



Kirkbie Kendal School Academy Trust

Policy Title:	Careers Education, Information, Advice and Guidance (CEIAG)
Policy Reference:	C3
Version:	1.5
Member of Staff Responsible for review:	Careers Lead (JDd)
Governors' Committee/SLT Responsible:	Curriculum
Status:	Adopted
Date first adopted/accepted by Governing Body:	10 May 2006
Review Cycle:	1 year
Date of last review:	Nov 23
Date for next scheduled review:	Nov 24

Change Record		
Version	Date	Description
1.1	20 Mar 18 (Curriculum)	Updates to all sections in line with 2018 new legislation Addition of Policy Statement
1.2	19 May 20 (Curriculum)	Minor amendments made to reflect how the school's CEIAG programme has changed.
1.3	SLT 21.02.22 Curric 22.06.22	Amendments made to include update to Statutory guidance and inclusion of the Gatsby Benchmarks.
1.4	SLT 14.11.22 Curric approved 17.11.22 (email) and 12.12.22	Legislative change made to Appendix 1: student entitlement to include Year 7. Additional assembly information and Padlet information. Decision made to separate Appendix 1 (Provider Access Policy) from CEIAG policy
1.5	SLT 13.10.23 Curric 18.10.23	KS3-5 now have access to Uifrog & Padlet. Changes inline with current careers offer, Appendix 1 updated

UNCONTROLLED IF COPIED OR PRINTED

Kirkbie Kendal School Academy Trust is not liable
for the contents of this document if it is
downloaded, printed or copied

"Kirkbie Kendal School promotes the safeguarding and welfare of children in its care; all policies and procedures support the Child Protection Policy."

KIRKBYE KENDAL SCHOOL ACADEMY TRUST

CAREERS, EDUCATION, INFORMATION, ADVICE & GUIDANCE (CEIAG) POLICY

SCHOOL COMMITMENT TO CEIAG

Kirkbie Kendal School (KKS) is committed to ensuring that every student has the opportunity to develop their employability skills via a programme of planned work-related activities. Aspects of CEIAG at KKS will be developed and delivered throughout the curriculum, linking closely with the aims and objectives outlined within our school vision of developing young adults who are well qualified and well-rounded who have skills and knowledge needed to meet the challenges of the workplace with confidence. We aim to provide current and relevant information to enable each student to make informed decisions about their future.

The policy has been reviewed in line with the published DfE guidance document 'Careers guidance and access for education and training providers – statutory guidance for schools. (DfE, Jan 2023)

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 11 for the purpose of informing them about approved technical education qualifications or apprenticeships.

All members of staff at Kirkbie Kendal School 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 Adviser Lead.

AIMS AND OBJECTIVES FOR CEIAG

KKS is fully committed to ensuring that all students leave equipped with the relevant skills and knowledge required to successfully support their entry to the next stage of their chosen future.

To this end, the school's CEIAG programmes aims to promote:

- An understanding of the changing nature of work, learning and career choices, including the full range of pathways open to young people throughout their educational experience.
- Progression planning through the provision of information and guidance from external careers advisers, support within the curriculum, organised activities and events including local colleges and businesses.
- Direct exposure to a wide range of employers from different career fields.
- Self-awareness and self-development – encouraging students to assess their own strengths and areas for development in order to inform future learning and work choices and develop positive self-esteem.
- Focus on their future aspirations.

Leadership and Management

The school's CEIAG is planned, delivered, monitored and evaluated by the Careers Lead, with overall responsibility for CEIAG in consultation with relevant staff, including:

- Governors
- Life Skills departmental staff
- Heads of Year
- Independent Careers Adviser
- Inspira
- School Librarian

Provision

Students are entitled to careers education and guidance that is impartial and confidential. It will be integrated into their experience of the whole curriculum. The programme will provide equality of opportunity, diversity and inclusion whilst promoting the best interests of the students to whom it is given.

At KS3:

- Curriculum support in all subjects promoting related job advice.
- Access to Unifrog
- Access to KKS Careers Padlet
- Assemblies and other information on KS4 options including vocational and alternative courses.
- Individual meetings with a member of staff.
- Careers Fair for all Year 9 students.
- Year 9 information evening.
- 'World of Work' form time sessions highlighting a particular job role.

At KS4:

- Access to Unifrog
- Access to KKS Careers Padlet
- Careers Fair in school and other fairs where available and reasonable.
- Careers and options interviews with a member of staff.
- All students will have had an Independent Careers Adviser interview and action plan.
- Information on College open dates and targeted support with completing college application forms.
- Year 10 World of Work morning with session on CV writing & interview techniques.
- Mock interview with employers for all Year 10 students
- 'World of Work' form time sessions highlighting a particular job role.

- Year 11 Parents' Evening and Open Evening may be attended/supported by Independent Careers Adviser and Inspira
- Closer support of vulnerable students
- University visit for some Year 10 students.
- Adviser Various employer talks.
- Access to an apprenticeship workshop.

At KS5:

- Access to Unifrog
- Access to KKS Careers Padlet
- Independent Careers Adviser interview where requested/needed.
- Options evenings.
- Apprenticeship/Career presentations by companies in enrichment.
- UCAS support and guidance in enrichment including personal statement writing.
- Access to Careers Resource Library including prospectus.

- Support in tutor time.
- Opportunities for visits to University Open Days.
- Various employer talks.
- Opportunity to visit Higher Education Fair.
- Advice on student finance.
- Access to the school careers fair.
- Careers talks and presentations which may include advice on taking a gap year and working in industry.
- Year 12 Work Experience as part of Enrichment
- Access to an apprenticeship workshop.

Access arrangements for external providers are made in line with statutory requirements 2023. Details of the arrangements can be found in the school's CEIAG Provider Access Statement, displayed separately on the school website.

MONITORING, REVIEW AND EVALUATION

Audits have been undertaken to establish provision, and will be used again where appropriate. Self-evaluation will be undertaken as part of the whole school self-evaluation process and activities reviewed through student and staff evaluations. External providers will be evaluated and used to enhance school provision, following best value policy. The agreements with Inspira and any other external providers are reviewed annually. NEET and destination data is used to review the CEIAG programme.

RESOURCES

CEIAG has a number of resources that can be used by students including:

- careers library with a range of books and university guides;
- Websites such as Unifrog, The National Careers Service website; START, E-Clips.
- Independent Careers Adviser;
- Employers through the varied number of talks, workshops, careers fair and mock interviews.
- Interviews with SLT and various school staff planned into form time.

Work-Related/Careers activities will take place within:

- assemblies;
- Form Tutor periods;
- different subject areas;
- enrichment lessons at KS5;
- vocational courses;

as well as through special events and activities, that may include:

- careers events;
- guest speakers;
- special projects and other opportunities;
- trips and visits;
- Careers Fair.

PARTNERSHIPS

We work in partnership with:

- Visits by outside groups/companies.
- Inspira who compliment the CEIAG and CEG framework.
- Various employers who support events such as the Careers Fair.
- Interview process.

- Further and Higher Education Institutions, including Kendal College
- Fiona Herrema, our Independent Careers Adviser in School.
- Cumbria Local Enterprise Partnership
- Careers and Enterprise coordinator
- Careers and Enterprise Advisers

ENGAGING PARENTS

The school seeks to actively engage parents/carers in the formulation and development of careers provision.

- Careers adviser present at options evenings
- Brochures/leaflets sent home.
- Inform parents generally about careers related activities.
- Encourage students to discuss any material linked to careers and advice
- Inform parents of rights to be present eg, EHCP reviews.
- Information and consent letters as appropriate.

Business Links

The school has links with Inspira and has forged links with the Cumbria Local Enterprise Partnership. KKS has relationships with a wide range of business from different industries; these relationships are used to ensure CEIAG is relevant and delivered by those in industry. These relationships are reviewed annually and new partnerships are constantly being sought.

Related Policies

Behaviour for Learning
 Child Protection
 Learning and Teaching
 Assessment, marking, feedback and reporting
 Curriculum Policy
 SEND Policy

THIS DOCUMENT IS AVAILABLE IN THE FOLLOWING FORMATS:

**PAPER
 ENLARGED PRINT
 EMAIL
 WEBSITE**

The Gatsby Benchmarks

Appendix 1

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 pupils, teachers, governors and employers.
2.Learning from career and labour market information	Every pupil, 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.
3.Addressing the needs of each student	Advice and support should be tailored to the needs of each pupil. Keeping good records of pupils and their destinations after school will help.
4.Linking curriculum learning to careers	Careers and enterprise education should be part of and included in a pupil's standard lessons, linking curriculum to real-world career paths.
5.Encounters with employers and employees	All pupils should have encounters with employers and employees that result in a better understanding of the workplace and the potential career paths open to them.
6.Experiences of workplaces	It's important for pupils to experience the workplace environment to understand the context in which they could one day be working.
7.Encounters with further and higher education	Careers provision should cover further and higher education as well as potential professions. Pupils should have encounters with these organisations whilst at school.
8.Personal guidance	Every student should have opportunities for guidance interviews with a career adviser, who could be internal or external, provided they are trained to an appropriate level.