



**CEIAG**  
**Careers Education, Information,**  
**Advice & Guidance Policy**  
**&**  
**Provider Access Statement**

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|---------------------------|--------------------------------|
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## Background and Rationale for CEIAG

There has been a statutory duty on schools since the Education Act 2011 to provide independent, impartial careers information and guidance.

The Ofsted report: 'Going in the right direction?' (2013) states that schools should:

- develop and implement a clear strategy for careers guidance
- use destination data on students' progression after leaving school or transferring to Year 12 in their sixth form to monitor the choices made by students at the end of Year 11
- ensure that every school governing body has an employer representative, and that the vocational route, including apprenticeships, is given equal status to the academic route, for example, by fostering greater links with employers so that young people and their parents/carers are exposed to a wider range of career options
- promote the wider range of progression routes available at further education colleges, independent learning providers, and communities and skills providers.

Further guidance in 2014 from the Department of Education sets out clearly the responsibilities now placed on schools to ensure all students have access to CEIAG that encourages all students, including the most vulnerable to develop "high aspirations and consider a broad and ambitious range of careers."

Our school is committed to ensuring all our students have access to impartial careers advice and to a range of employers who can support them in considering their future. To help us do this we align our CEIAG Plan to the Gatsby Benchmarks which have been explicitly referenced throughout the DfE's Careers Strategy (December 2017) the Statutory Guidance for careers (January 2018) and aligns to the delivery of independent careers guidance to year 8-13 pupils in accordance with section 42A of the Education Act 1997.

The 8 Gatsby benchmarks are outlined below:

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

The vision for the development of CEIAG across our school is to provide the very best opportunities to enable our students to make informed and incisive decisions throughout, and beyond, their school life. By using the Gatsby benchmarks as a framework of best practice we have a CEIAG programme that meets the needs of our ever-changing cohort of students, providers, and labour market landscape. Our plan promotes equality of opportunity, celebrates diversity and challenges stereotypes whilst inspiring, raising aspirations and giving our students an optimistic outlook on life and their place in the world of work.

## Intent

The careers programme is designed to meet the needs of learners at Edstart Specialist Education. Activities are differentiated and personalised to ensure progression in their career learning and development, and to strengthen their motivation, aspirations, and attainment at school. It is delivered at Key Stages 3 and 4 during Edstart Lifestart delivery slots along with Career focus days and lessons throughout the year.

We aim to ensure all students leave the school headed to a positive destination, by equipping them with an understanding of their post 16 options including:

### **Further Study**

- Understand the difference between Further Education & Higher Education
- Understand there are different types of courses
- Recognition of transferable knowledge & skills
- Make links between content at GCSE and Higher/Further Education courses

### **Apprenticeships**

- An understanding of what apprenticeships are/consist of
- Recognise different levels of apprenticeships
- How to apply and the challenges faced with securing a good apprenticeship

### **World of Work**

- Knowledge of a variety of different career paths
- An understanding of how material taught in lessons is relevant to the World of Work
- Developing transferable skills suitable for the World of Work

Edstart Specialist Education is committed to:

- Offering impartial careers education, information, advice, and guidance to all students.
- Ensuring equality of opportunity for all and challenging stereotypes.
- Building a careers programme that is progressive, relevant, and enabling.
- Offering a range of opportunities to develop student's aspirations, self-awareness, and participation in the CEIAG programme.
- Developing an understanding of employability skills and what is needed for success in the workplace.
- Empowering students by ensuring they know how to make good use of the paper-based, on-line and staff resources available so that they can make informed and appropriate choices throughout their school journey
- Supporting students in their self-reflection and critical thinking which they can then use to inform and develop individualised Plan of Action.
- Working in partnerships with parent/carers, FE Trainers and providers, employers and other related services.
- Ensuring all students are suitably prepared for their transition from KS3 to KS4 and KS4 to KS5/Post 16 routes
- Embedding feedback from students and staff throughout the CEIAG delivery to inform and improve subsequent delivery of CEIAG.

- Encouraging students to become lifelong learners and remain Healthy, Safe, Stable and in all they do contributing positively to work, society and their own future.
- Working with Commissioning schools, agencies and providing Destination data
- Supporting students/families that require further input and IAG even after leaving Edstart Specialist Education to ensure they do not become NEET.

## Implementation

CEIAG is delivered by a wide range of providers such as our internal Careers Coordinator, teachers and support staff, FE Colleges, Universities, visiting speakers, employers, and employees. This delivery includes workshops, work visits, work experience, mock interviews, careers fairs, drop down days, individual and small group guidance appointments and via subject curriculum. Our students are supported and encouraged to explore possible pathways they may take in the future, to ensure they have the very best start in life. Our parents can access our school's website which provides clear links to a range of CEIAG related events and information about local market information (LMI) to UCAS applications to Apprenticeships. Parents are also encouraged to attend our parent review meetings to discuss next steps for their child with our Careers Coordinator.

The careers programme is differentiated to ensure progression and is flexible to meet the needs of students at different stages of their learning journey and with specific need such as SEND.

### **By the End of Key Stage 3 all students will have:**

- More knowledge about of qualifications, post 16 and post 18 progression routes
- Been introduced to your chosen career's platform
- Increased awareness of their strengths and interests and understand how to use this as a basis for career exploration and decision making
- Been introduced to the resources available in the careers area of the school website.
- An understanding of some of the qualities, attitudes and skills needed successfully navigate your career
- Had a minimum of one meaningful employer encounter every year
- Completed an interview with a member of the Careers team
- Understand how significant English, Maths and Science are in today's jobs market
- Be aware of stereotyping, equal opportunities and health and safety in the workplace
- Had the opportunity to request a careers appointment
- Guaranteed offer of a 1:1 interview Careers Adviser for identified, targeted students (SEN, Pupil Premium, RONI) every year

### **By the End of Key Stage 4 all students will have:**

- Had a minimum of one meaningful employer encounter every year
- Visited a workplace
- Developed their self-awareness, employability, and career management skills
- Investigated future progression routes and options
- Created a CV and covering letter and received feedback on this from an employer or member of the Careers team
- Had a personal guidance (careers) appointment and individual Careers Action Plan
- Been given direct access to employers, training providers, colleges, and universities
- Been provided with resources and support to complete post 16 applications

- Understand the differences between school and College/sixth form/apprentice expectations and support available
- Visited a university
- Guaranteed offer of a 1:1 interview Careers Adviser for identified, targeted students (SEN, Pupil Premium, RONI) every year

## **SEND and other vulnerable groups**

All CEIAG opportunities are fully inclusive and designed to engage with all students. However, within our programme are additional events/activities to support students with SEND such as:

- A series of 1-1 interviews with student and parents/carers
- Preparing for the world of work sessions
- Structured KS4 transition programme into Post 16 – taster sessions/mentoring

## **Careers Coordinators**

The school has an onsite Careers Coordinator who liaises with Commissioning Schools, SEN department, Education department and local authority post 16 support services to ensure that:

- Each student in Year 10 or 11 is given the opportunity to have a minimum of one face to face session. During the session the student will work on an Action Plan, a copy of which is shared with student, home and is updated after further meetings.
- In addition, any student at Edstart Specialist Education can make an appointment to see the Careers Advisors through the onsite Careers Coordinator.
- When deciding on the order of students seeing careers advisors, risk factors and attainment data are used to group accordingly.
- Students have dedicated time where they can access the national careers service [Careers advice - job profiles, information and resources | National Careers Service](#) and national apprenticeship website for application and information on routes <https://www.apprenticeships.gov.uk/>
- Information is also provided of direct links to all local colleges and post 16 providers.
- Referrals are made for all our year 11 students regardless of roll status to local authority funded NEET reduction services such as Positive Steps (Oldham and Rochdale), Career Connect (Salford and Manchester), Connexions (Bolton), Integrated Youth Support (Bury)

All Edstart staff can make a referral at any point. Where a referral is made by Safeguarding, or Head of Centre, these students are prioritised.

## **Staff**

Each member of staff plays a crucial role in providing comprehensive support to all our students. All staff are expected to maintain and develop relevant expertise and knowledge to support them in delivering CEIAG via core delivery or as part of their subject area.

Support is given by the Careers coordinator and Headteacher with annual updates on LMI, Compass and through the PSHRE Curriculum review.

## **Resources**

Edstart has a dedicated space suitable for interviews and reviews. We are continually adding resources to the library. Funding for the CEIAG curriculum is allocated in the annual budget. Funding for additional CEIAG events can be sourced from the CEIAG Budget.

## Impact

Measuring impact supports us to develop our CEIAG Programme on an annual basis and helps us to know that we are making a positive difference to our students Learning Journey. We use feedback from all stakeholders to ensure our evaluations lead to change in future planning.

The way we measure impact is through, but not limited to:

- Positive Post 16 destinations for all Edstart students
- Tracking of Compass
- Reduced NEET (Not in Education, Employment or Training)
- Increase in progress and attainment
- Progression data over time – entry into FE with reference to vulnerable groups i.e., SEND
- Employer engagement

## Provider Access Statement

### Introduction

This policy statement sets out the school's arrangements for managing the access of providers to students 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 Year 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 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 Anne Oxton– Careers Coordinator

Telephone: 03003034414 – Option 1 for Edstart Education then Option 1 for Salford

Email: [careers@edstartschools.com](mailto:careers@edstartschools.com)

### 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 students and/or their parents/carers.

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

### Premises and facilities

The school will make 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. The Careers Coordinator or a member of their team will discuss and agree all the above in advance of the visit.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at School Reception. The library has a Careers section, which is available to all students at lunch and break times.

**Approval and review**

Approved Sept 2024 by Headteacher and Careers Coordinator

Next review: Sept 2025