropriate, try out different work opportunities;
- gain an insight into the labour market;
- gain an understanding of skills sets and how skills are transferable;
- develop an understanding of soft skills, hard skills, and how to promote themselves using CVs/application forms/interviews;
- develop the skills employers look for such as resilience, team work, and problem solving;
- have access to both paper-based and online resources to assist in their research about careers;
- have access to impartial information on options Post-16 and Post-18 and beyond;
- gain support and guidance through the full HE application process, including accessing Student Finance and providing parental support where needed.

By the time students are ready to leave school they should be able to make their own career plan, involving the following:

- start to independently make action plans for the future;
- feel informed and confident about managing their transitions into HE, FE, Apprenticeships or the workplace;
- know how to look for opportunities and who to ask for assistance if support is required;
- be able to complete application forms for jobs and for University or College, and update CVs.

Each student's progression will be tracked and monitored by the school. Monitoring will include recording each student's participation in the following activities/interactions/events:

- careers activities/meetings/events;
- in school career talks by employers/apprenticeship providers/HE providers;
- work experience;
- voluntary work;
- enterprise activities;
- part time work;
- industry/Career visit;
- college visit;
- university visit;
- careers guidance interview.

Students' progression will be tracked and monitored via the destinations database, created and updated by the school's Careers and HE Adviser each academic year.

## **6. CEIAG Implementation**

Learners are encouraged to attend Employer Encounters presentations within school to learn different employment opportunities.

Learners from Year 10 have the opportunity to take part in trips to industry/universities/colleges/careers and skills events/UCAS events on a 1 to 1 and small group basis.

Careers guidance interviews by the onsite specialist Careers Lead will be available from Year 9 onwards. Students with an Educational Health Care Plan (EHCP) will be offered these from Year 8.

There will be access to home Careers Lead for EHCP students if the local authority offers this service.

Links between the Kent Placement Team, Meopham School, SENCo and Careers Lead will ensure the most appropriate approach is being utilised to enhance careers understanding for each of the school's EHCP students.

Collaborative work between the Careers Lead and Head of Sixth Form will support learners moving into the sixth form and transition from the sixth form to employment, further education or training.

Networking with colleges/employers/universities will ensure students are supported with transition and that systems are in place to support students.

## **7. Student Entitlement**

All students, including those from vulnerable groups, are entitled to equal access to the same provision.

The Careers Activity Plan for all year groups is published on the school website under Information – Careers. The document can be downloaded as a pdf file.

Some talks are targeted at students in Year 10 and upwards i.e. apprenticeships/university talks. Industry talks are also available to students, usually from Year 7 upwards. Year 10 students explore post-16 options.

Students will be supported on visits to post-16 provision and skills events. Sixth formers will continue to receive support with careers planning for post 17/18/19 options. This includes college and university visits, employer visits and support with application forms.

Parents/carers are introduced to the onsite Careers Adviser from Year 9, or earlier if this is appropriate.

## **8. Destinations**

Student destinations are held on a school database, with a range of returns made to the Local Authority as required. Progress is tracked and assistance is available to learners if they require information, advice and guidance after leaving school.

## **9. Policy Review**

To be reviewed every three years or sooner if required.

## **10. Links to other policies**

## **Appendix 1**

This policy should be read in conjunction with the Provider Access Policy Statement. This is published on the school website.

## **Appendix 2 – Offsite Provision**

Offsite provision at Westcourt School

This list is not exhaustive and is always growing to meet the specific interests of our students.

### **Provision bought in by Meopham School with qualifications attached:**

National Careers Service

### **Provision bought by Meopham School with learning/soft skills but no qualifications attached:**

Kent Educational Business Partnership

National Citizenship Service

### **Voluntary work opportunities:**

Sometimes there is an age stipulation of 16 or 18 years of age. Meopham School will look at different work areas to match areas of interest. In recent years, students have worked in:

### **Work Experience opportunities:**

Accessible to students from Year 10 and upwards. Placements can be arranged on a one day a week basis for a set number of weeks, or a 1-week block placement. Students can access more than 1 placement, either local to home or local to school. A small example of some of the placements:

Barclays Bank

Toni and Guy

Natwest Bank

Darent Valley Hospital

Bank of Canada