



The Governing Body for the
Isle of Wight Education Federation

Careers Education Information
Advice & Guidance CEIAG policy

Author	L Southwell
Approved by	Full Governing Body
Approval date	31 January 2024
Review frequency	Annual
Next review	January 2025

Careers Education Information Advice & Guidance CEIAG policy

Isle of Wight Education Federation

Ambition, Success, Progress, Innovation, Respect and Engagement

Carisbrooke College, Medina College and The Island VI Form Colleges believe that Careers education, information, advice and guidance (CEIAG) gives students the skills, knowledge and understanding to manage their own lifelong learning and career development. The learning outcomes from CEIAG prepare students for the opportunities, responsibilities and experiences of education, training and employment.

Through CEIAG, students are able to feel positive about themselves, improve their motivation, raise their aspirations and take responsibility for their career plans. They match themselves to courses and kinds of work that will suit them and they investigate changing opportunities in the world of work. They recognise the importance of equality of opportunity and of valuing difference and diversity between people.

CEIAG helps students to set goals, show initiative, use information and guidance, make plans and decisions, use self-presentation and negotiation skills, and cope with transitions.

The curriculum is broad and balanced and enables all options Post-16 to be accessible. Students are encouraged to develop personal qualities as well as meeting their academic potential. The Federation endeavours to follow statutory guidance and the programme has been developed in line with the eight Gatsby Benchmarks for ensuring best practice and to meet the requirements of the Department for Education's statutory guidance 2022.

The Gatsby Benchmarks

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 work places
7. Encounters with further and higher education
8. Personal guidance

Aim

The Federation is committed to providing a planned programme of careers education, information and guidance for all students in Years 7 – 14 which is developed around the three aims of careers education and guidance: -

Developing yourself through careers, employability and enterprise education	Self-awareness, self-determination and self-improvement underpin aspiration, ambition and achievement in careers, learning and the world of work
Learning about careers and the world of work	Exploring, investigating and understanding the opportunities, responsibilities and experiences that careers and the world of work have to offer is a prerequisite for successful planning and development.
Developing your career management, employability and enterprise skills	Developing a range of career management, employability and enterprise skills is the key to meeting challenges, making progress and managing change

Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 14 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.

This is outlined in section 42B of the [Education Act 1997](#).

This policy shows how our school complies with these requirements

Principles of CEIAG

- Staff recognise the importance of CEIAG
- Staff are aware they are teachers of CEIAG
- Students have access to up to date Careers information
- All students have access to Careers Guidance
- All students are entitled to a planned Careers education programme
- Careers Guidance is provided through the Federation by the Careers Team (Careers Leader and Assistant Careers Leader) but 1-1 careers guidance interviews delivered by a qualified Careers Guidance Adviser
- The Careers team will support the Local Authority and Island Futures with up to date information on students and their Destinations.

Curriculum delivery and organisation

Entitlement

Students are entitled to guidance that is impartial and confidential as part of their wider careers education programme. It will be integrated into their experience of the whole curriculum based on a partnership with students and their parents / carers. The programme will promote equality of opportunity, and inclusion..

Parents / carers can expect the Federation to actively involve them in the planning, implementation and review of their child's career learning through: -

- Year 9 'Choices' evening
- "Work Experience Information" (Year 10)
- The opportunity to attend their child's careers interview
- Providing specialist help if their child needs learning support
- Supporting their child by allowing them to attend / take part in events such as "Take your child to work day" (Year 9), Work experience (Year 10), "Mock Interviews & Taster days" (Year 11) University Taster days and Work Experience (Year 12 & 13) and any other relevant presentations / activities which are deemed by the college to support the careers education and guidance programme.
- Access to resources, activities and recording participation on Unifrog (personal accounts)
- Use of Skills Builder to enhance opportunities within their education.

The CEIAG programme is led by the Assistant Headteacher (Personal Development) and the Careers assistants..

Curriculum

The Assistant headteacher (Personal Development) manages the careers education programme and is directly responsible to the Head of School and the Board of Governors of the schools.

The Federation has an on-going careers programme (also linked with the Federation Careers Strategy) that lists different aspects, tasks, activities and opportunities available to KS3, KS4 and KS5.

Careers Education and Guidance comprises of five main components (most of which will be delivered jointly with Unifrog):

- Careers education within the curriculum
- Planning and recording of achievements and work-related activities
- Work experience
- Access to individual guidance and support
- Access to careers information

The programme includes:

- Careers education lessons
- Careers guidance (individual planning and interviews, information and research activities)

- Mock interviews
- Enterprise Challenges
- Residential/Visits to local Further and Higher Education Establishments
- Take Your Child to Work Day
- Raising aspirations activities
- Taster sessions (vocational, academic, FE, HE and others)
- College visits including, CEECAM, Isle of Wight College, VI Form Campus and others
- Programme of work experience (Year 10)
- Year 11 Careers Information Evening
- Inspirational Assemblies/Guest Speakers
- Talk the Talk
- STEM Workshops
- Extended work placements and volunteering
- Bespoke Information evenings for parent/carers and students (to support post 16 and post18 steps)

Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
ALL YEAR GROUPS	Assembly speakers (employers / FE Colleges) organised throughout the year		
YEAR 7		STEM workshops	Learn with US Programme: Intro to University BAE Assembly
YEAR 8	Future Career workshops		
YEAR 9	ARMY Team Building Day	Southern Universities Network (SUN) Workshops	
YEAR 10	Rock Assembly: STEM presentations and workshops	Southern Universities Network (SUN) Workshops	Careers Intervention Day
YEAR 11	Federation Careers Evening Assembly - NHS Traineeship Oxbridge Talk Engineering employers event T-Levels Talk (IOW College)	Apprenticeship Event Mock Interviews	Southern Universities Network (SUN) Workshops
YEAR 12	VI Form Careers Fair Oxbridge Talk	UCAS-HE Exhibition	Southern Universities Network (SUN) Workshops

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 13/14	VI Form Careers Fair Oxbridge Talk Engineering employers event	Mock Interviews UCAS-HE Exhibition	Assembly: What to do - not going to university Southern Universities Network (SUN) Workshops

Monitoring, Review and Evaluation

An important part of the CEIAG programme is evaluation. It is mainly through evaluation that this policy will develop whilst keeping abreast of national changes to CEIAG. Evaluations take place after career-related events, so we can assess whether or not career outcomes have been met. Students' access to careers related activities are tracked electronically and are regularly monitored.

Assessment takes place through verbal feedback/assessment observation, written evaluations and student and employer feedback.

The process of regularly completing and monitoring the Gatsby Benchmark Compass Tool has given us the opportunity to review and evaluate the whole CEIAG programme

Partnerships

Partnerships have been firmly established with the Local Authority/Island Futures and local Employers who provide work experience placements. Other firm links have been developed with Post

18 providers (Local Training Providers), F.E colleges such as Isle of Wight College for vocational and academic taster days and external organisations such as Charities and Inspiration Learning group.

Resources

Funding for careers education is allocated in the annual budget in the context of whole school priorities.

Facilities will be made available for outside agencies/providers to access students e.g. room, hall/theatre and specialist equipment. Should there be a risk from public health incidents e.g. COVID 19, measures will be put into place.

Staff Development

Staff training needs are identified yearly. Funding will come from the CPD budget or SUN.

Parent/Carers

Parents and Carers play an integral part in pupils' understanding of career choices and are encouraged to attend a range of career events including parents' evenings, careers interviews, work experience, EHCP review meetings and bespoke information evening regarding specific careers/ post 16 and post18 education opportunities.

Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors. Education and training providers will be expected to adhere to this policy.

Whole School Policies

CEIAG will support and contribute to other "whole school policies", the Federation development plan and Federation Strategy whenever possible.

Special Educational Needs and Disabilities: The Careers team will liaise closely with the SEND department to ensure that the programme of CEIAG is accessible to any student with a special educational need and support students with SEND upon leaving school.

The school's arrangements for managing the access of education and training providers to students are monitored by Assistant Headteacher Personal Development

This policy will be reviewed by Assistant Headteacher Personal Development - reviews will take place annually.

At every review, the policy will be approved by the Governing Board.

This policy was developed and is being reviewed annually through discussions with staff; students, parents, governors and other external agencies.