



All Saints'  
Academy  
Cheltenham

Careers Education, Information, Advice & Guidance Policy

### **Rationale**

CEIAG has an important contribution to make to the education of all students in order to make an effective transition from school to adulthood and employment.

ASA will provide a range of opportunities for students to learn about the world of work, the transferable skills required to be prepared for the ever changing workplace and the Qualification Pathways available to them. These activities contribute to social mobility, helping people to discover and access opportunities that might exist outside of their immediate networks. Well thought-through decisions about learning and work informed by effective CEIAG can increase participation in learning and, in turn, raise attainment and support further progression.

### **Purposes & Aims**

The main purpose of CEIAG is to provide students with the opportunity to engage in a range of activities that will contribute to their knowledge and understanding of the world of work and the qualification pathways suitable for students' individual needs. ASA is committed to not just fulfilling its statutory requirements in this area but providing for students exceptional support and guidance throughout their time at ASA and is mapped in line with the eight Gatsby benchmarks of Good Career Guidance

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

All students will be encouraged to make good use of the information and impartial guidance at ASA. Our programme will encourage the students to use self-assessment to understand the opportunities available to them and how to make the most of themselves. They will develop and use the skills they need to review their achievements, plan their future actions, make decisions, present themselves well and cope with change and transition. They will learn about the changing nature of work, career choices and other relevant information which will affect their decisions.

*This policy should be read in conjunction with our Health & Safety Policy, Work Experience Policy and SEND Policy.*

### **Objectives – see Appendix 1**

To ensure the career development, wellbeing and progression of all students.

To provide CEIAG that is relevant, timely and sufficient to meet the student's needs and integrated into their overall curriculum.

To ensure that students (and parent/carers) understand Raising of the Participate Age (RPA) and its implications for them.

Updated: C Cain (March 2021)

To ensure students apply for appropriate courses in Post 16 Education/Apprenticeships and therefore maintain a lower than the national average percentage of students classified as NEET.

To provide CEIAG in partnership with the students themselves, their parent/carers and our chosen professional and community partners.

### **Provision**

This team comprises of:

Management: C Cain – Careers Lead and UCAS Co-ordinator (SLT)

Management: L Wilkinson (SLT)

SENDCo: R Mudge

Progress Leaders

Heads of Department

UCAS Co-ordinator: C Cain

### **Staffing**

All staff are expected to contribute to CEIAG delivery through their roles as tutors, associate tutors, subject teachers and support staff. Careers education sessions are delivered by tutors, external providers, and through subject delivery throughout the curriculum.

### **Curriculum**

The CEIAG programme is constructed to ensure students are fully prepared for making appropriate choices not only for KS4, but also for Post 16 Education (including work based learning – Apprenticeships and Technical qualifications) and beyond. The programme is constructed around taught careers education, assemblies, online and printed information.

### **Partnerships**

The academy works with a range of partners to deliver the CEIAG programme. The local authority (Youth Support Service) advisors deliver targeted support where a need is identified. Partnerships are also established with Post 16 and Higher Education providers (Universities and Colleges) the Careers and Enterprise Company, the Education Business Partnership (GFirst LEP) and participate in various initiatives. We also work with GROWS – a partnership of six Universities and Colleges in Gloucestershire to develop resources and deliver events that help young people aged 11-18 make informed decisions about their future.

### **Monitoring, Review & Evaluation**

Key staff attend regular continued professional development to ensure our CEIAG programme activities are monitored, evaluated (with active involvement of students) and reviewed. This provides the basis for the programme's development plan. The service offered by our external partners is reviewed regularly.

The CEIAG team will also meet annually with the 16-19 lead at Gloucestershire LA to review the academy's Destinations of leavers' data produced by the Local Authority contractor.

**Compass** is a tool for schools and colleges in England that quickly and easily helps to evaluate careers activity against the eight Gatsby Benchmarks of best practice.

The tool was built in partnership with the Gatsby Charitable Foundation, to help discover strengths and find areas for improvement.

### **Guidance**

Updated: C Cain (March 2021)

This policy has been written with regard to the updated (December 2017) **Careers strategy: making the most of everyone's skills and talents** and **Statutory Guidance for governing bodies, school leaders and school staff** (October 2018)

Review Date: March 2023

Updated: C Cain (March 2021)