Educate U

Career Education Information Advice and Guidance (CEIAG) Policy

Approved by: Sarah Paoletti, Headteacher	**Date:** 15/03/24
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Careers Education, Information, Advice and Guidance Policy

Linked Documents

'Careers Guidance and access for education and training providers. Statutory guidance for governing bodies, school leaders and school staff'. DFE, January 2018

School Vision

Educate U seeks to maximise the life chances of all of our young people and so it is fundamental to prepare young people for life beyond school and college. We pride ourselves on the personal development of our students as evidenced in our whole-school values policy:

'To further strengthen exceptional opportunities for pupils to positively contribute to society as active citizens and are read for the next stage of their education, employment or training.'

Policy Scope

Educate U is an all-through 5–18 specialist independent school.

Formal Careers Education, Information, Advice and Guidance (CEIAG) provision is delivered to students in Key Stages Three, Four and Five (Years 7–13) in line with statutory guidance.

In Key Stages 1 and 2, the school supports early careers awareness through curriculum activities that introduce pupils to the world of work, raise aspirations and challenge stereotypes. These experiences help pupils develop curiosity about different roles in society and prepare them for the more structured careers programme delivered from Key Stage 3 onwards.

The policy also applies to Year 11, 12 and 13 students after they finish their examinations or assessments in June of their final year and before they start at their next place of education, employment or training.

The policy has been reviewed in line with the DfE guidance document *'Careers guidance and access for education and training providers – Statutory guidance for governing bodies, school leaders and school staff'* (DfE, January 2018).

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 13 for the purpose of informing them about approved technical education qualifications, apprenticeships, and further and higher education pathways.

This policy refers to events and opportunities in Key Stages 3, 4 and 5, and in all years these events will impact upon students across the school.

All members of staff at Educate U are expected to be aware of this policy and the importance of Careers Education, Information, Advice and Guidance (CEIAG) in the education of students; CEIAG is not the sole responsibility of the Careers Advisor/Futures Lead.

It is important therefore that students leave school aware of themselves as individuals, aware of the opportunities available to them and able to make decisions about their own life. They should be prepared for the transition from full-time education to the world beyond. This includes transitions at post-16 and post-18. It is to these aspects of personal and social development that this policy will contribute.

Objectives:

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

- To ensure that all students at the school receive a stable careers programme
- To enable all students to learn from information provided by the career and labour market
- The CEIAG programme should be individual and address the needs of each student
- To link the curriculum learning to careers learning
- To provide students with a series of encounters with employers and employees
- To provide students with experiences of workplace(s)
- To ensure that students have a series of encounters with further and higher education providers
- To ensure students understand the full range of post-16 and post-18 pathways, including sixth form study, further education, apprenticeships, higher technical qualifications, university and employment
- To provide each student with the opportunity to receive personal guidance

School Responsibilities

- All registered pupils at Educate U will receive independent and impartial careers advice in Years 7 to 13.
- This careers advice will be represented in an impartial manner, showing no bias towards a particular institution, education or work option.
- This advice must cover a range of education or training options including academic routes, vocational routes, apprenticeships, higher technical qualifications, employment and higher education.
- This guidance must be in the best interests of the pupil.
- There will be an opportunity for education and training providers to access pupils in Year 7 – Year 13 in order to inform them about approved technical qualifications, apprenticeships and post-18 opportunities.
- The school will have 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.
- Educate U 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, including post-16 and post-18 progression.
- This supports social mobility by improving opportunities for all young people, especially those from disadvantaged backgrounds and those with special educational needs and disabilities.
- Educate U will continuously monitor its CEIAG offer and seek further improvement. This will be done by the Futures Lead 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).

Provider Access and Information Requirements

At EducateU, we are committed to working collaboratively with local educational providers, including Chichester Group Colleges (Brighton MET, Northbrook, Brinsbury, and Worthing Colleges) as well as Plumpton College. This partnership ensures that our students are well-informed about the broad range of technical education, further education and apprenticeship opportunities available to them.

The Futures Lead will ensure that providers offer the following key information to students:

- An overview of the provider and the technical education qualifications or apprenticeships they offer.
- Detailed information about the careers and industries that those qualifications or apprenticeships can lead to.
- A description of the learning or training experience that students can expect when engaging with the provider.
- Opportunities for students to ask questions and receive responses about the provider and its approved technical education qualifications and apprenticeships.

Provider Access and Encounters with Technical Education and Apprenticeship Providers

In line with statutory requirements under the Skills and Post-16 Education Act 2022 and the Provider Access Legislation (PAL), EducateU ensures that all pupils from Year 8 to Year 11 are provided with a minimum of four meaningful encounters with providers of technical education and apprenticeships.

These encounters are carefully scheduled to support pupils in making informed decisions regarding their post-14 and post-16 education and training pathways.

Specifically, Educate U will ensure:
- ***First Key Phase (Years 8 and 9):***
  Pupils will have access to at least two encounters with providers, which will be mandatory for all students. These will be scheduled either during Year 8 or between 1 September and 28 February of Year 9.
- ***Second Key Phase (Years 10 and 11):***
  Pupils will receive a further two mandatory encounters with providers, taking place either during Year 10 or between 1 September and 28 February of Year 11.

These opportunities are integral to preparing pupils for the next stage of their education, training, or employment.

Educate U hosts an annual Careers Fair each Spring term, providing students in Years 8, 9, 10 and 11 with the opportunity to hear directly from education and training providers about the diverse options available to them. We also host a Year 9 Futures event, where Year 9 students can learn about the curriculum pathway options available for Years 10 and 11.

Educate U organises visits to local providers, including Worthing College for Year 10 and 11 students. Furthermore, we invite regular guest speakers, including professionals from the emergency services and dentistry fields, to give careers talks and inspire students with insights into various career paths.

- Students in **Key Stage 5 (Years 12 and 13)** will also have opportunities to engage with universities, apprenticeship providers, employers and industry professionals in order to support informed post-18 progression decisions, including higher education, degree apprenticeships, employment and training.

Educate U evaluates the effectiveness of provider encounters through pupil voice, staff feedback, and destination tracking, ensuring that provision remains high quality, meets statutory requirements, and supports positive pupil outcomes.

Monitoring, Evaluation and Review

The Careers Advisor/ Futures Lead will ensure that:

- The Gatsby Benchmarks are met for all pupils at Educate U.
- Provision is audited for each pupil to ensure coverage.

All pupils in Years 7–13

- Are given guidance and can find out about technical education qualifications and apprenticeship opportunities as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- Are visited and hear from a range of local providers about the opportunities they offer, including technical education, apprenticeships, further education and higher education – through options events, assemblies, group discussions and taster events.
- Are shown and understand how to make applications for the full range of academic, technical and vocational courses**,** including applications for post-16 and post-18 pathways.
- The school will collect and maintain accurate data on student destinations at both post-16 and post-18 in order to evaluate the effectiveness of the CEIAG programme.

The Headteacher will ensure that:

- The work of the Careers Advisor/ Futures Lead and CEIAG events are supported and monitored

- A member of the Senior Leadership Team has an overview of CEIAG work and reports regularly back to the team

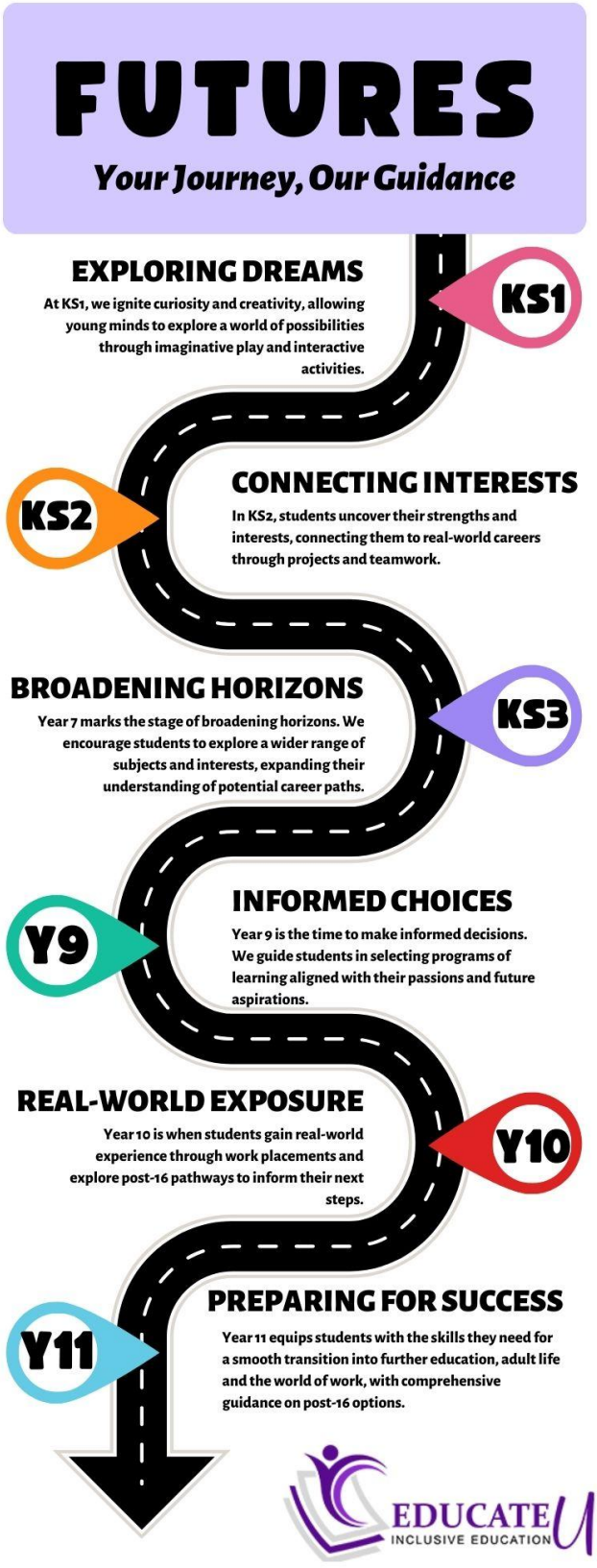
The effectiveness of this policy will be measured in a variety of ways:

- Feedback from stakeholders through mechanisms such as the student and parent surveys.
- Audit of Gatsby Benchmark provision for each pupil aged 11–18
- Analysis of post-16 and post-18 destinations data
- Audit of Gatsby Benchmark provision for each pupil aged 11-16
- Feedback from external visitors to the school such as the School Improvement Partner (SIP) or Ofsted.

Appendix 1 The Gatsby Benchmarks

1. A stable careers programme	Every school and college should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, central advisory team and employers.	☐ 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. ☐ 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. ☐ The programme should be regularly evaluated with feedback from pupils, parents, teachers and employers as part of the evaluation process.
2.Learning from career and labour market information	Every student, 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.	☐ 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. ☐ Parents should be encouraged to access and use information about labour markets and future study options to inform their support to their children.
3.Addressing the needs of each student	Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. A school's careers programme should embed equality and diversity considerations throughout.	☐ A school's careers programme should actively seek to challenge stereotypical thinking and raise aspirations. ☐ Schools should keep systematic records of the individual advice given to each pupil, and subsequent agreed decisions. ☐ All pupils should have access to these records to support their career development. ☐ Schools should collect and maintain accurate data for each pupil on their education, training or employment destinations.
4.Linking curriculum learning to careers	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.	☐ 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.

5.Encounters with employers and employees	Every student 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.	☐ Every year, from the age of 11, pupils should participate in at least one meaningful encounter* with an employer. ☐ *A 'meaningful encounter' is one in which the student has an opportunity to learn about what work is like or what it takes to be successful in the workplace.
6.Experiences of workplaces	Every student 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.	☐ 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. ☐ By the age of 18, every pupil should have had one further such experience, additional to any part-time jobs they may have.
7.Encounters with further and higher education	All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.	☐ By the age of 16, every pupil should have had a meaningful encounter* with providers of the full range of learning opportunities, including Sixth Forms, colleges, universities and apprenticeship providers. This should include the opportunity to meet both staff and pupils. ☐ 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. ☐ *A 'meaningful encounter' is one in which the student has an opportunity to explore what it is like to learn in that environment.
8.Personal guidance	Every student 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.	☐ 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.


FUTURES
Your Journey, Our Guidance
EXPLORING DREAMS
At KS1, we ignite curiosity and creativity, allowing young minds to explore a world of possibilities through imaginative play and interactive activities.
KS1
KS2
CONNECTING INTERESTS
In KS2, students uncover their strengths and interests, connecting them to real-world careers through projects and teamwork.
BROADENING HORIZONS
Year 7 marks the stage of broadening horizons. We encourage students to explore a wider range of subjects and interests, expanding their understanding of potential career paths.
KS3
Y9
INFORMED CHOICES
Year 9 is the time to make informed decisions. We guide students in selecting programs of learning aligned with their passions and future aspirations.
REAL-WORLD EXPOSURE
Year 10 is when students gain real-world experience through work placements and explore post-16 pathways to inform their next steps.
Y10
Y11
PREPARING FOR SUCCESS
Year 11 equips students with the skills they need for a smooth transition into further education, adult life and the world of work, with comprehensive guidance on post-16 options.
EDUCATE U
INCLUSIVE EDUCATION

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 7-13 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 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

Procedure

A provider wishing to request access should contact Martha Reeves.

- Telephone: 01903-297906
- Email: martha@educateu.co.uk

Opportunities for access

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

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

The school will make a suitable space available for discussions between the provider and students, 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 Advisor or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Advisor so that they can be displayed in the Careers Section of the school library.