



CHAILEY SCHOOL CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE POLICY

Date Policy Amended: December 2022

Date of Governing Body Approval: December 2022

Chair of Governors:

A handwritten signature in blue ink, appearing to read 'Judith M...'. The signature is written over a horizontal line.

Head Teacher:

A handwritten signature in blue ink, appearing to read 'Helen Key'.

Careers Governor:

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Date for Review:

December 2024

Introduction

Chailey School believes that a young person's career begins with their pathway through learning and work. All young people need a planned programme of activities to help them make appropriate 14-19 choices and to manage careers throughout their lives. We believe that careers education is an essential component of the curriculum, and we are committed to providing a planned differentiated programme of Careers Education for all students in Years 7 – 11, together with appropriate Information, Advice and Guidance (CEIAG), in accordance with the Department of Education's guidance September 2022*. Chailey School follows the CDI Career Development Framework 2022.

Overall Aims

The CEIAG programme at Chailey School is designed to help students make the most of themselves and their opportunities and is links to the national framework for 'careers, employability and enterprise' (CDI 2022) and the Gatsby Benchmarks. In particular, it aims to help them:

- Develop their knowledge and understanding of the changing nature of work, learning and careers.
- Extend their understanding of opportunities in learning and work.
- Make good use of information and guidance.
- Develop and use their self-knowledge when thinking about, and making course and other choices.
- Develop and use the skills they need to review achievements, plan future actions, make decisions, present themselves well and cope with change and transition.

Commitment:

Governors and Staff are committed to:

- Providing a planned programme of activities to which all students are entitled and will have access.
- Using all available resources to ensure that no student is disadvantaged in gaining access to education, training or work.
- Ensuring that students progress to an opportunity in further education, training or employment.
- Involving young people and their parents/carers in programme activities and further developments.
- Continuing to use Compass+ to audit and plan our provision against the Gatsby Benchmarks.
- Career professionals employed within the school abide by the professional standards of the Careers Development Institute Framework (CDI).
- Working with employers to engage students in work related learning – including work experience.

Entitlement

Learners are entitled to CEIAG which meets professional standards of practice and which is delivered by trained staff and which is person-centered, impartial and confidential. Activities will be embedded in the curriculum and based on a partnership with learners and their parents/carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

Management

Responsibility for imparting of CEIAG in the classroom and Community and Culture falls to the FLT of PE/PSHE and Subject Leaders. We invest in independent careers advice for one to one guidance sessions whilst the Work-Related Learning Coordinator is responsible for work experience, vocational learning and careers visits and talks from employers and colleges to enhance CEIAG. These roles are overseen by the Deputy Head Teacher.

Delivery

The Careers Leader is Louise Poole (Deputy Head Teacher). The Careers Education Programme includes careers lessons taught through Community and Culture, PSHE, careers talks, enterprise sessions, careers evenings and work experience and preparation. All staff contribute to CEIAG through their roles as tutors and subject teachers. The CEIAG programme is differentiated, planned, monitored and evaluated by the Deputy Head Teacher in consultation with the Head of PSHE and the Work-Related Learning Coordinator.

Resources

Careers lessons are taught through PSHE and the Community and Culture programme and students have access to a dedicated Careers Library situated within the Main School Library. Within this there are computers available to use and information on accessing various websites for impartial careers information. Information is also available on the school website.

Guidance

All students have access to one to one careers appointments with an independent qualified Careers Adviser. All staff should, when approached by students, respond with appropriate guidance, support and signposting. All guidance aims to be impartial, confidential (within safeguarding policy guidelines), responsive to students' needs and based on the principle of equality. Students can also see the Work-Related Learning Coordinator for further information. Access to various websites and the CEIAG programme can be found on the school website.

Training

The Work-Related Learning Coordinator attends the ESCC and CEC Careers Hub, (CEC is a Careers and Enterprise Company) and also any training provided by ESCC on Labour market information, apprenticeships, NEET as well as CPD in line with CDI requirements. Training needs of staff are identified through annual PSHE meetings and appropriate arrangements made by I/C PSHE.

Consultation

The policy has been written in consultation with selected staff including Louise Poole (Deputy Head Teacher), Gail Wickens (Work-Related Learning Coordinator) and Jennie Cole (Enterprise Coordinator – Employability and Skills).

Provider Access Legislation

This part of the policy sets out the school's arrangements for managing the access of providers to 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 years 8 to 13 (up to Year 11 at Chailey School) 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.

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for year 8 to 9 pupils and two encounters for year 10 to 11 pupils. For pupils in year 12 to 13, particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider)
- answer questions from pupils.

Meaningful provider encounters

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils using the [Making it meaningful checklist](#).

Previous providers

In previous terms/years we have invited the following providers from the local area to speak to our pupils:

- Local colleges, apprenticeship providers, local employers, Army, Police, NHS all are invited and attend our annual Careers Fayre
- Students attend iCan & Big Futures Careers Events (Year 8 & 9)
- We have college assemblies from all local colleges for our Year 11 students
- Enterprise day takes place annual for Year 10 with 6 local business partners attending the event for the day and interacting with the students and assisting them with their business ideas and pitches

- NCS annual assembly
- Careers Interviews for Year 11 students provided by My Future Starts Here
- Option choice modules
- Curriculum Enrichment Week
- Community and Culture programme
- Assembly programme
- PSHE lessons
- Learning outside the curriculum – trips and visits
- STEAM activities
- Curriculum Enrichment Week
- Chailey award
- Liaising with external speakers/employers

Destinations of our pupils

Last year our year 11 pupils moved to range of providers in the local area after school:

BHASVIC	BIMM	Brockenhurst College
Cardinal Newman	Chichester College	DV8
East Sussex – Eastbourne	East Sussex – Lewes	Brighton Met
Hillview	North Kent College	Plumpton
St Bede's	St Paul's	Richard Collyer
Tunbridge Wells College	Uckfield College	Varndean

Management of provider access requests Procedure

A provider wishing to request access should contact Gail Wickens, Careers & Work-Related Learning Coordinator via email on gwickens@chaileyschool.org

Opportunities for access

The school offers the six provider encounters required by law (marked in bold text) and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to pupils or their parents or carers.

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

Other Relevant Policies

The policy for CEIAG supports and is itself underpinned by a range of key school policies.

Safeguarding and Child Protection Policy

SEND Policy

Single Equality Scheme

Able, Gifted and Talented Policy

Pupil Premium Grant Policy

Monitoring, Review and Evaluation:

All programme activities will be monitored, reviewed and evaluated with active involvement of students.

The findings will be used to steer the programme's development plan for the next academic year.

**Careers guidance and access for education and training providers Statutory guidance for governing bodies, school leaders and school staff September 2022.*

CEIAG programme at Chailey School

The table below shows the activities that each year group take part in. Some of the activities may be run virtually depending on the Government guidance at the time.

The CEIAG programme will help students to:		How these Opportunities are provided:
<ul style="list-style-type: none"> • Report on their strengths and achievements • Identify areas for development • Identify areas of interest for career aims • Research information needed for career and course choices • Have an understanding of their preferences in relation to work • Gain knowledge on the pathways for transition • Gain an understanding on work ethics • Relate their career aims to labour market trends 	Year 7	<ul style="list-style-type: none"> • Post-16 careers evening • Option choice modules • Curriculum Enrichment Week • Community and Culture programme • Assembly programme • PSHE lessons • Learning outside the curriculum – trips and visits • STEAM activities • Curriculum Enrichment Week • Chailey award • Liaising with external speakers/employers
	Year 8	<ul style="list-style-type: none"> • Post-16 careers evening • PSHE lessons • iCan Careers Fair • Curriculum Enrichment Week • Community and Culture programme • Learning outside the curriculum – trips and visits • STEAM activities • Curriculum Enrichment Week • Chailey award • Liaising with external speakers/employers
	Year 9	<ul style="list-style-type: none"> • Post-16 careers evening • Big Futures & iCan Careers Fair • Year 9 curriculum guidance and options assembly/evening • PSHE lessons • Community and Culture programme • Curriculum Enrichment Week • Learning outside the curriculum – trips and visits • STEAM activities • Curriculum Enrichment Week • Chailey award • Liaising with external speakers/employers • University trips
	Year 10	<ul style="list-style-type: none"> • Taster Days at FE/HE colleges • Enterprise Day • Post-16 careers evening • Community and Culture programme • Work Experience • Liaising with external speakers/employers • Learning outside the curriculum – trips and visits • STEAM activities • Fast Tomato

	Year 11	<ul style="list-style-type: none">• College presentations• Careers advice interviews• Use of computer suite• Use of careers library• Community and Culture programme• Liaising with external speakers/employers• Post-16 careers evening
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