



Careers Education, Information, Advice and Guidance Policy (CEIAG) KS3 & 4

Approving Body:	Local Academy Board
Date Approved:	September 2021
Review Date:	September 2022



Glossary of Terms

Abbreviation

DfE	Department for Education
FE	Further Education
HE	Higher Education
DANCOP	Derbyshire and Nottinghamshire Collaborative Outreach Programme
HEPP	Higher Education Progression Partnership (Sheffield City Region)
PD	Personal Development
SEND	Specials Educational Needs and Disabilities
NEET	Not in Education, Employment or Training
CPD	Continued Professional Development
SLT	Senior Leadership Team
D2N2	Derbyshire & Nottinghamshire Local Enterprise Partnership
CDI	Career Development Institute
PP	Pupil Premium
LAC	Looked After Child

Introduction

The Bolsover School is a mixed secondary school located in Bolsover in the English county of Derbyshire. The school was converted to academy status on 1 October 2012 and the school joined the Redhill Academy Trust on 1 February 2018.

The Bolsover School aims to help all students fulfil their potential and experience success through an educational environment which responds to individual need and stimulates, inspires and challenges each and every student.

The CEIAG programme has three components- Information, advice and guidance. They are interrelated and depend on each other for their effectiveness. Each is required to support and complement the other.

IAG Definitions used for the purposes of this policy:

Information:

The provision of accurate, up-to-date, objective information about personal and lifestyle issues, learning and career opportunities, progression routes, choices, where to find help and advice and how to access it.

Advice:

The provision of advice through activities that help young people to gather, understand and interpret information and apply it to their own situation.

Guidance:

The provision of impartial guidance and specialist support to help young people understand themselves and their needs, confront barriers, resolve conflicts, develop new perspectives and make progress.

Aims

We provide learners with the key skills to be effective in school and later in life. We are committed to providing a planned programme of careers education, information, advice and guidance (CEIAG) for the students in years 8-11 and we seek to ensure we adhere to the guidelines as outlined in the following:

- OFSTED School Inspection Handbook (updated June 2021)
- New Career Development Framework –CDI- April 2021
- OFSTED Inspection Framework - 2019
- The Good Career Guidance Report- Reaching The Gatsby Benchmarks- April 2018
- Careers Guidance and Access for Education and Training Providers –DfE Oct 2018

We aim to ensure all our students:

- develop the skills required to review achievements, plan future actions, make decisions and handle the transition process to life beyond secondary school, i.e. FE and HE, and the world of work
- develop the knowledge and confidence to make career choices which are suitable and ambitious
- develop an understanding of the world of work and how to respond to changes in today's workplace
- develop research skills to fully utilise career information, advice and guidance
- are provided with well-rounded experiences which inspire and motivate them to develop their aspirations.

Note: Provider Access, in line with the statutory guidance and access for providers, we welcome visits from FE and HE institutions, post-16 Training Providers, and UTC's to ensure students are aware of the wide range of progression routes available at 14 and 16 yrs. See specific policy on the school website.

Rationale

The school fully supports the duty to secure independent and impartial careers guidance for all young people at The Bolsover School. CEIAG is seen as a whole school issue and processes are in place to inform, advise and guide students to make well informed decisions regarding GCSE option choices, career pathways, post-16 opportunities and future life. We can demonstrate that we fulfil this obligation as we ensure our students develop high aspirations and consider a broad range of career options.

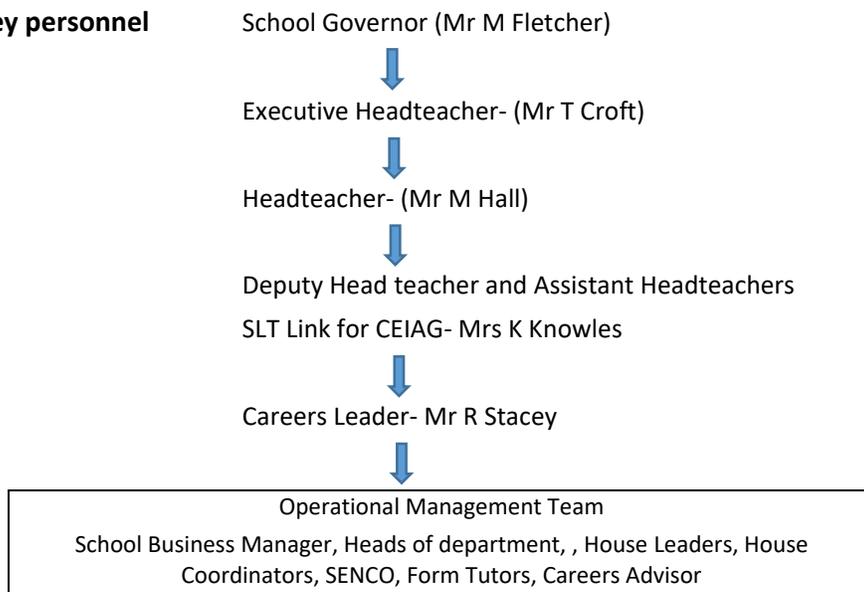
Commitment

In line with point 18 of the Statutory Guidance, a member of the governing body is the CEIAG link, and they have been overseeing CEIAG in school since November 2015. This policy is developed and reviewed annually through discussions with Governors, the School Business Manager, Senior Leadership Team and teaching staff. It is underpinned by the school's policies for Teaching and Learning, Assessment, Recording and Reporting.

Management and Co-ordination

CEIAG is a whole school responsibility but is managed, coordinated and delivered in the following ways:

Key personnel



Commitment

The school Governors and Senior Leadership Team are fully committed to CEIAG and this is demonstrated in the following ways:

- A fulltime, qualified careers Advisor is employed by the school.
- SLT Link, and link governor for careers.
- Careers Leader, Mr Ryan Stacey with responsibility for the delivery of the school careers programme.
- A dedicated careers meeting room for 1:1 guidance interviews.
- A well-resourced careers library situated within the Learning Resource Centre.
- A dedicated section of the website with links to relevant and up to date careers information.
- The school purchases the Xello careers software, accessible to all students and staff.
- Careers related information displayed in every department within school.
- Distinctive careers logo.
- CareerMark Accreditation achieved November 2020.

Collaboration

The following networks support and inform the CEIAG programme in The Bolsover School:

- The careers team link with the D2N2 Careers network and Enterprise Advisor, The Careers Leader and advisor attend regular CEIAG meetings to ensure students participation in Learning Community organised events. The CEIAG Officer is a member of Redhill Academy Trust Careers forum.

- The Bolsover School is a 'Progression Scheme Partner' with the University of Derby and has links with other universities including, The University of Sheffield, University of Oxford, Nottingham Trent University, University of Bradford.
- Other partners include, National Citizenship Service, Barclays Life Skills, Local & National employers, Local FE Colleges, Training providers, AMRC, DANCOP, HEPP, ASK, Teach First, East Midlands Chamber of Commerce, Speakers for Schools, Medical Mavericks.

Dedicated Employer Partnerships

The schools Enterprise Adviser is Mr Matthew Bust from Robert Woodhead Ltd. This employer offers careers talks, assemblies, events and trips.

More recently the school has made links with Rider Levett Bucknall, this employer offers an employability programme they call Bucknall's First Rung.

Entitlement

All students are entitled to be fully involved in an effective CEIAG programme and understand the process in order to achieve their potential in school and beyond, and to make successful post-16 transitions. They will have the opportunity to:

- Access to up to date unbiased information on different careers, colleges, sixth forms, training programmes and employment opportunities.
- Request an individual guidance interview by appointment, with a qualified careers adviser which generates a personalised career action plan.
- Understand their rights and responsibilities.
- Be empowered to make their own well informed decisions through impartial information, advice and guidance.
- Learn about the world of work.

The delivery of this entitlement is underpinned by the following values:

Impartiality, confidentiality, ownership by the young person, promotion of equality of opportunity, transparency, and accessibility.

Selected students receive additional targeted/tailored support, which include:

SEND- visits to specialist post-16 providers, events to support smooth transition to post-16

Raising Aspirations-visiting speakers, workshops, to highlight the benefits of HE/Degree Apprenticeships, visits to Russell Group Universities.

Students at risk of becoming NEET- tailored support, employability workshops, repeat IAG appointments to ensure post-16 provision is secured.

Delivery of entitlement

CEIAG takes place as part of 1:1 careers interviews, enrichment days, assemblies, external visits to local providers, employers and universities, tutorial programme, STEM days, positive mentoring scheme, parents evenings, visiting speakers, careers related information evenings,

and group work sessions delivered by the Careers Advisor and external providers. CEIAG is provided at key points within a students' school career.

Year 6

A 'careers' themed day is included in the Transition programme.

Year 7 & 8

CEIAG enrichment days, 1:1 interviews, Option Choices, Options evening.

Year 9

Autumn Term

Planned tutorial sessions, topics include- qualifications explained, decision making, and self-awareness. Personal Development Programme.

Year 10

Autumn Term

CEIAG enrichment days- topics include employability, career exploration, Industry day preparation

Spring Term

CEIAG Enrichment day- Employability Skills/ Review Day

Industry Day

Summer Term

Planned tutorial sessions help students to develop practical job search and job application skills.

CEIAG Enrichment day- employability.

Year 11

Autumn Term

Post 16 day- Students are informed of post-16 opportunities. Activities include visiting speakers, careers preparation, research and sources of information. Students visit the 'market place' whereby colleges and training providers are invited in to school to talk to students about post-16 provision.

Spring Term

Enrichment Day-Employability Skills/ Review Day

Sessions on themed topics for year 11's will be delivered by the CEIAG Officer in the LRC during the lunch periods, e.g. CV Writing, completing application forms, choosing 'A' levels.

All Year 11 students will have a face to face career guidance interview, several have multiple appointments.

Outcomes

Information, advice and guidance at The Bolsover School is provided in order to facilitate the wider aims of the school in terms of retention and progression, CEIAG supports the following strands of the school mission statement:

- A broad, balanced and relevant curriculum which promotes a full range of learning, thinking and life skills
- Tracking individual learners through their school career to counteract underachievement and maximise potential
- To work in close partnership with the whole community, particularly parents and local employers.

Student needs, specific outcomes for students:

- I have clear goals
- I know where and how to access help
- I know how I am progressing, I have identified what the next stage is and I know what to do to get there
- I am aware of all progression routes open to me
- I am happy with the CEIAG service and I feel I have been helped
- I have the skills needed in order to make a successful transition
- I have developed skills in enterprise and citizenship
- I have developed employability skills, including those needed for self-employment

Referral

Students can self-refer for individual guidance via their form tutors, most students speak directly with the Careers Advisor in school. SLT, teaching staff, tutors, the Attendance Officer, House Leaders and other support staff are aware of the referral process.

Resources

Most CEIAG is taught by form tutors in their forms rooms and Personal Development teachers. Topic related sessions are delivered by the Careers Advisor and many CEIAG sessions are delivered by external representatives from colleges, employers, partners and training providers. A confidential meeting room is available for careers guidance interviews. The careers library containing the following:

- A suite of network computers, students can use the internet to access careers websites
- Reference books and information sheets detailing various occupational areas
- Recommended careers related publications such as HEAP, Apprenticeship Guide
- University Prospectus's.

Funding and Resourcing

The School Business Manager allocates funding on the request of the Careers Advisor/ Careers Leader. Funding is used to cover the costs of careers trips, transport, student rewards, hospitality, and careers resources.

Monitoring, Review and Evaluation

The CEIAG programme at The Bolsover School is evaluated in a number of ways;

1. Destination Data
Analysis of annual data to check the number of students attending the numerous post-16 providers- 6th forms/ colleges, small training providers, and specialist provision.
Also to assess students progressing on to appropriate levels of post-16 qualifications.
2. NEET Figures- the figures are usually very positive, suitable destinations for all, including PP, LAC, vulnerable/disadvantaged students.
3. Quality assurance and learning walks undertaken by SLT to monitor teaching/PD lessons/enrichment days.
4. Employer/provider feedback following specific careers events, e.g. Year 10 Industry Day, Year 11 Post-16 Taster day.
5. External validation via CareerMark- every two years.
6. The Careers Benchmark Tool- Compass Plus is completed bi-annually by the Careers Advisor and Careers Leader- result/recommendations feed in to the CEIAG Action Plan.
7. 1:1 career guidance appointments are evaluated by students.
8. The Careers Platform Xello is used to evaluate the impact of careers activities/events.
9. On-line surveys and questionnaires using Microsoft Forms are published regularly for both staff and students in order to canvass thoughts and feelings about the careers provision and to bridge any gaps identified.

The Bolsover School works in partnership with Derbyshire County Council and local post-16 providers to collate data on post-16 progressions. See below NEET Data for The Bolsover School:

Leavers/Academic Year	%
2017	2%
2018	1.7%
2019	<ul style="list-style-type: none">• 2.6% with Fair Access students included in the figures• 1.31% without Fair Access Students included in the figures• 0% if we do not include the students too ill to participate in education/training and the Fair Access students
2020	0.72% NEET figures were 0.7% compared to 1.4% for the whole of Derbyshire for the 2020 cohort.
2021	To be confirmed

Parent/Carers

We recognise that parental influence and support is crucial in helping students to prepare for adult life, and to achieve their future goals. Information is shared regularly with parents about the careers programme, via the school website, social media, SchoolComs and school newsletters, leaflets and promotion of careers events taking place within the locality.

CEIAG is available at Parents Evenings, and parents are involved in SEND review meetings where the Careers Advisor incorporates students' future plans and pathways, career aspirations and the support available from school.

Review Cycle:

Updated September 2013

Updated November 2014

Updated November 2015

Updated November 2016

Updated September 2018

Updated April 2019

Updated July 2021

This document takes account of the following policies/school documents:

- CEIAG Action plan, programme of events, framework and CEIAG Entitlement document
- Careers Advisor/Careers Leader Job Descriptions
- SLT Job Description
- External providers service level agreement
- The School Improvement Policy
- Gatsby Benchmarks