



Careers Education, Information, Advice and Guidance (CEIAG) Policy

Updated: October 2019

Introduction

Careers education, information, advice and guidance (CEIAG) is an essential part of the support we offer to students at BIGS. The stable programme looks to prepare the students with opportunities, responsibilities and experiences to transition from their formal education to the next stage of their lives: the world of work.

The prosperous and encouraging CEIAG programme is an integral part of the whole school. From formal tutor careers education, to advice, information and guidance provided in careers meetings, alongside other opportunities linked into the academic curriculum of the school, external speakers, and educational visits to local sixth forms and universities. We, at BIGS, understand that all of the school staff have a responsibility in making the careers education successful for the students. Thus, staff are up-to-date with opportunities relating with their subjects, are ready to inspire the students to explore around the topic and are happy to provide feedback.

In addition to the CEIAG programme, we aim to provide students with opportunities to experience the 'world of work' through work experience and to develop their employability skills and enterprise skills from year 7 to year 11. This will be achieved through dedicated form time lessons where students will have the chance to draw connections between academic achievements and future progression. Alongside this, students will have the time to participate in extra-curricular activities inside and outside of school, such as taking part in masterclasses at the local universities or designing a good CV.

Finally, we will continue to expand the various resources, including the school website, which will benefit and support students and parents/carers in investigating and devising the future of their child. We will also work closely with other organisations including: the local authority, further and higher education institutes, apprenticeship providers and employers to offer advice and support to all of our students, so that they can make a successful and pleasant transition from BIGS to having a flourishing and fruitful life in the future.

Principles and Rationale

This policy has been written in accordance with the government's Inspiration Vision Statement and the DfE document, *Careers Guidance and Inspiration in Schools*, which resulted in changes made in the delivery of Careers Guidance in School. We, at Birchfield Independent Girls School (BIGS), have adhered to ensure that guidance:

- Is presented in an impartial manner
- Has included information on a range of post 16 education or training options
- Promotes the best interest of the students.

In addition, to comply to the Department for Education Guidance, we believe that one of the main goals of the school is to provide our students with a schooling that works towards the development of the whole child in a dynamic, spiritual and purposeful community. To ensure that our goal is met, we provide the students with up-to date and relevant information that will help the students in their education pathways and their journey to a career.

BIGS has been led on the development of Careers Guidance through implicating the Gatsby Benchmark, developed by Professor Sir John Holman. The Gatsby Benchmark stated the key elements of high quality practice:

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

CEIAG is an essential part of the support we offer to students at Birchfield Independent Girls School (BIGS). The planned programme of study will help our students in understanding their interests, strengths and weaknesses in relation to employment and education, with the usage of local businesses and actual experience of the workplace.

Objectives

- The careers programme is designed to meet the needs of all of the students at BIGS by following the 8 Gatsby Benchmarks, and the mapped careers programme
- The careers programme embedded in the curriculum is tailored to strength our students' motivation, aspirations and attainment throughout the school years
- Students are given clear, professional and formal advice on educational and employment routes
- BIGS is committed to ensure that students are well prepared for the next stage of their education, training and/or employment.
- BIGS will arrange for students to have the opportunity to take advice and guidance from Higher Education facilities such as sixth form, college and apprenticeship leaders.

Curriculum

The careers programme is managed by the careers leaders, with, support provided by our Enterprise Advisor, the head teacher, and the governors. Furthermore, all teachers ensure that their subject has cross curriculum reference to careers. Above all, the careers programme is provided mainly in form sessions.

The Careers programme includes careers education sessions during form time, career guidance activities (E.g. talks from professionals, Higher Education Sectors and careers fairs), and recent information from the labour and marketing.

The CEIAG consists of five components:

- Careers education within the curriculum
- Planning and recoding of achievements
- Work experience
- Access to individual guidance and support
- Access to careers information

The programme includes:

- Careers education lesson during form time
- Careers guidance (individual interviews, information on recent labour market)
- Action planning and recording achievements
- Mock interview workshops
- CV writing workshops
- Vocational taster sessions
- College visits include Sandwell college
- Work experience
- Visits from post 16 providers including apprenticeship

Work Experience

Work experience is an important part of education entitlement of every student at BIGS, alongside one of the Gatsby Benchmarks. All students are given the opportunity and encouraged to go on work experience, either internally or externally. The practice of work experiences is monitored by the careers leader. Work experience provides students will an insight to the world of work.

Students are prepared (including health and safety) and have a debrief of work experience in their form sessions.

Monitoring and Evaluation

An important aspect of the CEIAG and Gatsby programme is evaluation. The evaluation of the programme will develop the policy, and can allow the programme to be assess whether or not the careers outcomes have been met.

Feedback takes place through verbal and written feedback, every academic full term.

Revision Record of Issued Versions				
Author	Approved Date	Review date	Committee	Version
Maria Adam	November 2019	September 2020	Governors	1.0