



Careers Education Information, Advice & Guidance Policy

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1 Introduction

1.1 Rationale for Careers Education Information, Advice & Guidance (CEIAG)

1.1.1 A young person's career reflects the progress that they have made in learning and work. It is part of the vision and mission of the Constellation Trust that all learners need a planned programme of activities to help them choose their 14 - 19 pathways that are right for them and to be able to manage their careers, sustain employment and achieve personal wellbeing throughout their lives

1.2 Our Commitment.

1.2.1 The Constellation Trust recognises that it has a responsibility to ensure all registered students at our schools/academies are provided with the opportunity to access impartial IAG from our own professionally qualified careers advisors as well as independent careers guidance from external agencies from Year 8 (12/13 year olds) to Year 13 (17/18 year olds), (Education Act 1997, Section 42a). The Board of Directors also recognises that it must ensure that all careers guidance provided:

- is presented in an impartial manner
- includes information on the range of education or training options, including: apprenticeships and other vocational pathways
- is guidance that the person considers will promote the best interests of the students whom it is given

1.2.2 The Trust endeavours to follow best practice guidance from the Department for Education (DfE) and other expert bodies such as: Ofsted and the Department for Business Innovation and Skills, professional bodies and published research as it is available.

1.2.3 The Trust is committed to working towards the 8 Gatsby Benchmarks and a quality award for Careers Education Information, Advice & Guidance.

2 Development

2.1 This policy was developed and is reviewed annually in discussion with school/academy leaders, teaching and non-teaching staff, students, parents/carers and Board of Directors.

3 Links with other Policies

- 3.1 The policy for CEIAG supports and is underpinned by a range of other Trust and school/academy specific policies especially those for teaching, learning, assessment, recording and reporting achievement, citizenship, special educational needs & disability, equality & diversity, gifted & talented and looked after children.

4 Objectives

4.1 Student's Needs.

- 4.1.1 The careers programme is designed to meet the needs of students within the Constellation Trust. Activities are differentiated and personalised to ensure progression in their career learning and development, and to strengthen their motivation, aspirations and attainment at the schools/academies.

4.2 Entitlement.

- 4.2.1 Students are entitled to impartial and confidential CEIAG which is person-centred, delivered by trained staff and which meets professional standards of practice. Activities will be integrated into the curriculum and based on partnership with students and their parents/carers. The programme will raise aspirations, challenge stereotypes and promote equality and diversity.

5 Implementation

5.1 Management

- 5.1.1 The Director of Employment, Enterprise & Enrichment will manage the careers education programme and is responsible to the Executive Head/CEO of the Constellation Trust. CEIAG is supported by a link Director from the Board.

5.2 Staffing

- 5.2.1 All staff will be able to contribute to CEIAG through their role as tutors and curriculum subject teachers. Specialist sessions can be delivered by a variety of different internal and external individuals, coordinated by the Director of Employment, Enterprise & Enrichment. The CEIAG programme is planned, monitored and evaluated by the Director of Employment, Enterprise & Enrichment in consultation with the Senior Leadership Team. Careers information is available from the College @ Sirius at Sirius Academy West and individual school/academy websites.

5.3 Curriculum.

5.3.1 The careers programme includes: careers education sessions, careers guidance activities (e.g. group work and individual interview), information and research activities using the school/academy network and work-related learning. Other focussed events, e.g. a further/higher education fair are provided. Students are involved in the planning of career learning and their views will be collected using Student Voice and surveys.

5.4 Assessment and Evaluation

5.4.1 The intended career learning outcomes for learners are based on the Trust's careers education framework, year 8 - 13 and will be evaluated by the Director of Employment, Enterprise & Enrichment, as well as other key staff.

6 Resources

6.1 Funding is allocated in the annual budget planning round in the context of whole school/academy priorities and particular needs in CEIAG. The Director of Employment, Enterprise & Enrichment is responsible for the effective deployment of resources.

7 Professional Development

7.1 There are annual updates and training opportunities for all school/academy staff. An assessment of whole school/academy staff training needs is done annually or more frequently by request. Staff training needs relating to CEIAG are identified by the Director of Employment, Enterprise & Enrichment or by individual request. Each school/academy endeavours to meet all training needs within a reasonable period of time.

8 Monitoring, Review and Evaluation

- 8.1 Each school/academy analyses student destination information, feedback from students and parents/carers to inform its programme. External CEIAG providers and internal CEIAG delivering are reviewed using evaluation forms and informal feedback from students, parents/carers, staff and termly reports to the Trust Board. The school/academy's careers education and guidance programme is reviewed annually and a report is submitted to the Head teacher, the Executive Head/CEO and the Trust Board.