

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

Equalities Statement

Over recent years, schools and academies have (in line with other institutions and public bodies) been working towards an improved understanding of the diverse nature of their communities. Much of the work is in response to new legislation that places an increased duty on schools, academies and other settings to tackle radicalisation and to establish a positive ethos of British Values. Legislation requires schools and academies both to eliminate direct or indirect discrimination, victimisation or harassment and to promote equalities for students, staff and others who use their facilities.

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.

Document Management

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Approved by:	Board of Directors
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, and Gatsby Benchmarks.

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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 Careers Education, Information, Advice and Guidance (CEIAG). Through CEIAG work Meopham School utilises a nurturing approach 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 will appoint a Link Governor for careers. The governing body will review and monitor the CEIAG within school via updates submitted by the school careers adviser to the local governing body / challenge committee.

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, Further or Higher Education (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

Teachers are encouraged and supported to make links to CEIAG across the Key Stages. Examples include:

- KS3 Ambassador trip to Kidzania
- Science trip to Disneyland Paris for 'Science Live' STEM Conference
- Business trip to Lloyds Bank
- KS5 trip to the University and Apprenticeships Fair

4. Aims and Objectives

Aim

The overarching aim is to deliver professional careers education, information, advice and guidance. Careers guidance is delivered by the onsite specialist Careers Adviser and subject staff. Students will have opportunities embedded within the CEIAG programme to gain employability skills and will be supported to manage their careers pathway.

Objectives

Learner entitlements

Learners will have access to onsite specialist careers adviser for impartial one-to-one careers guidance.

Access to a careers education programme will:

- Promote employability skills, self-awareness of skills and interests;
- Explore options;
- Help learners gain an understanding of education, training and employment routes.

Learners 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 practice interview techniques.

5. Learner outcome

Students will be able to:

- Where appropriate, try out different work opportunities;
- Gain an insight into the labour market;
- Gain an understanding of skill sets and how skills are transferable;
- Understand soft skills, hard skills and how to sell 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 career exploration;
- Have access to impartial information on options Post-16, Post-18 and beyond;
- Gain support and guidance through the full HE process, including Student Finance and parental support where needed.

Learners' progression

By the time learners are ready to leave they will be more able to make their own career plan:

- Start to independently make action plans for the future;
- Feel better about managing their transitions into HE 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, University forms, and update CVs.

Each learner's progression will be monitored by a student enrichment record. This will evidence 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.

The enrichment record will be updated by students during their PSHE lessons, or during study periods.

Learners' progression will also be monitored via the destination database, created and updated by the school's Careers and HE Adviser each academic year.

6. CEIAG Implementation

Learners are encouraged to attend employer / provider talks within school to learn about 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 one-to-one and small group basis.

Careers guidance interviews by the onsite specialist Careers Adviser will be available from Year 9 onwards.

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

Links between the Kent Placement Team, Meopham School, SENCo and Careers Adviser 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 Adviser and Sixth Form Principal 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 Meopham School Careers Provision Grid for all year groups is published on the school website under Students – 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 10 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 career 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 KCC according to Kent guidelines. 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.

Appendix 1 – Provider Access Protocol

Meopham School

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purposes 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.

Student entitlement

Students in years 8-13 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 evenings, 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

Procedure

A provider wishing to request access should contact Mrs Curtis and Mrs Bishop

Telephone: 01474 814 646 Email: heather.curtis@swale.at and liz.bishop@swale.at

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents:

	Terms 1+2	Terms 3+4	Terms 5+6
Year 7	Drop Down for Careers Day Bakery Visit Character lessons Kidzania trip for Ambassadors Careers Assembly Ambassador leadership School Council	Drop Down for Careers Day Character lessons School council Ambassador leadership	Drop Down for Careers Day Meopham Careers Fair Character lessons Ambassador leadership
Year 8	Drop Down for Careers Day Character lessons Students practice interviews Kidzania trip for Ambassadors Careers Assembly Ambassador leadership School Council	Drop Down for Careers Day Character lessons School council Ambassador leadership	Drop Down for Careers Day Meopham Careers Fair Ambassador Leadership
Year 9	Drop Down for Careers Day Character lessons Ambassador Leadership	Drop Down for Careers Day Character lessons Ambassador Leadership	Drop Down for Careers Day Meopham Careers Fair
Year 10	Drop Down for Careers Day	Drop Down for Careers Day National Apprenticeship Show Character lessons Ambassador Leadership	Drop Down for Careers Day Work experience Meopham Careers Fair Ambassador Leaderships
Year 11	Destinations meetings 1:1 meetings with Careers Advisor Sixth Form Taster Day Sixth Form Assemblies Apprenticeship talk - United Living	National Apprenticeship Show	
Year 12	FitterStronger - (Marine, Nutritionalist, Personal Trainer) Careers Week Barclays Life Skills Day Interview Success Lloyds Bank Event PSHE - CV / Cover writing Safe Lifting in the workplace Bullying in the workplace Safety in the workplace	Work Experience Placement 1 week Industry Speakers University of Kent trip Ask Apprenticeships National Apprenticeship Show Meetings with University students United Living Business Link Partner Evolve Pensions Business Link Partner Mock interviews from Business Link Partners	Meopham Careers Fair

Year 13	Careers Week Barclays Life Skills Day Interview Success Lloyds Bank event	Industry Speakers ASK Apprenticeships National Apprenticeship Show Meetings with University students Evolve Pensions Business Link Partner Mock interviews from Business Link Partners 1:1 meetings with Careers Advisor	
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*This is subject to change and development as the need arises.

The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students.

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV 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 at Main Reception for display within the School Library and Sixth Form Study Area. Careers Information is available to all students at lunch and break times and our dedicated Careers Officer regularly holds drop in sessions.

Appendix 2 – Off-site provision

Off-site provision at Meopham 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:

First aid for HSC students

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

Barclays Life Skills
London Institute for Banking and Finance
United Living workshops
Prevent training
British Values
Safety in work
Army

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:

Evolve Pensions Limited
The Windmill, Meopham School

Work Experience opportunities:

Accessible to students from Year 10 and upwards. Placements will be arranged for a block placement of two to five days. Students can access more than one placement, either local to home or local to school. A small example of some of the placements include:

Evolve Pensions Limited;
Meopham School;
New Ash Green Primary School;
Martin Tolhurst Solicitors;
High Profile Limited.